



**LANE TRANSIT SPECIAL-PURPOSE DISTRICT OF OREGON (LTD)  
BOARD OF DIRECTORS MEETING AGENDA**

**Public Forum, Regular Business Meeting and Briefing  
Wednesday, June 17, 2026, 5:30 P.M.  
Glenwood Administrative Office | Board Room  
3500 E 17<sup>th</sup> Avenue, Eugene, OR 97478**

LTD Board Business meetings are also available via web video stream. You can access the broadcast live day-of or any of our archived meetings at <https://govhub.ompnetwork.org/>

A seven-member Board of Directors, appointed by the Governor of Oregon, governs LTD. Board members represent, and must live in, certain geographical subdistricts. The Board provides policy direction and collaborates with local elected officials on regional transportation planning.

<b>Subdistrict</b>	<b>Description</b>	<b>Board Member</b>
Subdistrict 1	East Springfield to McKenzie Bridge	Gino Grimaldi
Subdistrict 2	West Springfield	Michelle Webber, Vice President
Subdistrict 3	SE Eugene, Creswell, Cottage Grove and Lowell	Heather Murphy
Subdistrict 4	North Eugene (east of River Road) and Coburg	Kelly Sutherland
Subdistrict 5	Central and West Eugene	Pete Knox, Treasurer
Subdistrict 6	West Eugene, HWY 99, River Road and Junction City	Lawrence Green, Secretary
Subdistrict 7	Southwest Eugene, Veneta and Fern Ridge	Susan Cox, President

**Public Testimony on all Board Matters including Resolutions:**

Public testimony will begin at approximately 5:30 p.m. In-person sign-up is available on the day of the meeting in the Boardroom. You may also participate virtually via Zoom. To join the meeting, follow the link provided on the Events Calendar on the day of the meeting at <https://www.ltd.org/events-calendar/>. If you wish to provide testimony, please use the "Raise Hand" feature. For phone participants, press \*9 to raise your hand. When it is your turn to speak, your name will be called. Individual comments are generally limited to three minutes; however, the presiding Board officer will determine the final time limits based on the number of speakers and the time available.

For those unable to attend in person or virtually but who wish to submit written testimony, please email [clerk@ltd.org](mailto:clerk@ltd.org). Comments must be received by noon on the day prior to the meeting.

To be added to Lane Transit District's Public Meeting Notice List, please submit this request to [clerk@ltd.org](mailto:clerk@ltd.org).

## **REGULAR BUSINESS MEETING AGENDA**

1. **CALL TO ORDER & ROLL CALL:** Susan Cox (President), Michelle Webber (Vice President), Pete Knox (Treasurer), Lawrence Green (Secretary), Heather Murphy, Gino Grimaldi, Kelly Sutherland
  
2. **PUBLIC COMMENT**
  
3. **BOARD REPORTS**
  - Lane Council of Governments (LCOG) Board of Directors – Pete Knox
  - Metropolitan Policy Committee (MPC) – Susan Cox, Pete Knox
  - Lane Area Commission on Transportation (LANEACT) – Heather Murphy
  - Strategic Planning Committee (SPC) – Gino Grimaldi, Kelly Sutherland
  - Bylaws Committee – Susan Cox, Michelle Webber, Pete Knox
  
4. **CEO REPORT**

**Next, we'll hear from our CEO, Jameson Auten, for the CEO Report**

  - Employee of the Month – June 2026 – Kacy Minnis
  - Monthly Operations Performance Update
  - Monthly Department Reports
  - Delegated Authority Report
  - SPC Bi-Annual Report
  
5. **MONTHLY FINANCE REPORT**
  
6. **CONSENT AGENDA**

Items appearing below are considered to be routine and may be approved by the Board in one blanket motion. Any Board member may remove an item from the “Consent” portion of the agenda for discussion or questions by requesting such action prior to consideration of this portion of the agenda.

  - Approval of Monthly Finance Report
  - Adoption of Resolution No. 2026-06-17-17, Adoption of Updated Group Pass Program Policy
  - Approval of the Lane Transit District Employee Handbook
  - Committee Officer Selections – SPC, State Transportation Improvement Fund
  
7. **BOARD ACTION ITEMS**
  - Adoption of Resolution No. 2026-06-17-18, Leadership Development Services
  - Adoption of Resolution No. 2026-06-17-19, Fixed Route Service Policy
  - Resolution No. 2026-06-17-20 FY28 STIF Discretionary & Intercommunity Proposal
  - Adoption of Resolution No. 2026-06-17-21 Federal FY28-29 Section 5310
  - Adoption of Resolution No. 2026-06-17-22 Regional MESH Program Evaluation
  - Adoption of Board Bylaws

**8. EXECUTIVE SESSION**

- ORS 192.660(2)(e): To conduct deliberations with persons designated by the governing body to negotiate real property transactions (Remote Session).
- ORS 192.660 (2)(d): To conduct deliberations with persons designated by the governing body to carry on labor negotiations (No Remote Session).

**9. Ratification of ATU 757 Contract**

- Adoption of Resolution No. 2026-06-17-23 ATU 757 Main Contract

**10. Adjourn Business Meeting**

**UPCOMING MEETINGS:**

**Reminder:** *Lane Transit District does not hold Public Meetings in July*

August 19 – Board Retreat

Location: TBD

September 16 - September Board Meeting

Glenwood Administrative Office

3500 E 17th Avenue, Eugene, OR 97478

The facility used for this meeting is wheelchair accessible. To request a reasonable accommodation or interpreter, including alternative formats of printed materials, please contact LTD's Administration office no later than 48 hours prior to the meeting at 541-682-5555 (voice) or 7-1-1 (TTY through Oregon Relay).



## Lane Transit District Agenda Item Summary (AIS)

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**Presented By:** Jameson Auten, Chief Executive Officer      **Title:** Employee of the Month June 2026

**Action: Information Only**

**Background:**

Kacy Minnis, Senior Administrative Specialist, is the June 2026 Employee of the Month. Kacy was hired as a Transit Administrative Specialist on September 6, 2023.

Kacy was nominated for her outstanding recent contributions. She is an incredible asset to Operations, taking on additional work and responsibilities. Not only does she consistently complete everything asked of her, but she has a positive attitude and a high level of professionalism. Kacy treats everyone with respect, even when she is pulled in multiple directions in a busy department like Operations.

When asked to comment on Kacy's selection as EOM, Josh Schmit, Temporary Director of Transit Operations and Public Safety, said:

"Kacy has been with LTD for almost three years. She has been a great addition to the Operations team and is an integral part of our day-to-day operations. The extra work she does with the Bus Roadeo and our critical new software update are greatly appreciated by the entire team. This nomination is well deserved."

**Award:**

Kacy will attend the June 17, 2026 Board Meeting to be introduced to the Board and receive her award.



# Board Performance Report

April 2026



## Fixed Route and EmX Ridership

### Ridership

Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
EmX Service	233,279	247,608	-5.8%	206,234	223,936	-7.9%
Fixed Route Service	353,591	332,277	6.4%	303,978	292,489	3.9%
<b>Total</b>	<b>586,870</b>	<b>579,885</b>	<b>1.2%</b>	<b>510,212</b>	<b>516,425</b>	<b>-1.2%</b>

### Revenue Hours

Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
EmX Service	5,297	5,298	-0.0%	5,268	5,110	3.1%
Fixed Route Service	15,985	15,290	4.5%	15,485	14,442	7.2%
<b>Total</b>	<b>21,282</b>	<b>20,588</b>	<b>3.4%</b>	<b>20,753</b>	<b>19,552</b>	<b>6.1%</b>

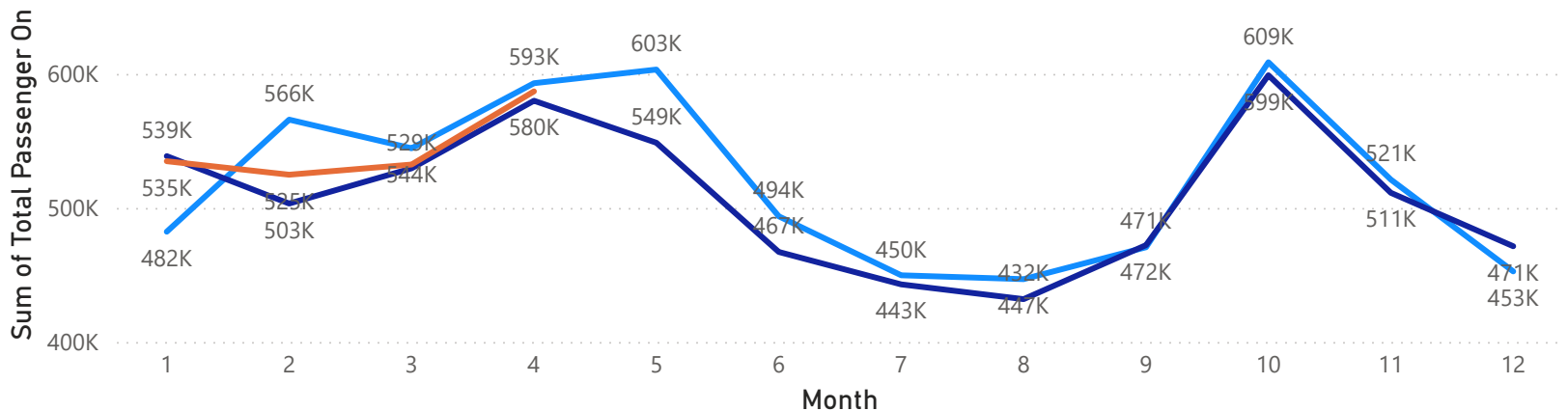
### Ridership per Revenue Hour

Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
EmX Service	44.04	46.73	-5.8%	39.15	43.83	-10.7%
Fixed Route Service	22.12	21.73	1.8%	19.63	20.25	-3.1%
<b>Total</b>	<b>27.58</b>	<b>28.17</b>	<b>-2.1%</b>	<b>24.58</b>	<b>26.41</b>	<b>-6.9%</b>

### Ridership

Jan 2024 - Apr 2026

Type ● 2024 ● 2025 ● 2026





# Board Performance Report

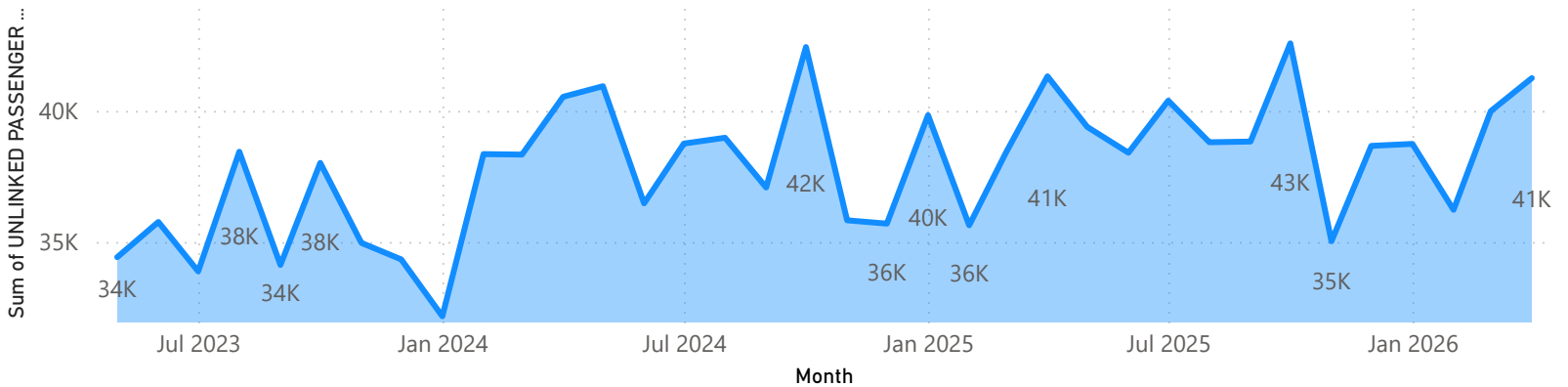
April 2026

## Mobility Services

### Ridership

Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
RideSource NEMT	24,218	24,719	-2.0%	22,994	23,091	-0.4%
RideSource	12,665	12,598	0.5%	12,079	11,408	5.9%
Cottage Grove Connector	1,506	1,168	28.9%	1,124	1,201	-6.4%
Vanpool	1,108	918	20.7%	1,127	861	30.9%
Rhody Express	934	959	-2.6%	882	956	-7.8%
Diamond Express	640	716	-10.6%	631	699	-9.7%
Florence ADA	174	133	30.8%	137	97	42.2%
<b>Total</b>	<b>41,245</b>	<b>41,211</b>	<b>0.1%</b>	<b>38,974</b>	<b>38,312</b>	<b>1.7%</b>

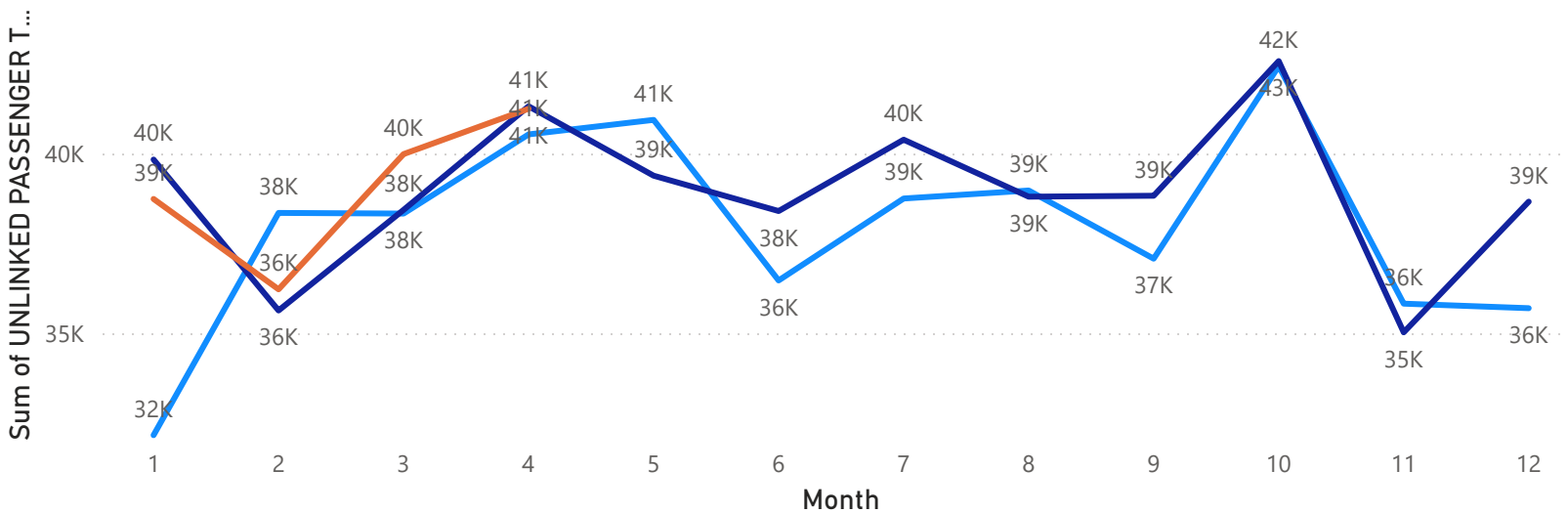
### Mobility Services Ridership



### Mobility Services Ridership

Jan 2024 - Apr 2026

Type ● 2024 ● 2025 ● 2026





# Board Performance Report

April 2026

## Fleet Maintenance

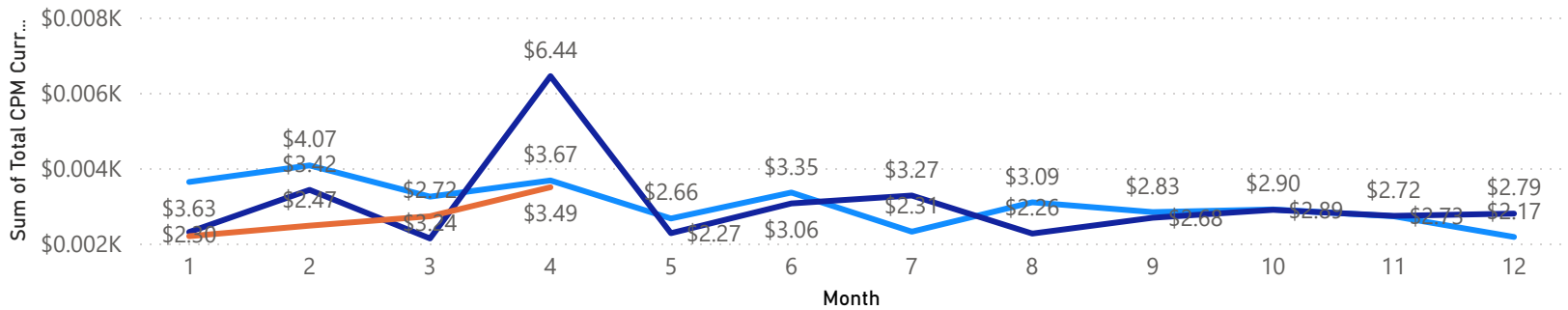
### Maintenance Cost Per Mile - Revenue Vehicles

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
PM	\$0.37	\$0.46	(\$0.09)	\$0.39	\$0.41	(\$0.02)
REPAIR	\$3.12	\$5.98	(\$2.86)	\$2.36	\$2.61	(\$0.25)
<b>Total</b>	<b>\$3.49</b>	<b>\$6.44</b>	<b>(\$2.95)</b>	<b>\$2.75</b>	<b>\$3.02</b>	<b>(\$0.27)</b>

## Maintenance Cost

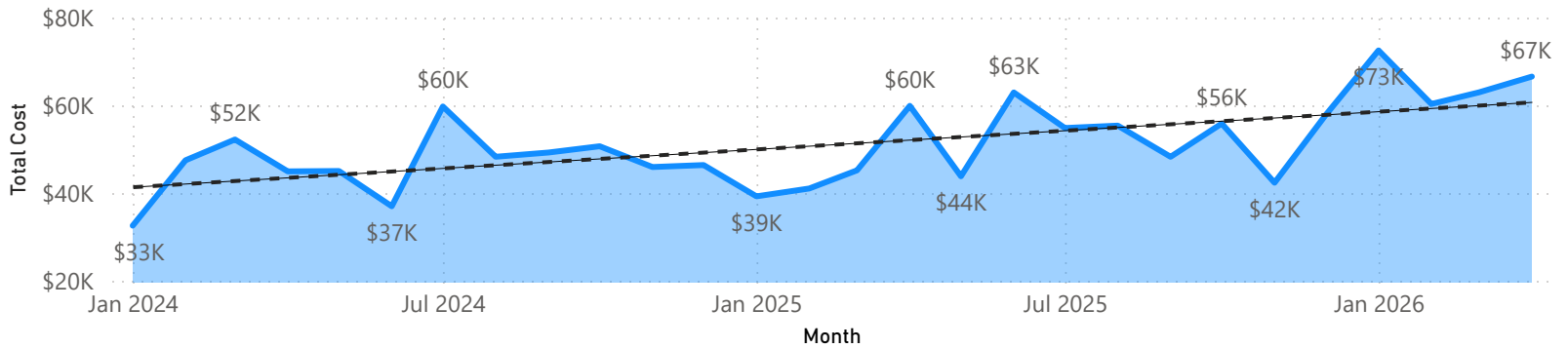
Jan 2024 - Apr 2026

Year ● 2024 ● 2025 ● 2026



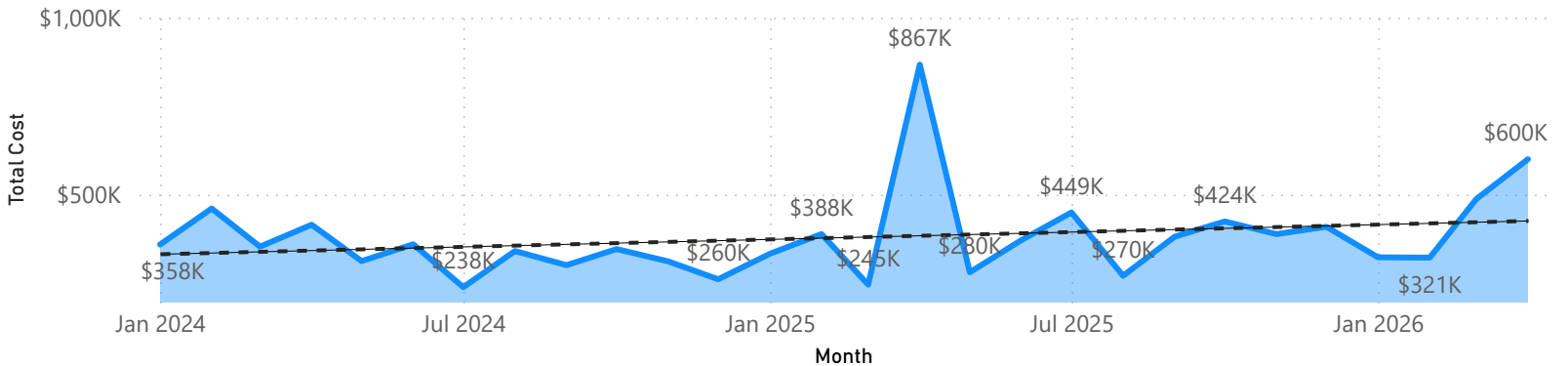
## Maintenance Cost - PM

Jan 2024 - Apr 2026



## Maintenance Cost - Repair

Jan 2024 - Apr 2026





# Board Performance Report

April 2026



## Customer Service

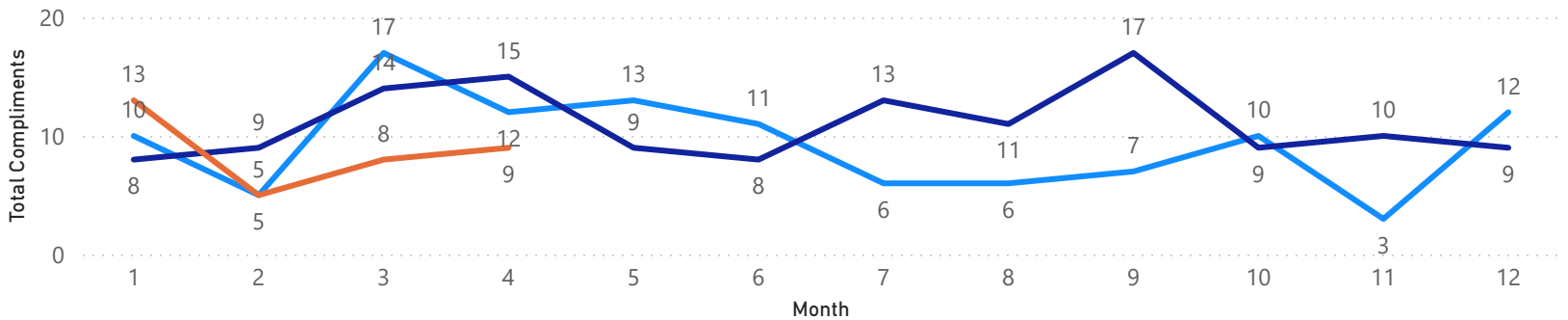
### Compliments per 100k Boardings

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Compliment	1.53	2.59	-1.05	2.83	2.69	0.13
<b>Total</b>	<b>1.53</b>	<b>2.59</b>	<b>-1.05</b>	<b>2.83</b>	<b>2.69</b>	<b>0.13</b>

### Compliments Trend

Jan 2024 - Apr 2026

Year ● 2024 ● 2025 ● 2026



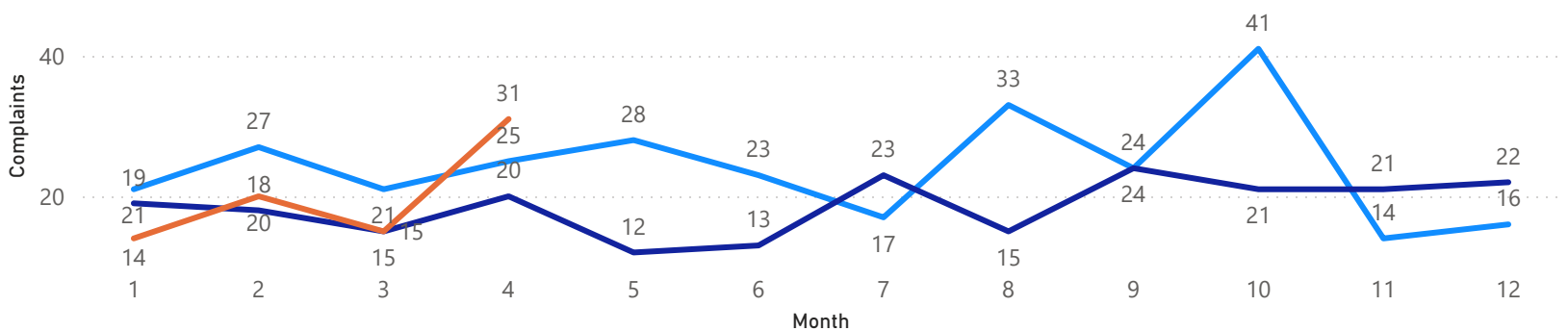
### Substantiated Complaints per 100k Boardings

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Customer Relations	2.56	0.69	1.87	2.82	2.79	0.03
Miscellaneous		0.17	-0.17	0.26	0.69	-0.42
Reliability	1.36	2.59	-1.22	2.26	2.82	-0.56
Safety	1.36		1.36	1.15	1.65	-0.49
<b>Total</b>	<b>5.28</b>	<b>3.45</b>	<b>1.83</b>	<b>6.49</b>	<b>7.94</b>	<b>-1.45</b>

### Substantiated Complaints Trend

Jan 2024 - Apr 2026

Year ● 2024 ● 2025 ● 2026





# Board Performance Report

April 2026

## Operations

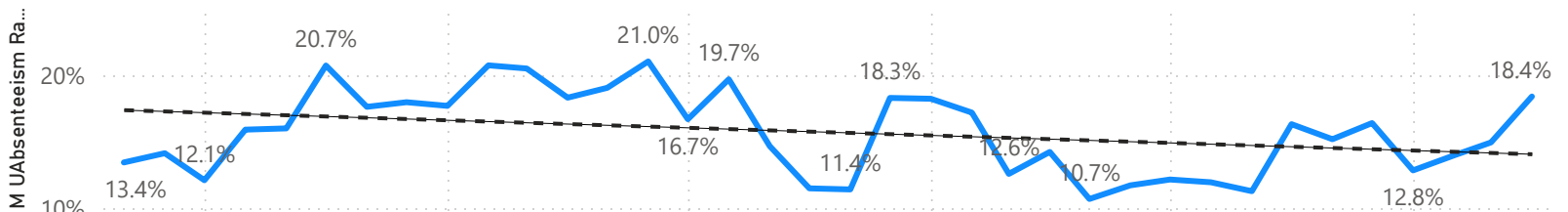
### Operator Unanticipated Absenteeism Rate

Goal 10%

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
On The Job Injury Time Loss	3.7%	2.30%	1.42%	2.28%	2.10%	0.18%
Other	2.8%	1.36%	1.40%	1.69%	1.45%	0.24%
Protected	8.0%	6.33%	1.65%	4.78%	5.88%	-1.10%
Sick	3.9%	4.23%	-0.31%	5.07%	6.69%	-1.61%
<b>Total</b>	<b>18.4%</b>	<b>14.23%</b>	<b>4.17%</b>	<b>13.82%</b>	<b>16.11%</b>	<b>-2.29%</b>

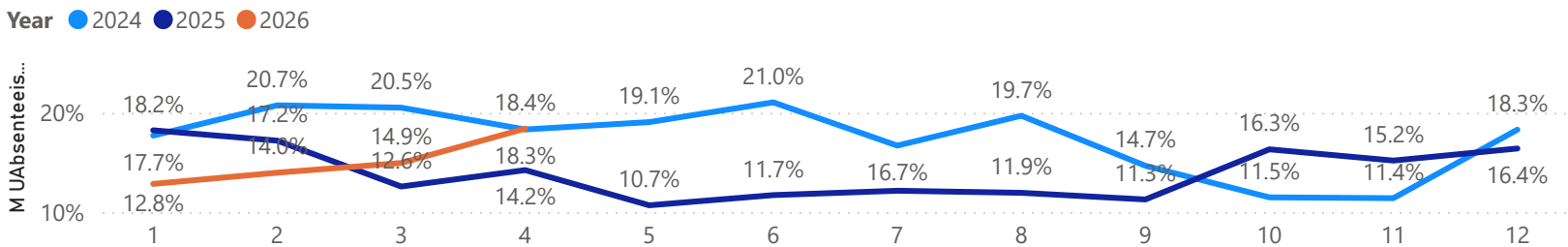
### Operator Unanticipated Absenteeism Rate Trend

May 2023 - Apr 2026



### Operator Unanticipated Absenteeism Rate Yearly Comparison

Jan 2024 - Apr 2026



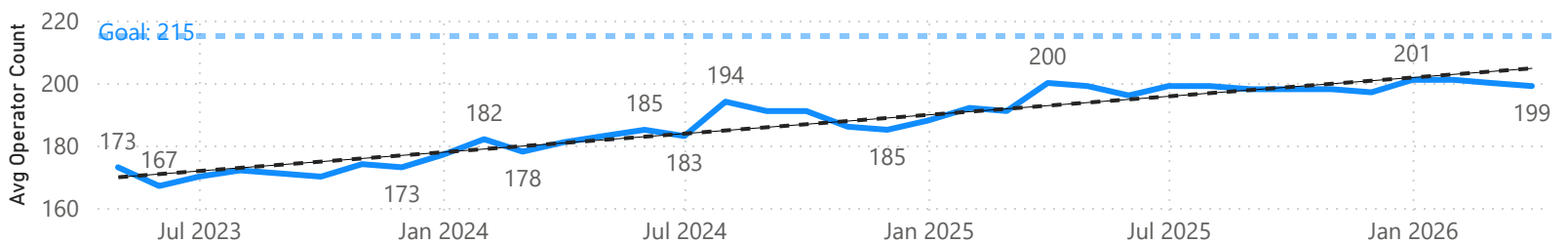
### Average Operator Count

Goal: 215

% of Goal	Current Month	Prior Year Month	Change Monthly	% Change Monthly	Rolling 12 Month	Rolling 12 Month Prior	Change Rolling 12
92.6%	199	200	-1	-0.50%	199	189	10

### Operator Count Trend

May 2023 - Apr 2026





# Board Performance Report

April 2026

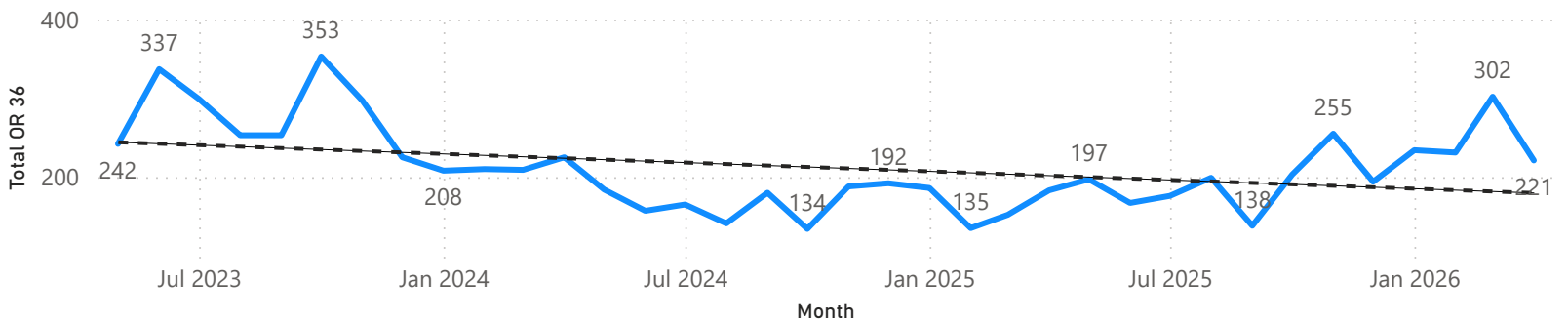
## Public Safety

### Ordinance 36 Violations Per 100k Revenue Hours

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Ordinance 36 Violations	10.38	8.89	1.50	10.11	8.51	1.60

### Ordinance 36 Trend

May 2023 - Apr 2026

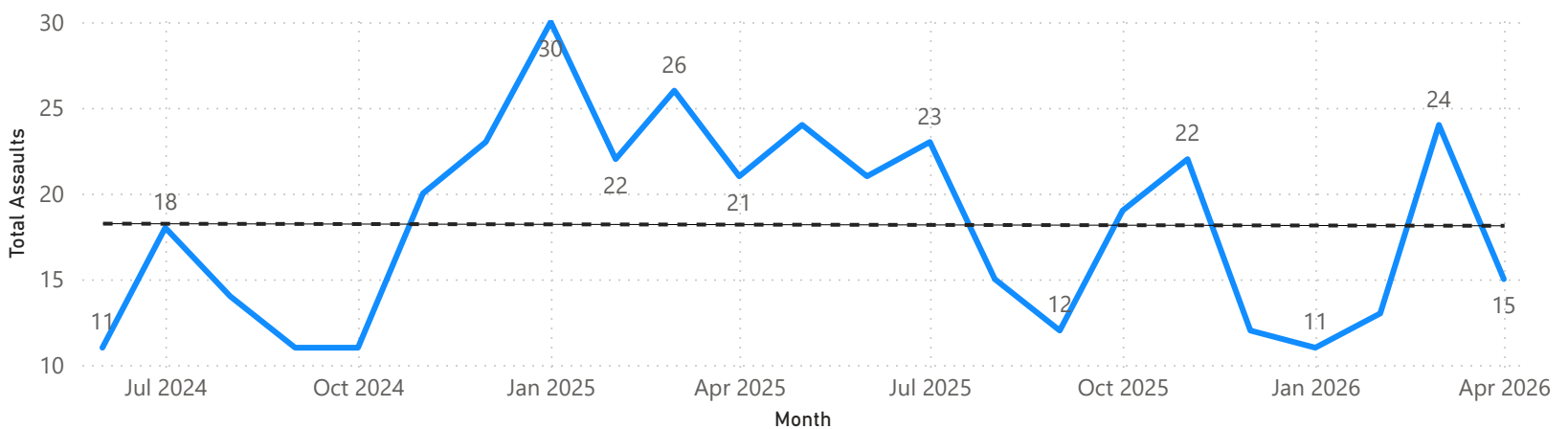


## Assaults

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
<b>Non-Physical</b>	<b>13</b>	<b>13</b>	<b>0</b>	<b>11.8</b>	<b>13.8</b>	<b>-1.9</b>
Operator Non-Physical	2	1	1	4.0	3.1	0.9
Other Transit Worker Non-Physical	9	6	3	6.2	8.4	-2.2
Public Non-Physical	2	6	-4	1.7	2.3	-0.6
<b>Physical</b>	<b>2</b>	<b>8</b>	<b>-6</b>	<b>5.8</b>	<b>5.0</b>	<b>0.8</b>
Operator Physical				0.2	0.3	-0.2
Other Transit Worker		2	-2	1.7	2.1	-0.4
Public Physical	2	6	-4	3.9	2.6	1.3
<b>Total</b>	<b>15</b>	<b>21</b>	<b>-6</b>	<b>17.6</b>	<b>18.8</b>	<b>-1.2</b>

### Assaults Trend

Jun 2024 - Apr 2026







# Lane Transit District

## Monthly Department Reports

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### Administration

Wendi Frisbie, Chief Administrative Officer

#### **HUMAN RESOURCES**

##### **Executive Summary:**

Recruitment activity remains steady, with six open positions. These include a public safety officer and two equipment detail technicians. HR is currently onboarding eight new bus operators – this apprenticeship class begins July 20 and wraps up on September 25.

##### **Topic: Recruitment and Staffing Levels**

- Status: In Progress
- What it is: See above.
- Why it matters: Maintaining adequate staffing levels, particularly for operators, ensures reliable service and supports LTD's ability to meet community mobility needs and service expectations.
- Strategic Business Plan (SBP) Alignment: Employee Engagement
- Board Goal Alignment: Implement Succession & Professional Development Strategy
- Next Steps/Timeline: Continue recruitment efforts for open positions.

#### **INFORMATION TECHNOLOGY**

##### **Executive Summary:**

A number of technology initiatives have progressed into execution and implementation phases, including dates being finalized for the mobile video pilot, continued testing of a critical scheduling system, and LTD's intranet. IT is focused on preparing for phased rollouts across the organization.

##### **Topic: Mobile Video Surveillance Replacement Update**

- Status: In Progress
- What it is: This project replaces LTD's aging on-vehicle video systems.
- Why it matters: Improved safety, incident response, and asset accountability across LTD's fleet. This project is expected to provide notable efficiency gains throughout LTD once implemented.
- Strategic Alignment: Customer Satisfaction
- Board Goal Alignment: Position LTD as Employer of Choice
- Next Steps/Timeline: Pilot installation is scheduled for June, with full fleet deployment in August.



## Lane Transit District Monthly Department Reports

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### **Topic: Operations Scheduling Modernization Update**

- Status: In Progress
- What it is: LTD's current scheduling system is past its usable life. The replacement will be able to meet LTD's current and future operational needs.
- Why it matters: This more reliable system reduces manual work, supports efficient service, and workforce planning.
- Strategic Alignment: Employee Engagement
- Board Goal Alignment: Position LTD as Employer of Choice
- Next Steps/Timeline: Complete testing signoffs, finalize integration and access controls, and progress migration and parallel operations readiness to support phased rollout.

### • **Topic: Microsoft 365 Modernization Update - SharePoint**

- Status: In Progress
- What it is: This project will create centralized communication hubs, making it easier for all LTD employees to find information and improve transparency within the organization.
- Why it matters: The new "intranet" will improve internal communication, alignment, and overall effectiveness across LTD.
- Strategic Alignment: Employee Engagement
- Board Goal Alignment: Position LTD as Employer of Choice
- Next Steps/Timeline: SharePoint site buildout is underway, with communication hub sites going live throughout this summer.

## **MARKETING**

**Executive Summary:** LTD's Springfield Farmers Market partnership is underway, using an in-kind agreement with Lane County Farmers Market to boost transit access to healthy food through free ride promotions and on-site engagement. This work is directly connected to several of LTD's outcome areas. The American Bus Benchmarking survey outreach concluded successfully with 909 responses, providing valuable insights into rider satisfaction and safety perceptions.

### **Topic: Lane County Farmers Market Springfield Partnership**

- Status: In Progress
- What it is: LTD recently established an in-kind trade agreement with Lane County Farmers Market (LCFM) to promote transit access to the newly launched Springfield Farmers Market.
- Why it matters: This effort focuses on increasing transit access to healthy food options.
- Strategic Alignment: Community Value
- Next Steps/Timeline: The partnership will continue for the duration of the Springfield Farmers Market season.



## Lane Transit District Monthly Department Reports

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### **Topic: American Bus Benchmarking Survey Outreach**

- Status: Completed
- What it is: The 2026 American Bus Benchmarking (ABBG) survey concluded on May 10. Throughout the survey period, Marketing worked to encourage participation, receiving 909 responses (exceeding ABBG's target of a minimum of 500 responses).
- Why it matters: Responses and analysis provide insight into overall rider satisfaction and perceptions of safety, on-time performance, and more.
- Strategic Alignment: Customer Satisfaction
- Next Steps/Timeline: The raw dataset will be available to LTD in June with additional insights and benchmarking comparisons completed in this fall.



# Lane Transit District

## Monthly Department Reports

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### Development Services

Joe McCormack, Chief Development Officer

#### FACILITIES MANAGEMENT & PROJECTS

**Executive Summary:** Several state of good repair projects are underway at Eugene Station **through** August 2026 to preserve critical transit infrastructure, improve the customer experience, and enhance operational reliability and energy efficiency. Planned work includes repainting structural steel, upgrading exterior lighting and lighting controls, and replacing remaining heat pumps and control systems at Eugene Station's Customer Service Center and 1099 Building.

#### **Topic: Eugene Station State of Good Repair Projects**

- Status: In Progress
- Why it matters: These projects preserve critical transit infrastructure, improve customer experience, and enhance operational reliability and energy efficiency. The investments reduce long-term maintenance needs and improve the performance and sustainability of building systems.
- Strategic Alignment: Customer Satisfaction
- Board Goal Alignment:
- Next Steps/Timeline: Work on Eugene Station is expected to wrap up in August.

#### MOBILITY PLANNING

**Executive Summary:** The Connect 2045 mobility planning project formally started in May. Also underway is execution on the Fare System Roadmap; an overview of which was presented to the Board at May's meeting. Together, these efforts represent two major planning priorities for LTD: shaping long-term mobility strategy and advancing a more effective, customer-focused fare system.

#### **Topic: Connect 2045 Consultant Team & LTD Working Group Kick-Off Held on May 6th, 2026**

- Status: In Progress
- What is it: Connect 2045, LTD's Long-Range Mobility Plan, will set a 20-year vision for the future of public transit and mobility in Lane County.
- Why it matters: This plan will align LTD's services, programs, and investments to achieve the defined 20-year vision.
- SBP Alignment: Community Value
- Board Goal Alignment: Complete LTD Long Range Mobility Plan
- Next Steps/Timeline: The project consultant team (Parametrix) and LTD staff completed a field tour of LTD facilities and key corridors in Eugene and Springfield in May. Following the tour, Parametrix led an engagement activity with staff to establish functional area goals and objectives for the work ahead. The project team will now move into the community engagement and existing conditions analysis phase of the plan.



## Lane Transit District Monthly Department Reports

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### **Topic: LTD Fare System Roadmap Presented to the Board of Directors on May 20, 2026**

- Status: In Progress
- What it is: The completed Fare System Roadmap provides a clear, actionable direction for modernizing LTD's fare system.
- Why it matters: This work ensures LTD remains in alignment with rider needs and long-term organizational goals.
- SBP Alignment: Financial Health
- Board Goal Alignment: Choose an item.
- Next Steps/Timeline: Staff has presented the completed Fare System Roadmap to LTD's Board, recommending Option 3: "Migrate to a New Platform" as the preferred path forward. Staff will now develop a project scope, schedule, and budget.

### **Topic: Lane Coordinated Public Transit–Human Services Transportation Plan**

- Status: In Progress
- What it is: The Lane Coordinated Public Transit–Human Services Transportation Plan (Coordinated Plan) guides how LTD and community partners coordinate and improve transportation services for older adults, people with disabilities, and others with limited access to transportation in Lane County.
- Why it matters: The plan supports the mobility of seniors and people with disabilities in the county.
- SBP Alignment: Community Value
- Board Goal Alignment: Complete LTD Long Rang Mobility Plan
- Next Steps/Timeline: Staff are working with Lane Council of Government (LCOG) staff to update the plan, including a detailed analysis of demographic changes across Lane County and more engagement with community members and key stakeholders. LTD and LCOG staff will present to the Board later this summer for plan adoption.



# Lane Transit District

## Monthly Department Reports

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### Finance

Pam Strutz, Chief Financial Officer

#### **FINANCE DEPARTMENT**

**Executive Summary:** LTD's FY26-27 Budget was adopted at the May 20 Board meeting, alongside the FY26-35 Long-Range Financial Plan (LRFP) and the FY26-35 Community Investment Plan (CIP). Internal planning continues on the centralization of Accounts Payable set to commence in July. Staff are working toward year-end close and gathering supporting documentation for auditors when they're on-site in July. Grants staff are working on federal grant reconciliations, draw downs, and time-sensitive applications.

#### **Topic: FY26 Budget, LRFP & CIP**

- Status: Completed
- What it is: Per Oregon law, a budget is required to be adopted at least bi-annually. LTD's internal policy is to adopt an LRFP and CIP annually.
- Why it matters: These documents allow LTD to maintain service delivery, as well as remain accountable and stable.
- SBP Alignment: Financial Health
- Board Goal Alignment: Position LTD as Employer of Choice
- Next Steps/Timeline: Preparation for updated LRFP and CIP begins in August, followed by a presentation at November's Budget Committee meeting.

#### **Topic: Accounts Payable Centralization**

- Status: In Progress
- What it is: Centralizing AP means that vendor invoice entry will be handled by Finance, instead of separately within each department. This also takes advantage of the automations built into LTD's financial software.
- Why it matters: This will improve efficiency of AP processing . and follows procurement best practices,
- SBP Alignment: Financial Health
- Board Goal Alignment: Position LTD as Employer of Choice
- Next Steps/Timeline: Training sessions in June with administrative staff. "Go Live" on July 6.

#### **Topic: Year-end close, Audit Prep**

- Status: Planning
- What it is: Oregon law requires each governmental agency to have an annual financial audit.
- *Why it matters:* Audits provide independent verification that LTD's funds are managed legally and transparently, helping maintain accountability.
- SBP Alignment: Financial Health



## Lane Transit District Monthly Department Reports

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- Board Goal Alignment: Position LTD as Employer of Choice
- Next Steps/Timeline: Staff are preparing supporting documentation requested by auditors. Auditors will be on-site July 13-17.

### **Topic: Federal Grants**

- Status: In Progress
- What it is: LTD policy requires a minimum of 70% grant funding for capital projects.
- Why it matters: These grants provide critical external funding, enabling LTD to deliver projects while maintaining long-term financial health.
- SBP Alignment: Financial Health
- Board Goal Alignment: Identify New Revenue Sources
- Next Steps/Timeline: Tracking a number of grants that are expiring soon, in progress, or need extensions.

### **MATERIALS MANAGEMENT**

#### **Topic: Inventory Accuracy & Value**

- Status: In Progress
- What it is: Maintain accuracy of inventory.
- Why it matters: Reflects inventory control and accuracy, as well as responsible use of public funds. April's inventory accuracy was 99.73%.
- SBP Alignment: Employee Engagement
- Board Goal Alignment: Position LTD as Employer of Choice
- Next Steps/Timeline: Ongoing

### **PROCUREMENT**

#### **Topic: Procurement Centralization**

- Status: In Progress
- What it is: This means purchasing will be coordinated through the Procurement Department, instead of being handled separately within each department. This change follows procurement best practices throughout all levels at LTD.
- Why it matters: Will improve efficiency, financial transparency, and compliance across LTD.
- SBP Alignment: Financial Health
- Board Goal Alignment: Position LTD as Employer of Choice
- Next Steps/Timeline: Communication to LTD and workflow testing within software through June 2026.



## Lane Transit District Monthly Department Reports

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### **Topic: Procurement Standardization**

- Status: In Progress
- What it is: The standardization of Procurement's forms and processes.
- Why it matters: This project will provide structure, maintain compliancy, and increase efficiency within the department.
- Strategic Alignment: Financial Health
- Board Goal Alignment: Implement Succession & Professional Development Strategy
- Next Steps/Timeline: Creating and updating Standard Operating Procedures



# Lane Transit District

## Monthly Department Reports

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### Legal

Carmen Jackson-Brown, In House Counsel

#### **COMPLIANCE**

**Executive Summary:** Compliance continues cross-departmental collaboration to support consistent policy and procedures applications, strengthen contract oversight practices, and improve internal coordination. Current efforts remain focused on reinforcing accountability, supporting operational consistency, and advancing compliance-related training and process improvement.

#### **Topic:** Compliance Overview

- Status: In Progress
- What it is: See above.
- Why it matters: Strengthens consistency and oversight, reduces risk, supports regulatory compliance, and ensures public resources are being used responsibly.
- SBP Alignment: Community Value
- Board Goal Alignment: Position LTD as Employer of Choice
- Next Steps/Timeline: Continue policy reviews and launch updated training and contract oversight improvements.



# Lane Transit District

## Monthly Department Reports

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### Operations

Mike Hursh, Deputy Chief Executive Officer

#### **TRANSIT OPERATIONS**

**Executive Summary:** Bus operators and public safety officers (PSO) received updated radios, improving communication. Hiring efforts are ongoing.

#### **Topic: Radio Upgrade for Operators and PSOs**

- Status: Completed
- What it is: Operations staff had radios upgraded from analog to digital.
- Why it matters: The upgrade helps improve LTD's current method of communication and streamlines response in both routine and emergency situations.
- SBP Alignment: Customer Satisfaction
- Board Goal Alignment: Implement Succession & Professional Development Strategy
- Next Steps/Timeline: Staff is performing targeted system refinements to identify and resolve any potential issues with new tech.

#### **Topic: Recruit Bus Operators and PSOs**

- Status: In Progress
- What it is: Positions remain vacant for bus operator and PSO roles, so recruitment is ongoing.
- Why it matters: LTD cannot maintain levels of service if there are staff shortages in these areas.
- SBP Alignment: Employee Engagement
- Board Goal Alignment: Implement Succession & Professional Development Strategy
- Next Steps/Timeline: Ongoing



# Lane Transit District

## Monthly Department Reports

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### **BUSINESS INTELLIGENCE**

**Executive Summary:** The Business Intelligence (BI) team is delivering high-value analytics for daily operational oversight and decision making, while advancing an improved framework to improve routine performance reporting. Over the next quarter, BI expects to implement improvements focused on automating key operational data for Board, public, and internal usage as well as enhancing self-serve options for internal on-demand use.

#### **Topic: Employee Oversight & Workforce Reporting**

- Status: Completed
- What it is: BI advanced tools that improve oversight of frontline workforce performance, including updates to the Checkride Tracker and delivery of the Monthly Apprenticeship Report.
- Why it matters: These tools enhance visibility into operator training progress, compliance, and safety outcomes.
- SBP Alignment: Employee Engagement
- Board Goal Alignment: Position LTD as Employer of Choice
- Next Steps/Timeline: Continue refining automated reporting and expand supervisor self-service access (Q2, 2026).

#### **Topic: Quarterly Strategic Reporting Up to Date on [LTD's Website](#)**

- Status: Completed
- What it is: BI delivered quarterly results defined through the SBP as key performance Indicators for accountability.
- Why it matters: Ensures transparent tracking of performance against goals, strengthening accountability and informed decision-making.
- Strategic Alignment: Community Value
- Board Goal Alignment: Implementation Succession & Professional Development Strategy.
- Next Steps/Timeline: Continue recurring reporting on a quarterly cycle.

#### **Topic: Decision Support Analytics for Planning, Grants, and Operations**

- Status: Completed
- What it is: BI delivered analytics related to Franklin Blvd EmX traffic, vehicle ridership estimates for grant application support, and operational safety metrics related to Title VI.
- Why it matters: This work turns data into actionable insights that improve planning, strengthen grant applications, and support more effective operations.
- Strategic Alignment: Community Value
- Board Goal Alignment: Implement Succession & Professional Development Strategy.
- Next Steps/Timeline: Expand repeatable data products and reduce one-off requests through dashboarding and self-service tools (Q2–Q3 2026)



# Lane Transit District

## Monthly Department Reports

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### **MOBILITY SERVICES UPDATES**

**Executive Summary:** Mobility Services has the following projects in the works which are focused on improving transportation and accessibility around Lane County. In Florence, the Rhody Express reports the ridership is going up and folks are sharing ideas for expanding the service

#### **Topic: Florence Transportation**

- Status: In Progress
- What it is: LTD staff recently presented to the Florence Transportation Committee on transportation services such as the Rhody Express and RideSource.
- Why it matters: Committee members, excited by increased ridership on the Rhody Express, are looking for more ways to expand service through LTD in Florence.
- SBP Alignment: Community Value
- Board Goal Alignment: Expand Rural Transportation
- Next Steps/Timeline: Future planning efforts in Florence include a transportation hub to seamlessly connect regional mobility services.

### **TRAINING**

**Executive Summary:** The Training Department is advancing workforce development and community engagement, including full implementation of internal Q-Pod training and expanded public access at Eugene Station. The upcoming Bus Operator Apprenticeship cohort is on track, while in-service training participation continues to grow across the workforce. The launch of the Oregon Training Instructor Network is fostering statewide collaboration and innovation in transit training. These efforts collectively support a more skilled workforce and operational continuity.

#### **Topic: Q-Straint - Q-Pod Training**

- Status: Completed
- What it is: Implementation of this training standardizes the use of advanced wheelchair securement systems for operators and expands access to training for both staff and the community.
- Why it matters: Strengthens rider safety and accessibility, while reinforcing LTD's commitment to high-quality service and continuous workforce development.
- SBP Alignment: Customer Satisfaction
- Board Goal Alignment: Implement Succession & Professional Development Strategy
- Next Steps/Timeline: Ensure accessible, community-wide training is available, and , wait for arrival of new buses with restraints installed to apply the training firsthand.



## Lane Transit District Monthly Department Reports

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### **Topic: In-Service Classes/Training**

- Status: In Progress
- What it is: Ongoing, job-related training to maintain skills and ensure consistent, compliant operations.
- Why it matters: LTD's in-service program promotes employee engagement and interdepartmental interaction. Participants are given time with the Executive Team receive and give updates.
- SBP Alignment: Employee Engagement
- Board Goal Alignment: Position LTD as Employer of Choice
- Next Steps/Timeline: This session of in-service goes until November 2026, then begins again (always ongoing).

### **Topic: New Operator Class**

- Status: Planning
- What it is: LTD's second Bus Operator Apprenticeship class begins July 20. Participants will work with trained LTD mentors.
- Why it matters: The first in the state, the apprenticeship program allows LTD to maintain consistent resources and growth.
- SBP Alignment: Employee Engagement
- Board Goal Alignment: Position LTD as Employer of Choice
- Next Steps/Timeline: July 20 class is set to graduate this fall.

### **Topic: The Oregon Training Instructor Network**

- Status: Planning
- What it is: This large networking opportunity allows LTD to more fully connect with other transit agencies in Oregon.
- Why it matters: Makes it so LTD defines its apprenticeship programs, training techniques, and what it means to build stronger coworker relations.
- SBP Alignment: Community Value
- Board Goal Alignment: Implement Succession & Professional Development Strategy
- Next Steps/Timeline: Commence the OTIN on 5/20/2026



# Lane Transit District

## Monthly Department Reports

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### FLEET MAINTENANCE

**Executive Summary:** LA Metro was on-site May 18–20 to document the 19 **battery electric buses (BEBs)** LTD is transferring. Their staff gathered key info, photos, and manuals to make the handoff smooth. At Lane Community College's (LCC) Trades Expo, LTD staff connected with over 540 students, building awareness of careers at LTD and making industry connections.

Multiple bus orders are moving forward, including 19 Gillig diesel buses starting production in 2026–2027. Fleet also expects 10 New Flyer buses (articulated and EmX) to arrive in late 2027 as fleet updates continue.

#### **Topic: Transfer of BEB's to LA**

- Status: Planning
- What it is: Once finalized, LTD will transfer 19 BEBs to LA Metro.
- Why it matters: In addition to helping LA transport the millions of visitors it expects for the 2028 Summer Olympics, this move reduces LTD's spare ratio and supports the rightsizing of its fleet.
- SBP Alignment: Customer Satisfaction
- Board Goal Alignment: Implement Succession & Professional Development Strategy
- Next Steps/Timeline: Continue work with LA Metro and the FTA on transfer.

#### **Topic: LCC Annual Trades Expo**

- Status: Completed
- What it is: LTD staff engaged with hundreds of Oregon high school students at the event. They showcased an LTD bus, training engine, and shared the benefits of a career at LTD.
- Why it matters: The event doesn't always translate to direct hires, but places LTD in the minds of young people as a possible place to work in the future.
- SBP Alignment: Customer Satisfaction
- Board Goal Alignment: Position LTD as Employer of Choice
- Next Steps/Timeline: This allows a few of our mechanics to engage with professionals from similar industries and support vendors.



## Lane Transit District Monthly Department Reports

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### FARE INSPECTION REPORT:

EMX Fare Inspection Report				
Month of	Failed Inspection	Validated Inspection	# Checks Weekly on Average	Total Inspections per Month
August 8/18-8/31/2025	190	361	110	551
September 9/2-9/27/2025	288	416	141	704
October 9/28-11/1/2025	894	1080	395	1974
November 11/2-11/30/2025	1178	1636	563	2814
December 12/1 - 12/31/2025	1552	2614	833	4166
January 1/1 - 1/31/2026	1693	2354	809	4047
February 2/1 - 2/29/2026	1407	2453	965	3860
March 3/1 - 3/31/2026	1717	3077	959	4794
April 4/1 - 4/30/2026	1778	3250	1006	5028

**LANE TRANSIT DISTRICT  
DELEGATED AUTHORITY REPORT  
May 2026**

<b>Contracts</b>									
<b>DATE EXECUTED</b>	<b>CONTRACTOR</b>	<b>DESCRIPTION</b>	<b>CONTRACT TYPE</b>	<b>CONTRACT TERM</b>	<b>CONTRACT VALUE</b>	<b>CONTRACT INCREASE/TASK ORDER AMOUNT</b>	<b>NEW CONTRACT VALUE</b>	<b>SIGNER</b>	<b>NOTES</b>
5/4/2026	TransPro Consulting, LLC	Strategic Government Relations	Personal Services	Mar 1, 2026 - Aug 31, 2026	\$26,000.00	N/A	N/A	J. Auten	New Agreement
5/5/2026	Central Print and Reprographic Services	Printing Services and Supplies	Amendment	Aug 20, 2025 - Aug 19, 2027	\$59,927.28	N/A	N/A	J. Schmit	Amendment to update Key Personnel and extend the contract another year.
5/6/2026	Chambers Construction	Eugene Station Concrete Grinding	Task Order	May 4, 2026 - June 30, 2026	\$8,500,000.00	\$4,726.00	N/A	J. McCormack	Task Order to grind down concrete panels causing a trip hazard at Eugene Station.
5/6/2026	Lane Community College	Engine Module Loan	Intergovernmental Agreement	Mar 1, 2026 - Jun 6, 2027	\$0.00	N/A	N/A	E. Evers	New Agreement
5/9/2026	City of Eugene	River Road Passenger Boarding Safety	Intergovernmental Agreement	Apr 1, 2026 - Jun 30, 2027	\$240,000.00	N/A	N/A	D. Roth	New Agreement
5/9/2026	Lane County Farmer's Market	Promotional Partnership	In-Kind Trade Agreement	May 7, 2026 - Oct 31, 2026	\$0.00	N/A	N/A	E. Breitenstein	New Agreement
5/11/2026	Rowell Brokaw Architects, Inc.	Board Room Rehab	Amendment	Mar 21, 2026 - Jun 30, 2026	\$84,607.00	\$8,515.00	\$93,122.00	J. McCormack	Amendment to increase the NTE amount and extend the agreement term by three months.
5/11/2026	Chambers Construction	Acoustical Wall Panels for Board and Skinner Conference Room	Task Order	May 5, 2026 - Aug 31, 2026	\$8,500,000.00	\$23,490.00	N/A	J. McCormack	Task Order to install acoustical wall panels in the Board and Skinner Conference room.
5/16/2026	Flowbird American, Inc.	Extended Warranty Services	Amendment	Jul 1, 2024 - Jun 30, 2027	\$186,135.00	\$61,521.00	\$247,656.00	J. McCormack	Amendment to increase the NTE amount and extend the term of the agreement for another year.
5/19/2026	Chambers Construction	Operation Command Center Acoustic and Tack Panels	Task Order	May 12, 2026 - Aug 31, 2026	\$8,500,000.00	\$21,410.00	N/A	J. McCormack	Task Order to install tack and acoustical wall panels in Gillespie, Hallway 764, Office Suite 800 and Seating Area 779.
5/22/2026	The City of Floreence	Rhody Express	Amendment	Jul 1, 2025 - Jun 30, 2029	\$64,000.00	N/A	N/A	C. Rees	Amendment to include FTA required charter rules and update Key Personnel.
5/26/2026	Camp Creek Electric	On-Call Electrical Maintenance and Installation Services	Personal Services	Jul 1, 2026 - Jun 30, 2031	\$249,999.00	N/A	N/A	J. McCormack	New Agreement
5/26/2026	City of Eugene	Eugene Springfield Fire Department Airport Exercise	In-Kind Trade Agreement	May 27, 2026 - May 28, 2026	\$0.00	N/A	N/A	J. Schmit	New Agreement
5/26/2026	Pivot Architecture	Bus Stop Standards Update	Task Order	May 22, 2026 - Jun 30, 2026	As budgeted	\$3,500.00	N/A	J. McCormack	Task Order for design services of Bus Stop Standard updates.
5/27/2026	Chambers Construction	Glenwood Fire Protection Water Leak Repair	Task Order	May 19, 2026 - Jun 30, 2026	\$8,500,000.00	\$14,666.00	N/A	J. McCormack	Task Order to repair Glenwood Fire Protection water leak.
5/27/2026	Camp Creek Electric	Extending Receptacle in Glenwood Fuel Building	Task Order	May 11, 2026 - Jun 25, 2026	\$249,999.00	\$1,500.00	N/A	J. McCormack	Task Order to extend receptacle in Glenwood fuel building.
<b>Group Pass/Non-Profit Program - Revenue Agreements</b>									
<b>DATE EXECUTED</b>	<b>CONTRACTOR</b>	<b>DESCRIPTION</b>	<b>CONTRACT TYPE</b>	<b>CONTRACT TERM</b>	<b>ANNUAL CONTRACT VALUE</b>	<b>CONTRACT INCREASE AMOUNT</b>	<b>NUMBER of PARTICIPANTS</b>	<b>SIGNER</b>	<b>NOTES</b>
5/12/2026	Oregon Country Fair, Inc.	Charter Service	Charter Service Agreement	May 12, 2026 - Jul 12, 2026	\$153,920.00	N/A	varies	J. Auten	New Agreement
5/20/2026	Oregon Track Club	Charter Service	Charter Service Agreement	May 20, 2026 - Jul 4, 2026	\$10,135.80	N/A	varies	J. Auten	New Agreement



## Lane Transit District Agenda Item Summary (AIS)

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**Presented By:** Jameson Auten, Chief Executive Officer

**AIS Title:** Strategic Planning Committee FY26 Bi-Annual Board Report

**Prepared By:** Dave Roth, Director of Mobility Planning and Policy

**Action: Discussion and Feedback Action: Discussion and Feedback Agenda Item Summary:**

The purpose of this item is to provide an update to LTD's Board of Directors on Strategic Planning Committee (SPC) activities in the second half of fiscal year 2026.

### Background

The SPC was established in 2016 through a re-chartering of the original EmX Steering Committee. In 2022, the SPC's purpose was expanded to encompass the work of the former Accessible Transportation Committee. As such, the purpose of the SPC is to provide the Board with independent advice and recommendations on strategic planning issues in addition to deliberately considering service and project impacts to individuals with disabilities and older adults.

SPC agenda items are developed in coordination between LTD staff and the SPC Chair and Vice Chair. Key agenda items are aligned with an annual fiscal year SPC Work Plan approved by the Board. The Work Plan serves as a roadmap for SPC activities in support of their charge to advise the Board. The Work Plan provides an advanced look at future meeting agenda items related to LTD's major planning projects, initiatives, and programs. The Work Plan is a living document and is subject to change depending on factors such as project timing and progress and the need for Board recommendations on specific initiatives.

### FY26 End-of-Year Board Report

The SPC has held four meetings during the second half of FY2026. Meetings and meeting agenda items are described below.

### **January 15, 2026**

*ODOT Capital Investment Plan (CIP) Development:* ODOT Area 5 Planner Bill Johnston presented to the SPC on ODOT's new Capital Investment Plan — a strategic document being developed to supplement the Statewide Transportation Improvement Program (STIP) with a longer-range, 10-year investment assessment. The presentation described the CIP development process, including how investment ideas are identified, screened through technical and policy criteria, sequenced, and ultimately programmed into the STIP. The Oregon Transportation Commission (OTC) will select projects from the CIP for funding. The presentation also outlined the role of Area Commissions on Transportation (ACTs) in shaping CIP goal priorities and identifying regional investment needs, with ACT lists to be submitted to the OTC by April/May 2026.



## Lane Transit District Agenda Item Summary (AIS)

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*Fixed Route Bus Stop ADA Assessment:* LTD staff provided the SPC with an initial briefing on a comprehensive ADA assessment of all LTD fixed route bus stops, conducted in partnership with consultant Kimley-Horn. The project will produce a GIS-based inventory of all stops, compliance ratings, recommended improvements, cost estimates, and a prioritized implementation plan. The presentation covered the three-task project scope — data collection, assessment and implementation planning, and a final report — as well as the project schedule. Staff noted that SPC input would be sought on the draft prioritization criteria at the March 2026 meeting.

*Transportation Network Company (TNC) Program Pilot:* LTD staff shared with the SPC an exploratory concept for a potential TNC subsidy program to address mobility gaps in areas where fixed route service was discontinued following the 2024 System Review — specifically the former Route 27 (Fairmount), Route 73 (UO/Willamette), and Route 78 (UO/Seneca/Warren) corridors. The concept described the possibility of trip subsidies for riders within defined geographic zones, using demographic data, former service boundaries, and gaps in existing fixed route coverage to inform zone boundaries. Staff presented the idea as one potential near-term approach to maintaining mobility access for transportation-disadvantaged populations while longer-term strategies are explored. No formal program decision was made, and the concept will continue to be evaluated.

*Audible Announcements Pilot:* LTD staff briefed the SPC on a pilot program to expand automated stop announcements system-wide using LTD's existing TransitMaster annunciator system. While LTD currently meets ADA minimum requirements by announcing timepoint stops, the pilot would extend announcements to all stops, improving accessibility for riders with visual impairments, supporting those secured in rear-facing mobility devices, and reducing operator burden. Staff described a phased rollout beginning on Route 1 in February 2026, expanding to additional pilot routes through spring, with a final evaluation planned for August 2026 and potential system-wide implementation later in 2026.

### **March 3, 2026**

*Fixed Route Bus Stop ADA Assessment — Draft Prioritization Methodology and Overview:* LTD staff and consultant Kimley-Horn returned to the SPC to present the draft prioritization methodology for the bus stop ADA assessment, following up on the January briefing. The methodology is organized into three steps: (1) rating ADA accessibility compliance at each stop on a five-point scale based on severity of physical barriers; (2) evaluating people and place factors, including ridership levels and demographic characteristics such as zero-vehicle households, seniors, youth, persons with disabilities, persons with limited English proficiency, low-income households, and minority populations; and (3) assessing feasibility and implementation constraints. SPC input was specifically requested on the weighting of evaluation criteria.

*Coordinated Plan Progress Update:* LTD Associate Planner Kerry Aszklar and Dan Callister of the Lane



## Lane Transit District Agenda Item Summary (AIS)

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Council of Governments (LCOG) provided the SPC with a progress update on the Lane Coordinated Public Transit – Human Services Transportation Plan, which is being updated for the first time since 2019. The presentation covered existing conditions and demographics — including that older adults (65+) represent approximately 20% of Lane County's population and persons with disabilities approximately 17% — as well as public and stakeholder outreach results reaching 251 people across six tabling events and seven presentations to community organizations. Staff also presented the plan's three priority areas: maintaining sustainable service levels, responding to growth within existing services, and responding to emerging community needs. Staff anticipated returning to the SPC with a formal recommendation in spring 2026 ahead of Board adoption in summer 2026.

### **May 5, 2026**

*Transit Shared Mobility Study:* LTD Associate Planner Kerry Aszklar and Cascadia Mobility Executive Director Brodie Hylton presented to the SPC on the history and current state of the regional bikeshare program and Cascadia Mobility's ODOT grant-funded "Bike Share 2.0" planning study. The presentation described the evolution of bikeshare in Eugene-Springfield from the 2018 launch of PeaceHealth Rides through Cascadia Mobility's formation as a nonprofit operator in 2021 and expansion to 450 bikes, 160+ hubs, and approximately 280,000 trips in 2025. The Bike Share 2.0 study will explore electrification, system expansion, regional governance, and deeper integration with LTD's transit network. A Transit Integration White Paper prepared by Toole Design was included as an attachment, identifying six focus areas for integration: data sharing, branding and marketing, physical co-location, trip planning and wayfinding, fare payment integration, and operational and service coordination.

*Fixed Route Service Policy Update Briefing:* LTD staff briefed the SPC on the updated draft Fixed Route Service Policy, developed with technical assistance from Nelson\Nygaard Consulting Associates. LTD's service policy was last updated in 2022 and establishes the standards and criteria used to design, evaluate, and adjust fixed route service, including LTD's Title VI Disparate Impact and Disproportionate Burden policy. The 2026 update reflects post-COVID service recovery experience, findings from the 2024 System Review, and peer agency benchmarking against Cherrits, Utah Transit Authority, Spokane Transit Authority, TriMet, and Transfort. Key updates include refined service design and performance standards, integration of the bus stop balancing methodology developed during the System Review, and an updated Title VI methodology. The draft policy was presented for SPC discussion and feedback prior to consideration for adoption by LTD's Board of Directors at its June 17, 2026 meeting.

### **June 2, 2026**

*University of Oregon Transportation Plan:* University of Oregon Transportation Services staff presented the recently completed UO Transportation Plan to the SPC. The plan is a long-range strategy aimed at enhancing multimodal connectivity, reducing single-occupancy vehicle trips, and promoting walking, biking, and transit use on and around the UO campus. Key elements include bike infrastructure



## Lane Transit District Agenda Item Summary (AIS)

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improvements, pedestrian safety enhancements, parking management strategies, and transit partnerships with LTD. The plan also initiated an Agate Street Corridor Study to identify potential improvements to walking, biking, and vehicle facilities between 13th and 18th Avenues. The final plan was completed in February 2026 following a community and partner outreach process conducted throughout 2024 and 2025.

*Lane Coordinated Public Transit – Human Services Transportation Plan (Final Draft):* LTD staff and LCOG presented the final draft Lane Coordinated Public Transit – Human Services Transportation Plan (2026) to the SPC. Since the March 2026 briefing, the project team completed the public and stakeholder engagement phase, finalized the needs assessment, and updated the project list. The plan addresses transportation gaps primarily for older adults and individuals with disabilities, while also considering the needs of veterans, low-income households, zero-vehicle households, persons with limited English proficiency, and people of color. The STIF Advisory Committee received a presentation on the plan in May 2026 and recommended Board adoption. Staff anticipate bringing the plan forward for Board adoption in summer 2026.

I certify that my Department Chief has reviewed and approved this AIS:



## Lane Transit District Agenda Item Summary (AIS)

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**Presented By:** Jameson Auten, Chief Executive Officer      **Title:** Consent Agenda

**Prepared By:** Brianna Gutierrez-Thorne, Board Liaison Officer

**Action:** Approval

**Consent Agenda:**

- Approval of Monthly Finance Report
- Adoption of Resolution No. 2026-06-17-17, Adoption of Updated Group Passs Program Policy
- Approval of Lane Transit District Employee Handbook
- Approval of Lane Transit District Committee's Officers for FY27
  - Strategic Planning Committee (SPC)
    - Chair – Alma Hesus
    - Vice Chair – Tiffany Edwards
  - Statewide Transportation Improvement Fund (STIF)
    - Chair - Joshua Kashinsky
    - Vice Chair - Kari Turner

**PROPOSED MOTION:** I move to approve the Consent Agenda as presented.



# Lane Transit District

## Agenda Item Summary (AIS)

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**Prepared By:** Pamela Strutz, Chief Financial Officer

**AIS Title:** Monthly Financial Report  
as of April 30, 2026

**Action:** Information Only

This report provides LTD's Board of Directors with the organization's regular monthly financial update, summarizing budget-to-actual performance for revenues and expenditures across all funds. This report represents preliminary year-to-date results through April 2026.

### Summary of Key Highlights

- Revenue: \$96.7 million (63.2% of annual budget) — down from \$103.5 million (61.7%) last year. This is due to drawing down \$23.2 million remaining COVID-era funds in February 2025.
- Expenditures: \$90.96 million (59.5% of budget) — up from \$83.9 million (50%) last year. This is due to increased personnel (FTE & wage rates) and Operations Command Center (OCC) construction costs.
- Net Position: Preliminary surplus \$5.75 million, compared to \$19.62 million surplus last year. The current year surplus includes grant drawdowns and grant reimbursements owed but not yet received, and quarterly Oregon Department of Transportation reconciliations through the third quarter. Without COVID-era drawdowns, the FY25 results would have been \$(3.6) million deficit.

### General Fund Snapshot

- Revenue: \$64.6 million (805% of budget), driven by strong payroll tax receipts (\$48.3 million, 82.1%), interest earned ahead of budget \$2.1 million (93.5%).
- Expenditures: \$58.9 million (69.8% of budget), parts and fuel remain below budget despite increased fuel prices, IT software/hardware costs at budget, workers comp insurance is above budget, but other insurances are trending at budget.

### Non-General Funds

- Revenue: \$32.1 million (44.1% of budget), due to timing of project drawdowns and transfers.
- Expenditures: \$32 million (46.8% of budget), capital project cost due to OCC, and increased Mobility Services activity when compared to FY25.

### Outlook

- Trends align with budget expectations and seasonal timing.
- Slight growth in fares, strong growth in payroll tax revenue continues at 7.1%
- All open grants are current and stale grants have been closed.



## Lane Transit District Agenda Item Summary (AIS)

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- Materials & Service Expenses below budget year-to-date, parts and fuel will end below budget even with recent fuel increases, total personnel costs within budget.

**Attachments:** (1) LTD Financial Report

**Lane Transit District**  
**Financial Report Budget to Actuals (PRELIMINARY )**  
**For the 9 Months Ending April 30, 2026**  
**(For Internal Use only - not audited)**

<b>Revenue: General Fund</b>	<b>FY26 Budget</b>	<b>Actual to date</b>	<b>% Budget</b>	<b>FY25 Budget</b>	<b>Actual to date</b>	<b>% Budget</b>
Fares & Passes	\$ 2,467,065	\$ 2,036,708	82.6%	\$ 2,839,500	\$ 1,981,846	69.8%
Group Passes	1,959,760	1,475,314	75.3%	2,137,000	1,574,779	73.7%
Advertising	-	-	0.0%	50,000	-	0.0%
Special Services	131,222	123,301	94.0%	127,400	111,884	87.8%
Payroll Tax Revenue	58,826,480	48,298,456	82.1%	53,873,247	45,081,875	83.7%
Self-Employment Tax	2,400,000	2,180,945	90.9%	2,685,256	2,466,709	91.9%
State In-Lieu-of Tax	735,000	378,912	51.6%	841,922	689,582	81.9%
Interest Income	2,235,000	2,089,988	93.5%	1,200,000	2,409,073	200.8%
Federal Assistance	4,700,000	3,696,562	78.7%	27,650,000	24,417,717	88.3%
State Assistance	5,350,000	2,526,766	47.2%	3,350,000	994,775	29.7%
Local Assistance	-	30,000	0.0%	-	-	0.0%
Misc Revenue, Records, Recovery	391,200	252,966	64.7%	320,000	413,999	129.4%
Procedes from Sale of Asset	1,000,000	1,499,420	149.9%	-	-	0.0%
<b>Total General Fund Revenue</b>	<b>\$ 80,195,727</b>	<b>\$ 64,589,337</b>	<b>80.5%</b>	<b>\$ 95,074,325</b>	<b>\$ 80,142,239</b>	<b>84.3%</b>

<b>Revenue: Non-General Funds</b>	<b>FY26 Budget</b>	<b>Actual to date</b>	<b>% Budget</b>	<b>FY25 Budget</b>	<b>Actual to date</b>	<b>% Budget</b>
Capital Projects Fund	\$ 25,468,336	\$ 12,989,207	51.0%	\$ 29,964,985	\$ 5,439,696	18.2%
Medicaid Fund	\$ 19,082,519	12,630,190	66.2%	17,651,250	11,970,916	67.8%
Mobility Services Fund	15,818,716	5,643,068	35.7%	14,383,989	5,499,660	38.2%
Point2Point	163,265	60,915	37.3%	484,975	5,241	1.1%
Working Capital	4,345,776	-	0.0%	2,000,582	-	0.0%
Sustainable Services Fund	1,098,743	802,884	73.1%	200,000	473,303	236.7%
Transfer from General Fund	6,805,750	161	0.0%	8,018,285	-	0.0%
<b>Total Non-General Funds Revenue</b>	<b>\$ 72,783,105</b>	<b>\$ 32,126,425</b>	<b>44.1%</b>	<b>\$ 72,704,066</b>	<b>\$ 23,388,816</b>	<b>32.2%</b>

<b>Total All Revenue</b>	<b>\$ 152,978,832</b>	<b>\$ 96,715,763</b>	<b>63.2%</b>	<b>\$ 167,778,391</b>	<b>\$ 103,531,055</b>	<b>61.7%</b>
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<b>Expenditures: General Fund</b>	<b>FY26 Budget</b>	<b>Actual to date</b>	<b>% Budget</b>	<b>FY25 Budget</b>	<b>Actual to date</b>	<b>% Budget</b>
Business Intelligence	\$ 695,318	\$ 565,570	81.3%	\$ 630,942	\$ 387,118	61.4%
Compliance	844,112	696,456	82.5%	449,879	342,126	76.0%
Customer Services	1,213,192	931,044	76.7%	1,116,734	848,182	76.0%
Executive Office	3,038,988	2,472,599	81.4%	2,596,967	1,949,253	75.1%
Facilities Management	3,754,918	2,700,786	71.9%	3,440,166	2,664,429	77.5%
Finance	1,889,065	1,618,175	85.7%	1,674,277	1,374,538	82.1%
Fleet Management	7,169,937	5,833,163	81.4%	6,539,179	5,277,721	80.7%
Human Resources	5,947,557	4,024,776	67.7%	11,407,114	4,457,506	39.1%
Information Technology	4,973,918	3,721,946	74.8%	4,418,157	3,314,366	75.0%
Insurance & Risk Services	2,896,671	2,272,379	78.4%	2,280,058	2,038,234	89.4%
Intelligent Transport Systems	882,578	539,722	61.2%	707,308	347,567	49.1%
Marketing	1,932,746	1,457,454	75.4%	2,106,372	1,107,380	52.6%
Materials Management	6,394,400	3,999,301	62.5%	6,209,500	3,603,874	58.0%
Mobility Services	411,521	219,210	53.3%	429,756	291,564	67.8%
Planning & Development	1,041,317	831,812	79.9%	885,437	690,788	78.0%
Procurement	1,377,563	1,194,053	86.7%	1,468,312	1,190,961	81.1%
Public Safety Services	3,047,701	2,243,138	73.6%	2,834,624	1,635,879	57.7%
Special Events/Contingency	98,000	-	0.0%	50,000	-	0.0%
Transit Operations	30,016,065	23,352,874	77.8%	27,736,220	21,045,601	75.9%
Transit Training	60,186	268,973	446.9%	65,620	23,611	36.0%
Transfer To Other Funds	6,805,750	161	0.0%	20,018,285	-	0.0%
<b>Total General Fund Expense</b>	<b>\$ 84,491,503</b>	<b>\$ 58,943,594</b>	<b>69.8%</b>	<b>\$ 97,064,907</b>	<b>\$ 52,590,697</b>	<b>54.2%</b>

**Lane Transit District**  
**Financial Report Budget to Actuals (PRELIMINARY )**  
**For the 9 Months Ending April 30, 2026**  
**(For Internal Use only - not audited)**

<b>Expenditures: Non-General Funds</b>	<b>FY26 Budget</b>	<b>Actual to date</b>	<b>% Budget</b>	<b>FY25 Budget</b>	<b>Actual to date</b>	<b>% Budget</b>
Capital Projects Fund	\$ 31,096,336	\$ 12,132,595	39.0%	\$ 36,640,620	\$ 10,979,701	30.0%
Medicaid Fund	19,410,269	12,185,141	62.8%	17,979,000	13,011,471	72.4%
Mobility Services Fund	16,318,716	7,624,593	46.7%	14,893,989	7,284,160	48.9%
Point2Point	263,265	76,165	28.9%	699,875	45,403	6.5%
Sustainable Services Fund	1,398,743	-	0.0%	500,000	-	0.0%
<b>Total Non-General Funds Expense</b>	<b>\$ 68,487,329</b>	<b>\$ 32,018,495</b>	<b>46.8%</b>	<b>\$ 70,713,484</b>	<b>\$ 31,320,736</b>	<b>44.3%</b>
<b>Total All Expense</b>	<b>\$ 152,978,832</b>	<b>\$ 90,962,089</b>	<b>59.5%</b>	<b>\$ 167,778,391</b>	<b>\$ 83,911,433</b>	<b>50.0%</b>
			0			
<b>Net Surplus (Deficit)</b> <b>(Total Revenue less Total Expense)</b>		<b>\$ 5,753,674</b>			<b>\$ 19,619,623</b>	



## Lane Transit District Agenda Item Summary (AIS)

---

**Presented By:** Jameson Auten, Chief Executive Officer

**AIS Title:** Adoption of Updated Group Pass Program Policy

**Prepared By:** Eric Breitenstein, Director of Marketing

**Action:** Adoption of Resolution No. 2026-06-17-17: adopting the Updated Group Pass Program Policy

**Agenda Item Summary:**

Lane Transit District (LTD) has operated its Group Pass Program (GPP) since 1988. Through the GPP, employers, schools, multi-unit residential facilities, and other groups can access transit passes at reduced rates for their employees, students, residents, or members. The program seeks to increase ridership and maintain or increase LTD's farebox to operating cost ratio.

The revised GPP Policy, included under the LTD Fare Policy, clarifies several aspects of the program including definitions of groups eligible to participate in the program and allows organizations with fewer than 10 members to participate, if minimum billing requirements are met. Additional policy updates include the addition of data privacy and use sections, expanded contractual and program administration language, and the standardization of definitions and overall policy formatting.

With the adoption of these revisions to the GPP Policy, LTD seeks to continue the successful administration of the GPP to expand transit access and advance overall program growth goals as established in the 2026-2028 Strategic Business Plan.

**Attachments:**

- (1) Group Pass Program Policy

I certify that my Department Chief has reviewed and approved this AIS:

**Proposed Motion:** I move to adopt Resolution No. 2026-06-17-17, Adopting the Updated Group Pass Program Policy.

# **LANE TRANSIT DISTRICT GROUP PASS PROGRAM POLICY**

## **PURPOSE**

Through the Group Pass Program (GPP), the cost of transit fares is shared by a group. All eligible members of the Group receive the transit benefit regardless of whether they use the service. The Participating Organization enters into a contract for services with Lane Transit District (LTD) and the cost per person for the service is significantly reduced.

GPPs attempt to:

1. Increase ridership service productivity (rides per service hour) by encouraging transit as an alternative to single-occupancy vehicle (SOV) use and providing convenient, effective, and efficient public transportation services to all Participants;
2. Reduce parking demand, traffic congestion, and auto emissions problems in the community;
3. Maintain or increase LTD's farebox to operating cost ratio; and
4. Decrease LTD's cost per trip.

This program is administered in accordance with applicable federal and state laws, including, but not limited to Title VI of the Civil Rights Act of 1964, the American with Disabilities Act (ADA), and Oregon Revised Statutes Chapter 267.

## **APPLICABILITY**

The following guidelines apply to all GPP agreements established by LTD.

## **RESPONSIBILITIES**

The Director of Marketing is responsible for monitoring and making recommendations for modifications to the GPP.

## **POLICY**

### **Program Participation**

The Participating Organization must enter into a written contract with LTD to define the group, establish billing terms, and gain limited access to LTD's fare payment system to issue group passes to participants.

Group eligibility criteria shall not be structured in a manner that disproportionately excludes individuals based on protected characteristics under federal or state law. Participation in the GPP shall not limit or replace any rights or services provided under the ADA. Eligible individuals shall retain access to complementary paratransit services consistent with ADA requirements.

Once a GPP is established, members of the group will receive a transit pass with the following benefits and exclusions:

**Pass Type:** Equivalent to an LTD Day Pass, issued on a quarterly basis

**Included Services:**

- Unlimited trips on LTD fixed-route services
- Unlimited trips on EmX services

**Excluded Services:**

- Diamond Express
- Rhody Express
- LTD Connector
- Rural Shuttle Pilot
- RideSource
- Other on-demand or contracted services

**Pricing and Billing**

Fees paid by organizations participating in a GPP will be calculated based on two factors: (1) whether the organization contributes to the LTD payroll tax, and (2) the size of the group.. All organizations participating in a GPP will be invoiced based on the following criteria:

**Billing**

- A base rate per group member per month as defined in LTD Ordinance No. 53.
- Participating organizations shall not, in any manner or form, charge their members a fee for a bus pass which is greater than the fee paid by the organization to LTD for the bus pass.
- Invoicing will occur on a quarterly basis and Participating Organizations will be invoiced for no fewer than ten (10) eligible group members.

**Pricing**

- Based on a documented methodology approved by LTD.
- Applied consistently across similarly situated organizations.
- LTD reserves the right to audit enrollment records and billing data to verify compliance.
- Rates shall be reviewed annually.

**DEFINITIONS**

**Group:** Individuals affiliated with a Participating Organization, as defined in this policy, who are eligible to receive a bus pass through the GPP.

A Group must be defined using objective and verifiable criteria, such as all employees, full-time employees, day-shift employees, all enrolled students, or all residents of a property. Group membership may not be determined based on transit usage, commute behavior, likelihood or desire to use public transportation, or similar ridership-related factors.

**Fare Media:** An electronic card or mobile app loaded with valid program fare.

**Group Pass Program:** A program that allows Participating Organizations to provide bus passes to participants.

**Ordinance No. 53:** LTD's ordinance setting fares for use of District services.

**Participant:** Means an individual member of a group who receives a pass through the GPP.

**Participating Organization:** An organization, public or private, which:

- Is an employer, a school, a lessor of a multi-unit residential facility, or another organization, that has an ongoing transit need for its employees, students, or tenants, which requires such persons to make multiple trips each week to and from a specific destination.
- Has transit-related needs as determined by LTD, in its sole discretion, sufficient to qualify as a Participating Organization.
- Is financially capable and has the legal capacity to enter into an Agreement with LTD and meet the financial obligations dictated by that agreement.

## **RECORD RETENTION SCHEDULE**

All records created, used, or generated through this policy must be:

- Retained according to Oregon's public records retention schedule.
- Classified and archived in accordance with LTD's Records and Information Management Policy.
- Reviewed with support from the Records Management Officer, as needed.

## **COMPLIANCE AND DISCIPLINARY ACTIONS**

Non-compliance with this policy may result in corrective or progressive disciplinary action, up to and including suspension or termination, depending on the severity of the violation and in accordance with established district procedures.

For employees covered by a Collective Bargaining Agreement (CBA) or an individual employment contract, any actions taken under this policy will be consistent with the terms of the applicable agreement. In the event of a conflict between this policy and a CBA or individual employment contract, the terms of the respective agreement or contract will take precedence, as required.

## **MAINTENANCE**

This policy will be reviewed annually for needed updates.

## **REVISION HISTORY**

<b>Revision Number</b>	<b>Author</b>	<b>Summary of Changes</b>

Related Policies and Procedures: LTD Ordinance No. 53

**POLICY APPROVAL**

<b>Required Approval Type</b>	
Chief Executive Officer (CEO) Approval	<input type="checkbox"/>
Board of Directors' Approval	<input type="checkbox"/>
Union Review (must be submitted at least 10 days before implementation)	<input type="checkbox"/>
Other:	Click or tap here to enter text.

<b>Required Approval Type</b>	
Chief Executive Officer (CEO) Approval	<input type="checkbox"/>
Board of Directors' Approval	<input type="checkbox"/>
Other:	Click or tap here to enter text.

---

**Board President**

---

**Date**



**RESOLUTION NO. 2026-06-17-17**

**ADOPTION OF UPDATED GROUP PASS PROGRAM POLICY**

**WHEREAS**, Lane Transit District's (LTD) Board of Directors ("Board") may create bylaws and policies and do such other acts or things as may be necessary or convenient for the proper exercise of powers granted to them as the governance of a mass transit district;

**WHEREAS**, staff have established a Policy in alignment with applicable federal, state, and local regulations;

**WHEREAS**, staff have updated a Policy for providing reduced transit fares for participating groups such as eligible employers, educational institutions, and multi-unit residential facilities;

**WHEREAS**, this Policy supports LTD's Mission, Vision, Values, and strategic goals;

**WHEREAS**, LTD shall make this Policy available to all LTD employees and members of the LTD Board of Directors; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Lane Transit District Board of Directors adopts Resolution 2026-06-17-17: Adopting Lane Transit District's Updated Group Pass Program Policy.

**ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17TH DAY OF JUNE, 2026.**

---

Susan Cox, Board President



# Lane Transit District

## Agenda Item Summary (AIS)

---

**Prepared By:** Wendi Frisbie, Chief Administrative Officer    **AIS Title:** Employee Handbook

**Action:** Adoption

**Agenda Item Summary:** LTD's Employee Handbook has been developed to provide a consistent and comprehensive guide to workplace expectations and policies across the organization. The handbook establishes a centralized resource for employees and leadership, ensuring alignment with organizational values, legal requirements, and operational standards.

This is the first time the Employee Handbook is being presented to LTD's Board of Directors for formal adoption. Moving forward, the Handbook will be brought to the Board annually each spring to incorporate updates and reflect evolving best practices.

**Key Highlights**

- Establishes Organization-Wide Consistency
  - Consolidates policies and procedures into a single, accessible document.
  - Promotes consistent application of workplace practices across all departments.
  
- Supports Compliance and Risk Management
  - Aligns with current federal, state, and local employment laws and regulations.
  - Provides clear guidance to reduce organizational risk and support informed decision-making.
  
- Enhances Employee Experience and Expectations
  - Clarifies employee responsibilities, benefits, and workplace expectations.
  - Serves as a foundational tool for onboarding, training, and ongoing employee reference.
  
- Creates a Sustainable Review Process
  - Establishes an annual review cycle each spring for Board consideration and adoption.
  - Ensures policies remain current, relevant, and reflective of organizational needs and priorities.

**I certify that my Department Chief has reviewed and approved this AIS:**



Lane Transit District

# EMPLOYEE HANDBOOK

MAY 2026



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# Welcome to LTD

Welcome to Lane Transit District (LTD). We hope your time with LTD is both personally rewarding and professionally meaningful. The work you do here plays an important role in the service we provide to our community and we value your critical contributions.

The policies and procedures detailed in this handbook support a safe, respectful, and effective workplace. If you have questions or concerns, please talk with your supervisor. By following these guidelines, we all help create and maintain a positive work experience for everyone.



*Jameson Auten, CEO*

## **Origins & History**

Since 1970, Lane Transit District has been providing transit services to Eugene, Springfield, and the surrounding communities. Lane Transit District is one of the most successful and highly regarded public transit systems in the nation; has received numerous national, state, and local awards for service to the community; and, for transit districts its size, is consistently ranked among the nation's leaders in the successful implementation of Bus Rapid Transit, bus ridership, and service efficiency. LTD is committed to the values of respect, integrity, innovation, equity, safety, and collaboration.

## **Mission**

Connecting our community.

## **Vision**

In all that we do, we are committed to creating a more connected, sustainable, and equitable community.

## **Our Core Values**

Organizational values are the guiding principles that represent how we – as individuals and as a team – behave on our way to the future.

As a way to ensure the success of Lane Transit District and because we care, we hold ourselves and our colleagues accountable for living and demonstrating our six core values:

- **RESPECT:** We honor and dignify all individuals by listening intently to their unique contributions and needs — treating others with trust, care, kindness, and courtesy.
- **INTEGRITY:** We hold all that we say and do to a high standard of honesty, stewardship, ethics, fairness, and compassion.
- **INNOVATION:** We persist in applying resourcefulness, creativity, and new technology alongside known best practices to best serve our community.
- **EQUITY:** We commit to listening, learning, and including voices from the diverse identities and abilities of our employees and our community — and we take care to consider how our decision-making processes address historic inequities in transportation.
- **SAFETY:** We create a safe environment for our employees, customers, and community – and are always willing to reach out to help, support, and assist others in ways that are safe for all involved.

- **COLLABORATION:** We demonstrate cooperation and excellent team behaviors when working with others — both internally and with our partners in the District - by focusing on common purpose and win-win outcomes.

### **Our Code of Ethics**

LTD believes that all people should be treated with consideration, respect, and dignity, and we expect our team members to meet the highest standards of professionalism and outstanding customer service. In this respect, our Code of Ethics below is designed to support our core values.

- **Integrity** – Living up to the letter and spirit of the law and the standards set by LTD, which includes compliance with all LTD policies and procedures.
- **Teamwork** – Working together in a spirit of cooperation to provide high-quality customer service and a professional, collaborative team environment at all times.
- **Mutual Respect** – Recognizing that positive contributions can be made by anyone, regardless of the level or position, and that when we work in an environment of trust and respect, both employees and customers benefit.
- **Personal Responsibility** – Being aware of our obligations to others and to ourselves to carry out our commitments.

LTD strives to maintain a high standard of business ethics. As a representative of LTD, you are expected to accept responsibility for the appropriateness of your behavior and always to exhibit a high degree of Lane Transit District personal and professional integrity. We ask that you conduct yourself in a manner that leaves a favorable impression on others. Friendliness, patience, courtesy, and cooperation encourage customers to use LTD in the future and to recommend us to others.

### **Foster a Culture of Accountability**

Working independently and collaboratively with others, every position plays an integral role in executing our mission, philosophy, and commitment to creating a culture of accountability. A culture of accountability generally includes the following positive team dynamic attributes:

- Open communication with team members intended to elicit feedback and solutions from everyone, coupled with a genuine effort to try to understand the perspective of others.
- Always assume positive intent.
- Alignment of work efforts with business goals, coupled with exploring opportunities to make a substantive contribution, including consistently asking, “What else can I do to be helpful?”
- Following through on stated promises, commitments, and expectations.
- Ownership of responsibility for actions, conflicts, misunderstandings, decisions, and outcomes in which an employee may have played a role. Deflecting responsibility and shifting blame to others are examples of what not to do.
- Highly ethical standards of behavior in the performance of duties and consistent exhibition of personal and professional integrity.

All employees are encouraged to foster a team-oriented culture of accountability through positive interactions, active listening, meaningful collaborations, and the constructive exchange of ideas.

### **Workplace Culture**

LTD is committed to fostering a workplace culture that values diversity, promotes equity, and ensures inclusion for all employees regardless of race, ethnicity, gender, gender identity, sexual

orientation, age, religion, disability, veteran status, or any other protected characteristic. We believe diverse perspectives strengthen our organization and drive innovation, and we are dedicated to creating an environment where every employee feels valued, respected, and empowered to contribute their best work. All employment decisions including hiring, promotion, compensation, and training are made based on qualifications and performance without discrimination, and we maintain zero tolerance for harassment or retaliation. All employees are expected to treat colleagues with respect and report any discriminatory behavior through their supervisor, Human Resources, or our anonymous reporting channels.

### **Settling In**

This Handbook is designed to provide you with general information about working for LTD. You should keep it handy as an ongoing reference. We want to be clear that violating any policy in this Handbook can lead to disciplinary action, up to and including possible separation of employment.

Nothing in this Handbook is intended to prevent employees from discussing their wages, hours, and working conditions and is not intended to prohibit any communication otherwise allowed by law.

At times, we all may come across situations where the right choice is unclear or there is conflicting information. We want you to be comfortable asking questions. If you are ever not sure about something, your manager is likely the best person to speak to because they know your department and your situation. You may also contact Human Resources to seek guidance regarding any policy in this Handbook or to report your concerns.

If you need to know something that isn't covered here, or if you have questions about anything you are about to read, don't hesitate to reach out.

# Your Employment at LTD

## **Collective Bargaining Agreement (CBA) Employees**

The provisions of this Handbook apply to all LTD employees. For employees covered by a collective bargaining agreement (CBA), where the information in this Handbook varies from the CBA, the CBA will take precedence.

## **Employment Classifications**

Each employee is designated as either non-exempt (typically hourly) or exempt (typically salaried) according to federal and state wage and hour laws. Non-exempt employees are entitled to overtime pay, rest breaks, and meal breaks under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws. An employee's exempt or non-exempt classification may be changed only upon written notification by LTD management.

In addition to the above categories, each employee will belong to one of the following employment categories:

- Full-time regular employees are those who are not in a temporary status and who are reasonably expected to regularly work at least 30 hours per week.
- Part-time regular employees are those who are not assigned to a temporary status and who are reasonably expected to regularly work less than 30 hours per week.

## **Employee Data Changes**

Your records are captured within your personnel file. This file includes information such as your job application, resume, records of training, documentation of performance reviews, salary increases, and other employment records.

Please promptly notify LTD of any changes in personnel data. Personal mailing addresses, telephone numbers, and individuals to be contacted in the event of an emergency should be accurate and current at all times.

Personnel files are the property of LTD. Only managers and management personnel of LTD who have a legitimate reason to review information in a file are allowed to do so.

With reasonable advance notice, you may review your own personnel file under the supervision of an individual appointed by LTD.

Upon written request, a certified copy of an employee's personnel records and/or time and pay records will be provided to the employee within 45 days from the date your written request was received. In situations in which the records are not readily available, the District may ask an employee to agree to extend this time. Employees may be asked to reimburse the District an amount reasonably calculated to recover the actual cost of providing the certified copy.

## **Introductory Period**

We're excited to have you on board for your introductory period. This is the first 180 calendar days after your date of hire and considered an initial evaluation period. This time is intended to give you the opportunity to demonstrate your skills and abilities and determine if this is the right position for you. This period enables us to evaluate your capabilities and overall performance.

If LTD determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a

specified period. Also, any significant absence during your intro period may extend the introductory period.

### **Employment Verifications**

All inquiries pertinent to verification of your employment should be referred to Human Resources.

### **Performance Evaluation**

Performance management is an ongoing process. Managers and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted at the end of the introductory period and annually, normally with mid-year check-ins during December/January and main reviews in June. Performance evaluations are intended to provide both managers and employees the opportunity to discuss job expectations, identify and develop opportunities, encourage, and recognize strengths, and discuss purposeful approaches for meeting goals.

### **Separation from LTD**

There may be a time when you are ready to move on from LTD. If you make that decision, we ask that you give us at least two weeks' written notice in advance of your last day. Leaving a job on great terms can open doors for you in the future and build positive relationships.

Your departure from LTD will be classified as either "voluntary" or "involuntary". Voluntary separation reasons may include resignation, job abandonment, or retirement. Involuntary termination reasons may include elimination of position, reduction in force, misconduct, violation of District policy, or performance-related reasons. Your reason for termination may affect your rehire eligibility.

## Benefits & Wellbeing

We are proud to offer a comprehensive and competitive benefits package to promote work/life balance and overall wellness.

If you have any questions about benefits, please contact Human Resources.

### Consolidated Annual Leave (CAL)

Consolidated Annual Leave (CAL) is an all-purpose time off benefit for you to use for vacation, illness or injury, and personal business. It combines traditional vacation and sick leave plans into one flexible paid time-off policy.

All employees earn CAL according to the table below. Employees who work less than 40 hours per week will accrue CAL based on actual hours worked.

Length of Employment	CAL time accrued per compensated hour	Annual Accrual Amount	Maximum CAL Time Employees May Accrue per pay period	Minimum CAL Time Employee Must Request And Use Each Fiscal Year
Upon initial eligibility	0.06538	17 days	5.24	N/A
After one year of eligibility	0.08462	22 days	6.76	10 days (80 hours)
After four years of eligibility	0.10385	27 days	8.30	15 days (120 hours)
After nine years of eligibility	0.12308	32 days	9.85	20 days (160 hours)

CAL is calculated on the basis of an “anniversary year.” This is the 12-month period that begins on your hire date.

CAL begins accruing and may be used upon hire. Accrual of CAL will continue for eligible employees when on CAL.

CAL will be paid at your base pay rate at the time of the absence and does not include overtime or any special forms of compensation such as incentives, commissions, or bonuses.

CAL can be used in minimum increments of one hour for non-exempt employees and in four-hour increments for exempt employees and may be used to cover all or part of a shift. If an exempt employee takes less than four hours, it will not be tracked as CAL. Employees must use all available CAL prior to requesting time off without pay.

If you have an unexpected need to be absent from work, you should notify your manager before the scheduled start of your workday, if possible. Your manager must also be contacted on each additional day of unexpected absence.

To schedule planned CAL, you should request advance approval from your manager. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. With manager approval, employees may borrow up to 24 hours against their future CAL accrual.

If you aren't able to take all of your available CAL by the end of the anniversary year, you may roll unused time forward to the next anniversary year. If the total amount of unused CAL reaches a "cap" equal to 480 hours, you stop earning new CAL. When you use CAL and bring the available amount below the cap, accruals will begin again.

LTD's CAL policy complies with the Oregon Sick Leave law. CAL can be used to cover time you are unable to work for any of the following qualifying reasons:

- For your mental or physical illness, injury, or health condition, need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition, or need for preventive medical care.
- Care of a family member for the above reasons.
- For any of the purposes covered under the Oregon Family Leave Act (OFLA).
- For any qualifying absence covered under Paid Leave Oregon.
- For leave related to domestic violence, harassment, sexual assault, or stalking of the employee or dependent child of the employee.
- Public health emergency, including closure of the employee's place of business, or the school or place of care of the employee's child, by order of a public health authority or health care provider that the presence of the employee or the family member of the employee in the community would jeopardize the health of others, or a proclamation by the governor to protect public health.
- Exclusion of the employee from the workplace under any law or rule that requires the employer to exclude the employee from the workplace for health reasons.
- When there is an emergency evacuation order of level 2 (SET) or level 3 (GO) issued by a public official, if the affected area subject to the order includes either the location of the employer's place of business or the employee's home address.
- When there is a determination by a public official that the air quality index or heat index is at a level where continued exposure to such levels would jeopardize the employee's health.
- For blood donation connected with a voluntary program approved or accredited by the American Association of Blood Banks or American Red Cross.

For purposes of this policy, LTD defines "family member" as an employee's:

- Spouse or domestic partner.
- Child or the child's spouse or domestic partner. "Child" includes a biological child, adopted child, stepchild, and foster child.
- Parent or parent's spouse or domestic partner. "Parent" includes biological parent, adoptive parent, stepparent, foster parent, and parent-in-law.
- Sibling or stepsibling or their spouse or domestic partner.
- Grandparent or grandparent's spouse or domestic partner.
- Grandchild or grandchild's spouse or domestic partner.
- Anyone the employee is related to by blood or affinity whose close association with the employee is the equivalent of a family relationship.

No employee will suffer discrimination or retaliation for requesting, using, or complaining that they are not receiving the time required under Oregon's Sick Leave law. You may file a complaint if you feel sick leave has been denied or if you believe you have suffered retaliation for requesting or taking sick leave. You are also encouraged to bring any concerns to your manager or Human Resources about the use of sick leave or possible retaliation.

LTD may require an employee to provide supporting documentation that CAL leave taken pursuant to the Oregon Sick Leave (OSL) law was used for a covered purpose in the following circumstances:

- OSL is used for more than three consecutive workdays;
- OSL is used without providing prior notice;
- OSL for any duration if there is evidence suggesting that the employee is abusing OSL, including engaging in a pattern of abuse that might include, for example, repeated use of unscheduled OSL on or adjacent to weekends, holidays, vacation days, or paydays.

If OSL is used for more than three consecutive workdays, LTD may require that employees provide supporting documentation that the OSL was used for a covered purpose within 15 days of the request. If LTD has requested written documentation or verification of use of sick time, LTD is not required to pay OSL until the employee has provided such documentation or verification. If an employee refuses to provide the requested documentation, LTD reserves the right to deny the OSL time as validly taken time under the Act, and the employee may be subject to disciplinary action (up to and including termination) in accordance with this policy and LTD's normal attendance policies. Employees may cash out up to two weeks of CAL per year.

If you leave us, you will be paid for unused CAL that has been earned through the last day you work. However, if LTD, in its sole discretion, terminates employment for cause, unused CAL shall not be paid out.

### **Extended Illness Bank**

LTD provides paid Extended Illness Bank (EIB) benefits to regular full and part-time employees for periods of temporary absence due to severe long-term illnesses or injuries. This benefit is available for employees after they have been absent for three consecutive workdays due to illness or injury.

Eligible employees will accrue EIB benefits at the rate of three (3) days (.923 hours accrued per pay period) per year with continuous service up through three years. Eligible employees will accrue EIB benefits at the rate of four (4) days per year (1.23 hours accrued per pay period) during the fourth year of service with LTD. Eligible employees will accrue EIB benefits at the rate of five (5) days per year (1.538 hours accrued per pay period) during the fifth year of service with LTD and thereafter. EIB is calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn EIB benefits.

Paid EIB can be used in minimum increments of one day. An eligible employee may use EIB benefits for an absence due to their own illness or injury, or that of a child, parent, spouse, and or domestic partner of the employee. Use of this benefit for other than employee illness or injury shall be only when the actual presence of the employee is required due to the emergency or treatment circumstances.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday, if possible. The direct supervisor also must be contacted on each additional day of absence. If an employee is absent from work for more than three days due to illness or injury and the employee has used EIB, the employee may be required to provide a physician's verification that they may safely return to work. EIB benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, bonuses, or shift differentials. As an additional condition of eligibility for EIB benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation. EIB benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers'

compensation. The combination of any such disability payments and EIB benefits cannot exceed the employee's normal weekly earnings.

Unused EIB benefits will be allowed to accumulate indefinitely. EIB benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence. Unused EIB benefits will not be paid to employees while they are employed or upon termination of employment.

Employees who retire from Lane Transit District under the provisions of the Salaried Employees' Retirement Plan will have the first 360 hours of their EIB forfeited at retirement in exchange for an equivalent dollar contribution to the employee's defined contribution account in the Salaried Employees' Retirement Plan. This contribution will be made as soon as administratively feasible at or after retirement as defined by the Salaried Employees' Retirement Plan. This exchange shall be implemented by application from the employee. Such an application normally will be permitted two weeks from the irrevocable retirement date established by the employee.

EIB shall be forfeited in exchange for a contribution to the Salaried Employees' Retirement Plan (employee contribution account) and EIB shall not otherwise have any cash value or other benefit to employees except as it applies to defining employer contributions toward the payment of retiree medical as set forth in this policy. Employees whose employment is terminated for any reason prior to attaining early, normal, or delayed retirement under the provisions of the Salaried Employees' Retirement Plan shall not have cash value for any accrued EIB.

Any remaining EIB hours that are not forfeit or otherwise applied toward the required contribution to the employee's defined contribution account under this policy shall be converted to an equivalent dollar amount and deposited into the employee's VEBA account for use toward eligible retiree medical insurance premiums and related medical expenses, as permitted by the VEBA plan.

In the event of an employee's pre-retirement death or total disability (as defined by the provisions of the Salaried Employees' Retirement Plan), 100 percent of the employee's accrued EIB shall be forfeited in exchange for an equivalent dollar contribution to the employee's defined contribution in the Salaried Employees' Retirement Plan account.

### **Volunteer Time Off**

LTD is committed to sharing the district success within the communities in which the District conducts business. In support of this commitment, LTD employees are encouraged to become involved with community service efforts. Therefore, LTD provides up to 24 hours of Volunteer Time Off (VTO) per year so that employees can volunteer their time to a charity/community service of their choice. VTO is not deducted from an employee's CAL balance.

Employees must coordinate with their manager prior to committing to using VTO. VTO is intended to be used during an employee's normal work schedule. Any volunteer time outside of an employee's normal work schedule will be unpaid.

VTO is not an accrued benefit and employees will not be paid for unused volunteer time upon separation of employment.

### **Jury Duty**

We encourage you to fulfill your civic responsibilities by offering paid jury duty leave for all employees, including service for regular jury duty and grand jury duty.

Please show the jury duty summons (including any grand jury reporting schedule, if applicable) and the documentation of dates of actual jury service to your manager as soon as possible so that they may make arrangements to accommodate your absence.

You are expected to check in with your manager each day you are scheduled for jury duty (including grand jury duty) to confirm whether you are required to report to court and to communicate your availability to work that day. You are also expected to report for work whenever the court schedule permits.

We recognize your right to serve on a jury as an important civic duty and will not retaliate or discriminate against employees taking paid or unpaid jury duty leave.

### **Bereavement Leave**

One of the difficult certainties of life is that we will be touched by loss. To support you and your family, we provide up to three days of paid bereavement leave for all employees.

If you wish to take time off due to the death of a family member, please notify your manager immediately. Bereavement leave will be granted unless there are unusual business needs or staffing requirements. You may, with your managers' approval, use any available paid leave for additional time off as necessary. For employees eligible for Oregon Family Leave, up to two weeks of bereavement leave per family member may run concurrently with, and qualify as, OFLA, up to a maximum of four weeks per leave year.

For purposes of paid bereavement leave, we define "family member" as an employee's:

- Spouse or domestic partner.
- Child or the child's spouse or domestic partner. "Child" includes a biological child, adopted child, stepchild, and foster child.
- Parent or parent's spouse or domestic partner. "Parent" includes biological parent, adoptive parent, stepparent, foster parent, and parent-in-law.
- Sibling or step-sibling or their spouse or domestic partner.
- Grandparent or grandparent's spouse or domestic partner.
- Grandchild or grandchild's spouse or domestic partner.

In addition to the list above, employees may use unpaid time off under OFLA to take bereavement leave for the following "family member":

- Anyone the employee is related to by blood or affinity whose close association with the employee is the equivalent of a family relationship.

### **Holidays**

We grant paid time off to all employees on the holidays listed below upon hire. Employees working less than 40 hours per week will receive prorated holiday hours based on normal hours worked.

- New Year's Day (January 1)
- Martin Luther King Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veterans Day (November 11 – Refer to page 58 for eligibility and more information)

- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Day (December 25)

Holiday pay will be calculated based on your straight-time pay rate as of the date of the holiday times the number of hours you would otherwise have worked on that day.

If a recognized holiday falls during your paid absence, holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible non-exempt employees work on a recognized holiday, they may choose another day off within 30 calendar days of the paid holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

Holiday pay is limited to eight hours per day. Employees who work a modified schedule (e.g. four 10-hour shifts) are required to take CAL to make up the difference in holiday pay and their regular pay if they don't convert to a regular five-day schedule for the week that includes a holiday.

### **Health Insurance**

Effective 1/1/2026, we are pleased to provide regular full-time employees and their dependents access to medical, dental, and vision care insurance benefits. You may participate in the health insurance plan on the first of the month after your date of hire in an eligible employment classification.

Eligible employees and their eligible dependents may participate in the health insurance plan subject to all terms and conditions of the agreement between LTD and the insurance carrier. Details of the health insurance plan are described in the Plan Overview and Summary Plan Description (SPD). An SPD will be provided to you in advance of enrollment.

### **Continuation of Benefits (COBRA)**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under our health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment (with the exception of gross misconduct), or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, you or your beneficiary pays the full cost of coverage at our group rates plus an administration fee.

### **Flexible Spending Account (FSA)**

We offer a Flexible Spending Account (FSA) program that allows regular full and part-time employees to have pre-tax dollars deducted from their salaries to pay for eligible out-of-pocket expenses. The pre-tax contributions made to the FSA can be used to pay for predictable non-reimbursed health care expenses and dependent care expenses during the plan year.

### **Life Insurance & AD&D**

Life insurance offers you and your family important financial protection. We provide a basic life insurance plan for all employees. Employees and their dependents are eligible to participate in the life insurance plan on the first of the month following their date of hire.

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan.

This benefit is mostly employer-paid, and eligible employees may participate in the life insurance and AD&D plan, subject to all terms and conditions of the agreement between LTD and the insurance carrier.

Details of the life insurance and AD&D plan including benefit amounts are described in the SPD provided to eligible employees.

### **Short-Term and Long-Term Disability (LTD)**

Long-term disability (LTD) is offered only to Admin, Facilities, and IT. Short-term disability (STD) is offered to Public Safety Workers and the Main CBA contract (Operators, Fleet, Customer Service, and Materials Management). LTD and STD benefit plans are provided to help employees cope with an illness or injury that results in an absence from employment. These plans are designed to provide a continuing income for employees who are disabled and unable to work. Employees are eligible for STD and LTD plans on the first of the month following their date of hire.

This benefit is 100% employer-paid, and eligible employees may participate in the STD and LTD plans subject to all terms and conditions of the agreement between STD/LTD and the insurance carrier.

Details of the benefits plan, including benefit amounts, limitations, and restrictions are described in the SPD provided to eligible employees.

### **Retirement Benefits**

All employees are required to participate in the Retirement program for the first six months with a minimum of 6% contribution. Lane Transit District offers multiple retirement savings plans to support employees' long-term financial security.

#### 401(a) Retirement Plan

All eligible employees are automatically enrolled upon hire. Lane Transit District contributes 10% of regular gross pay bi-weekly and matches up to 3% of employee 457(b) contributions. Contributions are tax-advantaged up to IRS limits.

#### 457(b) Deferred Compensation Plan

This employee-funded supplemental plan allows pre-tax or Roth post-tax deferrals up to IRS limits, with employer matching paid to the 401(a) plan. Enrollment is available upon hire.

#### Lane Transit District and Amalgamated Transit Union Pension Plan

Employees under the ATU Working & Wage Agreement earn credits based on hours worked (0.50 credit after 6 months, up to 1.0 annual maximum). Monthly retirement benefits are calculated using accumulated credits and plan-defined amounts. For more information, union employees should refer to the collective bargaining agreement.

#### Lane Transit District Salaried Employees Retirement Plan

Eligible administrative employees hired before January 1, 2012, participate in a defined benefit pension plan. Participants earn annual credits based on hours of service, which determine monthly retirement benefits along with the final average salary.

For more information, contact [hr@ltd.org](mailto:hr@ltd.org).

**Employee Assistance Program (EAP)**

The EAP is available to all employees and their immediate family members, and offers problem assessment, short-term counseling, and referral to appropriate community and private services.

Through the EAP, LTD provides confidential access to professional counseling services for help in confronting such personal challenges as interpersonal conflict, work-related concerns, alcohol and other substance abuse, relationship difficulties, identity theft, financial or legal troubles, and emotional distress.

Contact Cascade Health through any of the following options:

- Call: 541-345-2800
- Website: [cascadehealth.org](http://cascadehealth.org)

# Timekeeping & Compensation

## **Pay Schedule**

Our employees are paid bi-weekly on Fridays. Our workweek is from Sunday to Saturday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, you will receive pay on the last day of work before the regularly scheduled payday.

LTD will issue your paycheck each pay period. Everyone is paid electronically via direct deposit unless they opt out and request to be issued a paper check.

## **Rest & Meal Periods**

Each workday, non-exempt employees are provided rest and meal periods in which they are free from work responsibilities. The number of rest breaks and meal periods varies based on the employee's hours worked for the day. For example, if an employee's work period is at least six hours and one minute, but no more than ten hours, they are entitled to two rest breaks and one meal break. An employee working over ten hours but under 14 hours would receive three rest breaks and one meal break. Employees should work with their supervisor to determine how many rest breaks and meal periods they must take based on their hours worked.

CBA employees should refer to the contract for details on rest breaks and meal periods. Rest breaks are considered paid time and are 15 minutes in length. Meal periods are unpaid and must be at least 30 minutes in length. Rest breaks and meal periods must be taken separately and, to the extent possible, rest periods should be taken in the middle of each four-hour work period. Rest breaks and meal periods may not be deducted from the beginning or end of an employee's work period.

Depending on the department, some differences may apply to rest and meal periods.

### Break Time for Lactation

We support and recognize the importance of breastfeeding. Lactating employees are entitled to take a reasonable rest period to express milk each time they have a need to do so. To the extent possible, the rest period should be taken at the same time as the rest or meal breaks otherwise provided to you.

We will make reasonable efforts to provide a room in close proximity to your regular work area to allow you to express milk in private. We ask that employees who intend to express milk give reasonable advance notice to Human Resources before returning to work.

## **Attendance & Punctuality**

Being on time conveys more than just a good sense of timing; it tells people that you can be counted on. In instances when you cannot avoid being late to work or are unable to work as scheduled, you should notify your manager as soon as possible in advance of the anticipated tardiness or absence by speaking with your direct manager, or sending a text message to your direct manager. Your manager must also be contacted on each additional day of absence.

If you fail to report to work or contact the District regarding your absence for three (3) or more consecutive scheduled workdays, you will be presumed to have voluntarily resigned due to job abandonment, unless the absence is protected or excused under applicable federal, state, or local law, or any other applicable leave policy. If you are unable to contact the District personally due to

an emergency or incapacitating condition, a family member, friend, or other representative may provide notice on your behalf. Upon return or upon contact, you will be given a reasonable opportunity to explain the absence and, where applicable, to provide supporting documentation. If the District determines that the absence is not protected or excused, the separation will be processed as a voluntary resignation effective as of the last day worked.

If you are absent for more than three consecutive days due to illness or injury, a physician's statement may be requested verifying the reason and its beginning and expected ending dates. Consistent with the policies herein and applicable law, such verification may be requested for paid and unpaid leaves that are used for illnesses and injury, as well, and may be required as a condition to receiving paid leave benefits. Additionally, before returning to work from an absence of more than three calendar days, you may be asked to provide a physician's verification that you can safely return to work.

### **Timekeeping**

It is our intent to pay each employee, exempt or non-exempt, the proper and appropriate pay. To do so, all employees must timely and accurately report their time.

If you have a concern of an improper deduction or any pay or benefit inaccuracies, please report it to your manager or Human Resources immediately. We will not tolerate retaliation against those who report pay or benefit inaccuracies in good faith.

### Exempt Employees

Exempt (typically salary) employees are not subject to overtime laws and receive a consistent salary week to week regardless of start and end time, breaks, or meal periods. While there are certain exceptions to this rule, exempt employees will usually receive their full salary (including any CAL or other leave taken during that week) for any day in which they perform any work.

### Non-Exempt Employees

Accurately recording time worked is the responsibility of every non-exempt employee. Non-exempt (typically hourly) employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. Non-exempt employees are responsible for accurately recording whether they have received all paid rest periods. They must also record any split shift or departure from work outside of their normal shift schedule.

### **Overtime**

There will be busy times when operating requirements or other needs cannot be met during regular working hours. Non-exempt employees will be given the opportunity to volunteer for overtime work assignments and may sometimes be required to work overtime. All overtime work must be approved by your manager in advance.

Work-life balance is important to our team. Working outside of your normal schedule hours should be rare. Should a non-exempt employee need to field work calls or check email on their personal electronic device outside of working hours, they are to accurately record their worked time and submit it to payroll. Please speak with your manager in advance if working outside of your normal schedule is necessary.

Non-exempt employees who are not subject to the Lane Transit District and Amalgamated Transit Union Partnership Agreement and who are assigned to work more than 40 hours in a seven-day work week shall accrue compensatory time in lieu of overtime compensation. Compensatory time may be accrued at the rate of time and one-half for each hour of work for which overtime compensation is required.

Accrued compensatory time must be used prior to utilizing accumulated Consolidated Annual Leave (CAL) time. Upon termination of employment, all unused compensatory time shall be paid at a rate of compensation not less than the average regular rate received by the employee during the last three years of the employee's employment or the final regular rate received by the employee, whichever is higher.

Overtime pay is based on actual hours worked. Time off on CAL or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. If you have any questions regarding your status, discuss this with your manager.

### **Pay Equity**

LTD strives to ensure that all employees are paid fairly based on a variety of factors relating to their position, job performance, and qualifications. LTD strictly prohibits discrimination in compensation, including discrimination based on any legally protected classification applicable to the employee.

Generally, employees performing comparable work receive comparable compensation. From time to time, employees performing work of comparable character may have different compensation levels. Any such difference will be based on bona fide factors related to the position in question. Bona fide factors may include differences in seniority, merit, quantity or quality of work, workplace location, necessary travel, education, training, experience, or any combination of those factors, among others.

Any employee who believes they are not being compensated fairly in light of the above factors is highly encouraged to discuss the matter with a manager or Human Resources so that the employee's concerns can be investigated. LTD strictly prohibits retaliation against any employee for raising wage-related concerns in good faith.

### **Discretionary Bonuses**

On occasion, the CEO or Executive Team may decide in their sole discretion to issue a discretionary bonus. Bonuses and specific bonus amounts, if given, are never guaranteed, and they are not considered earned or accrued until the day they are paid out.

### **Discussion of Wages**

No employee is prohibited from inquiring about, discussing or disclosing their own wages or the wages of another employee. The District will not terminate, demote, suspend, or otherwise discriminate or retaliate against any employee on the basis of such disclosure or because the employee files a complaint or charge or otherwise institutes an investigation, proceeding or hearing based on the disclosure of wage information.

This policy does not apply to disclosure of other employees' wage information by employees who have access to such information solely as part of their essential job functions and who, while acting on behalf of the District, make unauthorized disclosure of that information. District representatives may disclose employees' wages in response to a complaint or charge, or in furtherance of an investigation, proceeding, hearing or action under state law.

# Our Employment Standards

## **Employment At-Will**

This Handbook is a general guide to our current employment policies, forms, procedures, and your benefits as an employee of LTD at time of publication. It is informational only, and is not intended to be, and should not be, construed as a contract of employment or a promise of specific treatment in specific situations. From time to time, we review our policies, procedures, and benefits and make revisions based on the need for and desirability of changes. We may at any time change, alter, modify, interpret, apply, add to, or delete any provision of this Handbook.

Employment with LTD is at-will which means the employment relationship may be terminated with or without cause and with or without notice at any time by you or LTD. In addition, LTD may alter an employee's position, duties, title, or compensation at any time, with or without notice and with or without cause. Nothing in this Handbook or in any document or statement and nothing implied from any course of conduct shall limit LTD or an employee of the right to terminate employment at-will. Only the CEO or a designated delegate is authorized to modify the at-will employment policy of LTD or enter into any agreement contrary to this policy. Any such modification must be in writing and signed by both the employee and the CEO or their designated delegate.

## **Equal Employment Opportunity**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at LTD will be based on merit, qualifications, and abilities. LTD does not discriminate in employment opportunities or practices on the basis of race (including physical characteristics that are historically associated with race, such as natural hair, hair texture, hair type and protective hairstyles), color, religion, sex (including pregnancy, childbirth or related medical conditions), national origin or ancestry, citizenship, physical or mental disability, genetic information, age (18 and over), veteran status, uniformed servicemember status, unemployment status, sexual orientation, gender identity, marital status, family status, or having been a victim of sexual abuse, including domestic abuse, sexual assault, or stalking, or any other characteristic protected by applicable law.

LTD will make reasonable accommodations for qualified individuals with known disabilities, religious accommodation requests, or pregnancy accommodation requests unless doing so would result in an undue hardship. This policy governs all aspects of employment including: selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of Human Resources. Our anti-harassment policy is described in more detail later in this Handbook.

## **Immigration Law Compliance**

The Immigration Reform and Control Act of 1986 prohibits LTD from employing any person not legally authorized to work in the United States. As a condition of employment, you must complete the USCIS Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

## **Pregnancy and Related Conditions**

In accordance with the federal Pregnant Workers Fairness Act (PWFA) and state requirements, LTD will make reasonable accommodations for known physical or mental limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions

(including but not limited to lactation) of a qualified applicant or employee, unless the accommodation would impose an undue hardship on the operation of the District's business.

Known physical or mental limitations are those that the applicant, employee, or their representative has communicated to the District. A limitation can be:

- An impediment or problem that is minor or modest and can be episodic.
- A need or problem related to maintaining the employee's health or the health of the pregnancy.
- Seeking health care related to pregnancy, childbirth, or a related medical condition.

Employees or applicants who wish to inform the District of such a limitation and/or request a reasonable accommodation under this policy should contact Human Resources, preferably in writing, identifying the limitation and stating that the employee needs an adjustment or change at work due to the limitation. Human Resources will then engage in an interactive process with the applicant or employee to determine the nature of the limitation and what, if any, reasonable accommodation(s) may be appropriate. If, through this interactive process, the District and the individual arrive at a reasonable accommodation that does not impose an undue hardship on the operation of the District's business, the District will make that accommodation. A reasonable accommodation may include, but is not limited to:

- Frequent breaks
- Sitting/Standing
- Schedule changes, part-time work, and paid and unpaid leave
- Telework
- Parking
- Light duty
- Making existing facilities accessible or modifying the work environment
- Job restructuring
- Temporarily suspending one or more essential functions
- Acquiring or modifying equipment, uniforms, or devices
- Adjusting or modifying examinations or policies

This list presents only examples, some of which may not be possible or apply to specific positions. The interactive process will determine what accommodations are available for a specific job.

Several states and localities have laws that apply to employees affected by pregnancy, childbirth, or related medical conditions. For individuals working in a jurisdiction that has a mandatory pregnancy accommodation law, the District will comply with all legal requirements, including providing greater or different benefits than those indicated here.

The District prohibits discrimination on the basis of pregnancy, childbirth, or related medical conditions. For this reason, the District will not:

- Deny employment opportunities on the basis of a need for reasonable accommodation.
- Deny reasonable accommodation for known limitations, unless the accommodation would cause an undue hardship.
- Require an applicant or an employee to accept an accommodation that is unnecessary or an accommodation other than one arrived at through the interactive process.
- Require an employee to take family leave or any other leave, if the employer can make reasonable accommodation instead.

- Take an adverse employment action, discriminate, or retaliate because the applicant or employee has inquired about, requested, or used a reasonable accommodation, or reported or opposed discrimination.

Individuals who believe they have been subjected to or believe that another individual has been subjected to discrimination or retaliation should report it immediately to Human Resources.

### **Unlawful Harassment & Discrimination**

LTD fosters an environment where every employee feels productive and comfortable. It's our policy that all employees be able to work in a setting free from all forms of unlawful discrimination and retaliation.

Harassment is verbal or physical conduct that demeans or shows hostility or aversion toward an individual because of their race (including physical characteristics that are historically associated with race, such as natural hair, hair texture, hair type and protective hairstyles), color, religion, sex (including sexual orientation; gender identity; and pregnancy, childbirth, or related medical conditions), national origin or ancestry, citizenship, physical or mental disability, genetic information, age, veteran status, uniform servicemember status, unemployment status, expunged juvenile record, marital status, family status, or having been a victim of sexual abuse, including domestic abuse, sexual assault or stalking, or that of their relatives, friends, or associates (referred to throughout this policy as local, state, and/or federal protected classes) and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
- Has the purpose or effect of unreasonably interfering with an individual's work performance.
- Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, the following:

- Epithets, slurs, stereotyping (whether intended to be positive, negative, or neutral), mocking, mimicking, intrusive questions, demeaning comments, or labels, or threatening, intimidating or hostile acts that relate to local, state, and/or federal protected classes.
- Written or graphic material that demeans or shows hostility or aversion toward an individual or group because of their membership in a local, state and/or federal protected class and that is placed on walls, bulletin boards, computers, or elsewhere on the employer's premises, or circulated in the workplace.

### Sexual Harassment

Sexual harassment is a form of gender (sex) discrimination. The Equal Employment Opportunity Commission has defined sexual harassment as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly 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.
- Such conduct creates an intimidating, hostile, or offensive working environment.

Prohibited sexual harassment may include, but is not limited to:

- Sexual jokes, calendars, posters, cartoons, magazines, derogatory or physically descriptive gestures or comments about or toward another employee.
- Sexually suggestive comments.
- Inappropriate use of District communications including email and telephone.
- Unwelcome touching or physical contact.
- Punishment or favoritism on the basis of an employee's sex.
- Sexual slurs.
- Sex stereotyping.

Sexual assault is also a form of gender (sex) discrimination. This includes unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

Harassment, sexual assault, or other forms of discrimination will not be tolerated in our workplace. It is against the policies of LTD for any employee to harass or sexually assault another employee. This includes acts between managers and employees; it also includes acts between one employee and another or inappropriate workplace conduct between a third party (such as a visitor, vendor, rider, or independent contractor) and an employee.

#### Reports of Harassment

If you believe that you have been harassed, sexually assaulted, or otherwise experienced discrimination, report the incident immediately. The report should be directed to:

1. Your manager
2. Human Resources
3. The Chief Administrative Officer

You may report an incident to Human Resources or the Chief Administrative Officer without first contacting your manager. LTD will not retaliate against an employee who in good faith reports discrimination, sexual assault, or harassment to the District or participates in an investigation. Retaliation will not be tolerated in our workplace. Reports of discrimination, sexual assault, harassment, or retaliation will be investigated fairly. All employees are encouraged to report and document any acts of discrimination, sexual assault, or harassment. LTD will attempt to maintain confidentiality, consistent with the District's need to conduct an adequate investigation, and to take prompt corrective action in response to any discrimination, sexual assault, harassment, or retaliation.

LTD cannot require or coerce any employee to enter a nondisclosure or non-disparagement agreement provision related to reports of violations of this policy. A nondisclosure agreement provision is any contractual obligation which has the intended purpose or effect of prohibiting the disclosure of information, except as provided by the agreement. A non-disparagement agreement is any contractual obligation which has the intended purpose or effect of prohibiting disparaging or negative comments of any nature against a party. If an employee voluntarily requests to enter a nondisclosure or non-disparagement agreement with their employer after experiencing harassment, discrimination, or sexual assault, the employee will have seven days to revoke the agreement prior to its effective date.

Nothing in this policy precludes any person from filing a formal grievance in accordance with a collective bargaining agreement (if applicable), the Oregon Bureau of Labor and Industries' Civil

Rights Division or the Equal Employment Opportunity Commission. Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by Oregon's employment discrimination laws (ORS 659A.030, 659A.082 or 659A.112) commence no later than five years after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing.

### **Reporting Workplace Concerns**

Our reporting procedure has been developed to assist employees in resolving all types of disputes no matter how small. Use this procedure to voice concerns regarding work rules, working conditions, disputes with other employees, or unfair practices. For harassment complaints please use the previous policy for guidance on how to report harassment. Concerns filed will be held in confidence and information will only be released on a "need to know" basis.

#### Step 1:

Bring your concern to your manager. This should be done within 72 hours of the situation causing the concern. Explain the complaint in detail and offer any solutions you may have. If applicable, outline what actions you would like management to consider to correct the situation. Your manager will provide an answer to you immediately or within ten calendar days (depending on the severity of the complaint) from the date the complaint was filed.

*Note: If for some reason you feel that you cannot take your complaint to your manager, take it to the next higher level of management.*

#### Step 2:

You have the right to appeal the decision to the next higher level of management or to Human Resources. All appeals must be filed in writing within ten calendar days of the date you received your manager's decision. A management representative will respond to your appeal within ten calendar days of receipt of your appeal. If it is found that a District policy has been violated, management will take appropriate disciplinary action.

#### Step 3:

If you are still not satisfied with the results from Step 2, you may appeal to the Chief Administrative Officer. To appeal, you must present the grievance in writing to management within ten calendar days after the Step 2 discussion. LTD will answer your appeal within ten calendar days of receipt. All decisions made at this level are final and binding upon both the District and employees.

An employee will not be penalized or retaliated against for raising a work-related concern or for assisting in an investigation into any concern.

An individual who retaliates against an employee for raising a concern or participating in an investigation under this policy may be subject to disciplinary action, up to and including termination of employment.

### **Whistleblower Protection**

Oregon law provides you certain whistleblower rights and remedies as an employee of a public agency. A whistleblower is an employee of LTD who reports an activity that they consider to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If you have knowledge of or a concern of illegal or dishonest fraudulent activity, you should contact Human Resources. Please exercise sound judgment to avoid baseless allegations.

Whistleblower protections are provided in two important areas: confidentiality and anti-retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

We will not retaliate against a whistleblower who makes a report in good faith. Any whistleblower who believes that they are being retaliated against must contact Human Resources immediately. The right of a whistleblower to protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to Human Resources who is responsible for investigating and coordinating corrective action.

Oregon law states that your good faith and objectively reasonable belief of a violation of federal, state or local law, rule or regulation is an affirmative defense to a civil or criminal charge related to your disclosure of lawfully accessed information related to the violation, if you provide the information to a state or federal regulatory agency; a law enforcement agency; a manager of LTD; or an attorney licensed to practice in Oregon when the lawyer-client privilege applies to a confidential communication made in connection with an alleged violation. However, you may not assert the affirmative defense in certain circumstances, including if you disclose or redisclose the alleged violation to a party other than those listed above. Special rules apply to employees who are attorneys or directed by attorneys. Information protected from disclosure under federal law, including HIPAA, may be disclosed only as allowed under federal law.

Under Oregon law, you also have the right to discuss alleged violations by LTD of any federal, state, or local law, rule, or regulation with any member of the Legislative Assembly or their staff, or with any elected member of a city, county, or metropolitan service district. You also have the right to disclose any information you reasonably believe is evidence of a violation of any federal, state, or local law, rule, or regulation by LTD or of mismanagement, gross waste of funds, abuse of authority, or danger to public health and safety resulting from an action of LTD.

If you have questions about your rights under this section, you may contact Human Resources.

# Work Environment & Expectations

## **Personal Appearance**

Our dress code balances our desire to project a professional image while allowing the expression of one's identity. Dress, grooming, and personal cleanliness standards also affect the business image we present to riders.

During business hours, you are expected to present a clean and neat appearance and to dress according to the requirements of your position.

## Business Casual Attire

Traditional business casual attire is expected of all employees. Basic elements for appropriate and professional business attire include clothing that is in neat and clean condition. Appropriate workplace dress does not include clothing that is too tight, or revealing; clothing with rips, tears, or frays; or any extreme style or fashion in dress, footwear, accessories, or hair; clothing that includes offensive language, racial, or other discriminatory slurs, epithets, symbols, political statements, and any other image or symbols LTD may, it is sole discretion, deem as inappropriate in the workplace.

The District does participate in casual Fridays. Casual dress Fridays allows employees to wear casual attire – such as jeans and trainers – in place of business casual attire.

Employees are expected to demonstrate good judgment and professional taste. Use courtesy towards coworkers and your professional image to customers as the factors you use to assess whether you are dressing in business casual attire that is appropriate.

Examples of Business Casual Attire: (this list is not exhaustive)

- Slacks or business dress pants, khakis, chinos, knee-length skirts, dark jeans without holes.
- Button-down shirts, sweaters, blouses, henley, or polo shirts.
- Knee-length or maxi dresses.
- Optional cardigans, blazers, or sport coats (especially for the colder months).
- Simple, professional accessories such as scarves, belts, or jewelry.

Although this policy provides examples of business casual attire, it is not intended to be a complete list. An employee who is unsure of what is appropriate should check with their supervisor or Chief Officer.

## Business Professional Attire for Board Meetings

Employees attending meetings of the Board, including Board committee meetings and meetings with elected officials or dignitaries, are expected to wear business professional attire.

Business professional attire presents a polished and professional appearance that reflects the organization and the importance of these meetings. Clothing should be clean, pressed, and in good condition. Typical business professional attire includes tailored suits, dress slacks or skirts, blouses or collared shirts, and professional footwear.

Examples of Business Professional Attire (The examples below are illustrative and not exhaustive.):

- Suit jackets or blazers paired with dress slacks, tailored pants, or professional skirts or dresses
- Coordinated suits or pantsuits

- Collared dress shirts or professional blouses in neutral or conservative colors
- Professional footwear such as dress shoes, flats, loafers, or low heels

This policy provides general guidance rather than a complete list of acceptable attire. Employees who are unsure whether their attire meets these expectations should consult their supervisor prior to attending the meeting.

### Uniforms

Collective bargaining employees should refer to the Working and Wage agreement as bargained.

Depending on your position with us, we may provide you with a uniform to wear during working hours. When wearing our District uniform, please be sure you are clean and look professional and well-groomed.

You are an important representative of our business, and people form impressions about us based on what they may see in you. Your supervisor will provide you with more specific information about what the uniform consists of and how it should look. If you ever have questions about whether certain attire or accessories may be worn in addition to your uniform, please speak with your supervisor. If you report to work without your uniform, you may be sent home.

Employees who appear for work inappropriately dressed may be sent home and directed to return to work in proper attire. Under such circumstances, you will not be compensated for the time away from work. Please consult your manager if you have questions as to what constitutes appropriate attire.

### **Pets in the Workplace**

Employees are allowed to bring their pets to work under certain circumstances and with certain restrictions. No pets will be allowed in the reception area during business hours and shall be on a leash when around other employees. Pets are to be confined during the business day except during breaks or meal periods where they can be walked or held. It is the responsibility of the pet owner to clean and dispose of pet waste. If an employee pet is found to be a distraction to the staff, it will need to be removed. The allowance of employee pets at work is a privilege and will be revoked if abused in any way or if we determine that it is in the best interest of LTD for the pet to remain home during the workday.

### **Performance Improvement & Corrective Action**

We seek to manage and administer equitable and consistent corrective action and coaching for unsatisfactory performance in the workplace.

LTD's best interest lies in ensuring fair treatment of all employees and in making certain that corrective actions are prompt, uniform, and impartial. The major purpose of any corrective action is to correct the problem, prevent recurrence and prepare employees for success.

Although employment with LTD is based on mutual consent and both the employee and employers have the right to terminate employment at will, with or without cause or advance notice, LTD may use corrective action and coaching at its discretion.

Corrective action may call for any of the following four steps: the first offense may call for a verbal warning; the second offense may be followed by a written warning; the third offense may lead to a suspension or final written warning; and the fourth offense may then lead to termination of employment.

There may be circumstances when one or more steps are bypassed and management at their discretion may use any corrective step they determine is warranted.

LTD recognizes that there are certain types of employee problems that are serious enough to justify either a suspension or termination of employment, without going through the usual progressive discipline steps.

By using corrective action, we hope that most employee problems can be corrected at an early stage.

### **Work Conduct**

We base our work culture on a foundation of mutual trust and respect. We expect employees to conduct themselves with a high regard of professionalism and respect in all work interactions. If we feel that your conduct or behavior is not reflective of our values, we will discuss our concerns with you and outline necessary corrective action.

To ensure the best possible work environment, we expect employees to follow rules of conduct that will protect the interests and safety of all employees and the business.

### **Remote Work**

Authorization to work remotely is intended to support flexibility and productivity while maintaining required standards of performance, collaboration, and accountability. Employees authorized to work remotely are expected to remain engaged, accessible during established work hours, and in full compliance with all organizational policies and expectations. Authorization to work remotely may be modified or discontinued at any time based on business needs, performance considerations, or operational requirements.

Authorization granted to one employee to telecommute does not imply or guarantee that authorization will be granted to any other employee. Authorization to telecommute may also be granted on a temporary basis in emergency situations or to comply with a government mandate, and such authorization may be modified or revoked once the mandate or restrictions are lifted. Please refer to the Remote Work Policy and Guidelines for additional information.

### **Computer and Email Usage**

LTD is the owner of the District's computer system, software, and internet account. Any material or message put into the system should not be considered a private communication. We retain the right to access and review any email activity or documents utilizing District property at any time, with or without notice.

We caution that all communications via our electronic communications network systems, as well as any other document or file created or stored via the District's computer systems, may be subject to discovery in connection with legal proceedings involving the District or its employees. Communications systems should not be used to solicit, advocate, or promote for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.

### **Workplace Monitoring**

Workplace monitoring of email, internet use, and text messages on District cell phones, telephone calls, voice mail, or messages on District sponsored messaging software (such as Microsoft Teams, Slack, Yammer, etc.) may be conducted with or without notice at any time by LTD to ensure quality control, employee safety, security, and rider satisfaction.

Although employees may have their own passwords for accessing computers, the computers and telephones furnished to employees are the property of LTD. Employees should have no expectation

of privacy while using District computers or telephones. All communications and files are subject to monitoring. We have access to all files, even those files that have been deleted from the system.

We will conduct workplace monitoring consistent with applicable law. We are not obligated to monitor employee communications.

### **Internet Access on LTD Equipment**

Internet access is provided by LTD to assist employees in communication and accessing work related information. While internet usage is intended for job-related purposes, incidental and occasional brief personal use are permitted within reasonable limits.

Data that is composed, transmitted, accessed, or received via the internet must not contain content that is malicious, obscene, threatening, intimidating, or that constitutes harassment.

Examples of activities that fall outside acceptable use of the internet at LTD include:

- Downloading or viewing material containing sexually explicit or obscene comments or images.
- Sending or posting material that violates our harassment policy or offensively addresses someone's age, sexual orientation, race, disability, or any other protected status under applicable law.
- Sending or posting material that is obscene, threatening, or maliciously false and meant to intentionally harm someone's reputation.
- Copying, pirating, or downloading software and electronic files without permission.

### **Social Media, Networking, & Electronic Communications**

We recognize the immense potential of social media to facilitate and enhance the performance of our business. In general, the same principles and guidelines found in our other policies apply to your activities online, and each employee is ultimately responsible for ensuring that your social media activity is consistent with these policies.

For the purposes of this policy, "social media" includes any website or forum that allows for open communication on the internet including, but not limited to:

- Social and professional networking sites (e.g., LinkedIn, Facebook)
- Micro-blogging sites (e.g., X (formerly known as Twitter))
- Blogs (including District and personal blogs) and other online journals and diaries
- Bulletin boards and chat rooms
- Online encyclopedias (e.g., Wikipedia)
- Video and photo-sharing websites (e.g., YouTube, Instagram)
- Employee review sites (e.g., Glassdoor)

LTD recognizes employees' rights under Section 7 & 8(a)(1) of the National Labor Relations Act. Nothing in this policy is intended to interfere with, restrain, or coerce employees in the exercise of employees' right to engage in protected, concerted activity.

### **Employee Use of Social Media During the Workday**

Please refrain from using social media during working time or on equipment provided by LTD, unless such use is work-related as authorized by your manager. Do not use LTD's email addresses to register on social networks, blogs or other online tools utilized for personal use.

### Employee Use of Social Media Outside the Workday

Personal use includes your use outside of working time and/or on personal technology and/or personally obtained internet service providers.

Employees making use of social media to discuss matters via social media related to LTD, and who identify themselves as LTD employees, should be clear that the employee's statements do not represent the views of LTD. One way to make this clear is to include a disclaimer such as: "The postings on this site are strictly my own and do not necessarily represent LTD's positions, policies, strategies, and/or opinions."

Employees are reminded that as employees of LTD they are professionals. Always be fair, courteous, and inclusive to fellow associates, riders, members, or suppliers. If posting comments on a social media site, please avoid using statements, photographs, video, or audio that are malicious, obscene, threatening or intimidating, or that constitute harassment. Examples of such conduct would include maliciously false posts meant to intentionally harm someone's reputation or posts that violate our harassment policy.

No employee should suggest or represent that the employee is authorized to comment on a District legal matter on behalf of LTD unless the employee has been specially designated in writing by LTD's PIO or CEO to do so. Employees may not post on social media information regarding LTD that is protected by the attorney-client privilege, or that constitutes a trade secret, protected proprietary or confidential information about LTD's business (e.g. marketing plans and strategies, product preparation or rider service techniques, or non-public District financial data), or confidential rider information.

Electronic information is increasingly being collected, aggregated, stored, and used in various ways, including through electronic discovery in legal actions. There may be legal implications to an employee's social media use that outlast the employee's viewpoint, and the effects of a particular social media statement may not be felt for months or even years. Please consider some of the risks and consequences that are involved in social media use before creating online content.

### **Personal Cell Phones**

Personal cell phone use should be kept to a minimum while working unless required by your job.

Personal cell phones should be kept on "silent" or "vibrate" mode during work hours in order to limit disruptions in your work area.

District policy and Oregon law prohibit the use of all electronic devices while driving without hands-free devices. You are prohibited from taking business calls or texting while driving if you don't have a hands-free device. Please pull over safely and place the car in park before answering a call or texting without a hands-free device.

### **District & Personal Property**

You are expected to treat property belonging to the District, property belonging to fellow employees, or any other third-party property with care and respect. Theft, misappropriation, misuse, or willful destruction of property or unauthorized removal of such is prohibited.

You are responsible for the custody and care of any District property that has been issued or assigned to you. If you are terminated, whether voluntarily or involuntarily, you are required to return any District property in your possession immediately.

In accordance with applicable law, LTD at its sole discretion, may request that you consent to and permit an inspection of including, but not limited to: personal property brought onto or taken from the premises, any work, rest or storage area, all District vehicles, desks, lockers, computers, etc., that are within your possession or control.

Before you remove District products or any other items belonging to the District from the premises, you must obtain authorization from your manager.

### **Confidentiality & Non-Disclosure**

The protection of confidential business information and trade secrets is vital to the interests and the success of LTD. Confidential information includes but is not limited to, computer programs and codes, rider financial information, rider lists, rider preferences, financial information (to the extent such disclosure may violate financial disclosure laws), intellectual property, marketing strategies, pending projects and proposals, proprietary production processes, and research and development strategies.

Employees who improperly use or disclose trade secrets or confidential business information will be subject to potential disciplinary action, even if they do not actually benefit from the disclosed information.

Inappropriate disclosure of information to people outside the District could cost the District competitive advantage. As an employee of LTD, you may become aware of information that is considered proprietary to LTD. Because of this, all LTD employees may be asked to sign a non-disclosure agreement that would require you to agree not to disclose confidential business or rider information and trade secrets of LTD. Any employees with questions or concerns about this policy are encouraged to consult with their manager.

This policy should not be construed to limit or otherwise interfere with your right to disclose concerns about work conditions like, for example, safety issues or concerns of workplace harassment or discrimination.

### **Business Ethics & Conflicts of Interest**

LTD will comply with all applicable laws and regulations and expects its employees and District representatives to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

Our expectation is for all employees and District representatives to use their best judgment. Transparency is the key to avoiding conflicts of interest. When in doubt, ask Human Resources for guidance to assess the potential for a conflict of interest and determine how it can be resolved.

Business dealings with outside companies should not result in unusual gains for those companies. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when you are in a position to influence a decision that may result in a personal gain for an employee or for a relative as a result of LTD business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with you is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside companies. However, if you have any influence on transactions involving purchases, contracts, or leases, it is imperative that you disclose to Human Resources as soon as possible. The existence of any actual

or potential conflict of interest must be disclosed so that safeguards can be established to protect all parties.

### **Personal & Family Relationships**

Employee's relatives and friends may be eligible for employment and, if employed, may be eligible for transfers, promotions, etc., to positions for which they are qualified. However, relatives are not entitled to preferential consideration and will not be hired or promoted into a position that creates a conflict of interest.

A familial or romantic relationship among employees can create an actual, potential, or perceived conflict of interest at work, especially if one relative, spouse, or partner of such a relationship supervises another relative, spouse, or partner. This policy applies to all employees without regard to the sex, gender identity, or sexual orientation of the individuals involved.

For the purposes of this policy, a familial relationship is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage (e.g., domestic partnership or civil union status). This policy also applies to roommates.

A romantic relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship.

If two employees marry, become related, become roommates, or enter into a romantic relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. It is the responsibility and obligation of the manager involved in the relationship to disclose the existence of the relationship to management. If this occurs, the employees may be reassigned or separated from the District.

In other cases where a conflict or the potential for a conflict arises, even if there is no supervisory relationship involved, the employees may be reassigned or separated from the District.

Employees involved in close personal relationships should refrain from public workplace displays of affection and excessive personal language.

# Safety Practices

## Workplace Safety

Safety in the workplace is based on knowledge, skill and an attitude of care and concern. It is the responsibility of each employee to work in a safe and efficient manner.

The District has a safety committee which allows management and employees to work together to monitor the overall safety of our operations and to recommend changes in policies, rules, and practices in order to make this a safer place for all of us to work.

Each employee must adhere to the following safety standards:

- Comply with safety policies and manager instructions.
- Report unsafe conditions or equipment.
- Report all injuries and "close calls" to their manager immediately.
- Refrain from unsafe behavior or endangering other employees.
- Assume responsibility for their conduct and actions.
- Ask questions when unsure of safe work procedures.
- Use all safety equipment/devices provided for their protection.
- Report activities occurring in the workplace when considered unsafe or illegal.
- Not jeopardize their safety through drug or alcohol use.
- Demonstrate a positive verbal and visual example for other employees to follow.

Please promptly notify your manager of any job-related illness or injury. All accidents, regardless of if an injury occurred or not, must be reported to your manager immediately.

## Emergency Closings

Emergencies such as severe weather, fires, power failures, earthquakes, or public health emergencies can disrupt the District's ability to keep the workplace open.

In some instances, the District may decide to close the workplace. Whether the decision to close the workplace is made before the workday begins or as the day progresses, employees will be notified by leadership of the District's decision to close for the day. Leadership will also update employees regarding any subsequent days the District may need to close the workplace. If an employee is unable to report to work due to an emergency on a day when the workplace is open, they should notify their manager in accordance with the expectations outlined in the Attendance & Punctuality policy.

In instances where the workplace is closed, employees should work from home if they have the ability to do so, unless the emergency also affects their home office (such as a power outage, fire, or earthquake).

Employee's pay during emergency closings will be handled depending upon the situation and will be uniformly applied across employees. In instances where the time off is unpaid, employees may choose to use any available District-paid time off.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, those who work will receive regular pay.

## **Violence Prevention & Weapons**

All employees should be treated with courtesy and respect at all times. You are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.

Possession of dangerous or deadly weapons including, but not limited to, any firearms or other weapons, explosive devices, and/or hazardous materials on District premises or off District premises while performing job-related duties is strictly prohibited.

Conduct that threatens, harasses, or bullies another employee, a rider, or a member of the public at any time, including off-duty periods, will not be tolerated.

All threats or actual violence (both direct and indirect) should be reported as soon as possible to your manager or any other member of management. This includes threats by employees as well as threats by riders, vendors, solicitors, or other members of the public. When reporting a threat of violence, please be as specific and detailed as possible.

All suspicious individuals or activities should also be reported to a manager as soon as possible. Do not place yourself at risk. If you see or hear a commotion or disturbance near your work station, do not try to intercede.

LTD will promptly and thoroughly investigate all reports of threats or actual violence, and of suspicious individuals or activities.

LTD encourages employees to bring their disputes or differences with other employees to the attention of their managers before the situation escalates into potential violence. LTD will assist in the resolution of employee disputes and will not discipline or retaliate against employees for raising such concerns.

## **Tobacco/Vapor-Free Workplace**

In keeping with LTD's intent to provide a safe and healthful work environment, LTD is a "tobacco/vapor-free" workplace. The use of any tobacco/vapor product (e.g., cigarettes, cigars, pipes, chewing tobacco, electronic cigarettes, etc.) by any employee, customer, or member of the public is strictly prohibited on any properties owned, leased, or operated by LTD, including all motor vehicles and motorized equipment owned, leased, or operated by LTD unless in designated areas. This also applies to personal vehicles while on LTD property.

The use of tobacco/vapor products is permitted only during the employee's break time while off LTD property.

## **Drug and Alcohol Program**

Lane Transit District is committed to providing and maintaining a safe and healthy work environment for its employees and a safe and dependable transportation system for the public. It is the intent of this policy to provide and maintain a drug- and alcohol-free workplace in the interest of the health and safety of the

District's employees and the public, and to maintain compliance with applicable federal and state laws and regulations.

This policy applies to all District employees and employees of the District's contractors who perform a safety-sensitive function for the District. All District positions and the functions performed by individual employees have been reviewed to determine the performance of a safety-sensitive function as defined in Appendix A. District positions that require that all employees in the position perform a safety-sensitive function are listed in Appendix B.

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

Under FTA authority, all employees who perform a safety-sensitive function are subject to pre-employment drug testing and reasonable suspicion, post-accident, random, return-to-duty, and follow-up drug and alcohol testing.

Any prohibited usage during work hours may be grounds for discipline, up to and including termination. If you become aware of or suspect that another coworker may be under the influence of an intoxicating substance that is impairing the employee's judgment or ability to perform job duties safely, please report the situation to your supervisor immediately.

Compliance with this policy is a condition of employment. Under District authority, any violation of this policy may be subject to employee discipline, up and including suspension and/or termination.

### Prohibited Behavior

Use of illegal drugs is prohibited at all times. Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions. All covered employees required to take a post-accident test are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

Under LTD's authority, a breath alcohol concentration level of 0.02 or greater, or any detectable level of a controlled substance on a drug test, will be considered to be evidence of the presence of alcohol or a prohibited drug in the employee's system. In accordance with the Drug-Free Workplace Act of 1988, the District prohibits all employees from engaging in the possession, sale, transporting, distribution, manufacture, or use of alcohol, illegal drugs, or any other disabling or controlled substance at any time while on duty and/or on District premises, which include buses or other LTD-owned or -operated vehicle(s), or facilities. An employee who is off duty and is a passenger on a District-owned public transportation vehicle may possess alcohol in sealed containers to the extent that is allowed by law. Employees may possess or exchange alcohol in sealed containers within the employee parking lot of the Glenwood Facility for legitimate personal use off duty and off premises.

FTA regulations require the District to test all District employees who perform a safety-sensitive function for prohibited drug use and alcohol misuse. In accordance with FTA regulations, participation in the District's drug and alcohol testing program is a condition of employment for all

employees who perform a safety-sensitive function. An employee who performs a safety-sensitive function who refuses to submit to a drug or alcohol test will be in violation of this policy, and under District authority, may be subject to discipline, up to and including suspension and/or termination.

Marijuana use is still prohibited. Even though the personal use of marijuana for medicinal or non-medicinal purposes may be considered legal in Oregon in some circumstances, it remains illegal under Federal law, and LTD is not required to allow or accommodate an employee's use of marijuana or medical marijuana in the workplace. Employees are strictly prohibited from selling, purchasing, distributing, or using Marijuana on LTD property, in LTD facilities, and at LTD-sponsored events, as well as reporting for work under the influence of Marijuana during work hours.

If we believe or learn that you are under the influence of marijuana during work hours, or if a drug test reveals the presence of marijuana in any amount in your system, regardless of when you last used it or whether you believe you are impaired at the time, your employment may be terminated. LTD does not accommodate the use of marijuana for medicinal purposes. Employees who use Marijuana for medicinal purposes should contact HR for more information about alternative accommodations.

#### Exceptions: Charity/ Fundraisers

An exception may be made for possession of alcohol on District premises in a few circumstances: those where the alcohol is a prize or reward for the purposes of fundraising for a charity. In this circumstance, the alcohol must always be kept in a sealed container and unopened while on District premises. Upon entering District premises, the employee must immediately relinquish possession of the alcohol to the HR & Risk Management Department.

The Drug and Alcohol Program Manager will record that the alcohol is on the premises and place the alcohol in a locked area kept in HR & Risk Management Department. The employee that "wins" the alcohol in the fundraiser may receive the alcohol from HR & Risk Management Department on their way to leave District premises.

#### Employee Assistance Program

All employees are encouraged to voluntarily seek assistance in dealing with emotional, physical, or mental health problems, including drug use and/or alcohol misuse, which may adversely affect their job performance. Confidential professional assistance, treatment planning, and rehabilitation services are available by directly contacting the District's employee assistance program (EAP) provider.

An employee who requests assistance from the District for a drug and/or alcohol problem before the problem affects job performance will not jeopardize their employment solely by requesting and/or receiving assistance to deal with a drug and/or alcohol problem. If an employee does not seek treatment for a drug and/or alcohol problem, and it is found that their performance is being affected, under District authority, the employee may be subject to discipline, up to and including suspension and/or termination.

#### Prescription/Over-The-Counter Drug Use

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to the Risk Manager. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.

The District may require employees to provide written medical authorization to work from a physician, upon the reporting of the use of prescription or over-the-counter drugs. Under District

authority, an employee's failure to report the use of prescription or over-the-counter drugs which have disabling effects or otherwise affect the employee's fitness for duty while at work or failure to provide proper evidence of medical authorization to work may result in discipline, up to and including suspension and/or termination.

#### Employee Responsibility

The District expects and requires the support of all employees in meeting its commitment to providing a drug-and alcohol-free work environment. An employee who observes, has knowledge of or reasonable suspicion of another employee in a condition which impairs their ability to perform their job duties or who poses a serious hazard to the safety and welfare of others, must report the information to their immediate supervisor, the employee's supervisor, the Director of HR and Risk Management or the Drug and Alcohol Program Administrator.

#### Workplace Drug-Related Convictions

In accordance with the Drug Free Workplace Act of 1988, the District requires all District employees to report, in writing, to the District, any criminal conviction for a violation of a criminal drug statute occurring in the workplace, no later than five days after the conviction. Within ten (10) calendar days of receiving notification of the conviction, the District will provide written notification to its federal contracting agencies.

Under its own authority, the District may subject employees convicted of workplace drug-related crimes to disciplinary action up to and including suspension and/or termination.

Any disciplinary action will be imposed within 30 days of the District being notified of the conviction.

Employees convicted of workplace drug-related crimes may be required by the District to participate satisfactorily in a drug abuse assistance or rehabilitation program.

#### Right To Inspection

When the District has reasonable suspicion to believe an employee is in possession of prohibited controlled substances and/or alcohol on District property, the employee may be requested to permit an inspection of their person, personal property, clothing, or personal vehicle. Employees shall have no reasonable expectation of privacy under these circumstances. The District will have at least one witness present when conducting an inspection of an employee or the employee's personal property, clothing, or vehicle.

Under its own authority, the District may subject employees who refuse to submit to such an inspection to disciplinary action, up to and including suspension and/or termination. The District reserves the right to search District property (i.e., desks, file cabinets, lockers) at any time, and employees shall have no reasonable expectation of privacy with respect to District property.

#### Training

In accordance with FTA regulations, all employees who perform a safety-sensitive function will be required to attend a minimum of one hour of training regarding the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and the manifestations and behavioral cues that may indicate prohibited drug use. In addition, the District will require all employees who perform a safety-sensitive function to attend training regarding the District's Drug and Alcohol Policy and its testing program. Safety-sensitive employees are required to receive at least 1 hour of training on the effects of drugs and alcohol. This occurs during their onboarding. LTD, at its own discretion, provides refresher training.

In accordance with FTA regulations, all supervisors who are responsible for determining when it is appropriate to administer reasonable suspicion drug and/or alcohol tests will be required to attend

a minimum of two hours of training regarding the physical, behavioral, and performance indicators of probable drug use and alcohol misuse.

Under its own authority, the District may require or permit all employees to attend training or educational programs regarding drug and/or alcohol abuse.

### Testing

As mandated by Federal regulations and authorized by the FTA, applicants for employment in a safety sensitive position, employees requesting transfer into a safety sensitive position, and employees in a position that requires the performance of a safety sensitive function are required to submit to drug and alcohol testing (pre-employment, reasonable suspicion, post-accident, random, return to duty, and follow-up testing) as a condition of employment with the District. The Department of Transportation (DOT) regulation 49 CFR part 40, "Procedures for Transportation Workplace Drug and Alcohol Testing Programs," prescribes the testing methods that will be used, and such testing shall also be consistent with applicable State law.

Any LTD-mandated drug and alcohol testing of safety-sensitive employees will be conducted under local authority, using non-DOT CCFs (Custody and Control Form) / ATFs (Alcohol Testing Form).

All drug and alcohol testing will be conducted in a manner that assures a high degree of accuracy and reliability by using the techniques, chain of custody procedures, and equipment and laboratory facilities that have been approved by the U.S. Department of Health and Human Services (DHHS), the DOT, and State law. All drug and alcohol testing that is conducted under District authority will also be conducted in a manner that assures a high degree of accuracy and reliability by using techniques, chain of custody procedures, and equipment and laboratory Facilities that are the same as, or comparable to, those approved by DHHS, the DOT, and State law.

All drug and alcohol testing will be conducted in an environment that affords the maximum privacy practicable for the employee being tested. The District will strictly adhere to all standards of confidentiality, maintaining the confidentiality of the employee and the respect for the employee throughout the drug and/or alcohol testing process. Except as otherwise stated by this policy, the District will be responsible for all costs directly associated with the drug and alcohol tests specified in this policy.

Any safety-sensitive applicant/employee with a dilute negative test result (creatinine level  $\geq$  5 mg/dL) will be directed by the Drug and Alcohol Program Manager to undergo an immediate second unobserved test.

### Types Of Testing

#### Pre-employment:

As authorized by the FTA, all applicants who have been selected for employment in a safety-sensitive position must submit to a drug test and have a verified negative test result prior to being assigned to a safety-sensitive position. In addition, current employees who are being transferred or promoted into a safety-sensitive position from a non-safety-sensitive position must submit to a drug test and have a verified negative test result prior to being assigned to a safety-sensitive function. If the pre-employment drug test is canceled, the applicant or employee will be required to submit to another drug test.

Under FTA authority, all applicants who have been conditionally selected for employment in a safety-sensitive position pending the outcome of a drug test, and any employee who has been selected to be promoted into a safety-sensitive position, must submit to a drug test and have a verified negative test result prior to being hired or assigned to the position. If the pre-employment drug test is canceled, the applicant or employee will be required to submit to another drug test.

Under FTA authority, failure to obtain a verified negative test result on a pre-employment drug test will disqualify an applicant for employment in, or transfer to, a safety-sensitive position. An applicant who has failed a pre-employment drug test will be advised of resources available to evaluate and resolve problems associated with drug abuse, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.

Unless otherwise provided by law, an applicant who has failed a pre-employment drug test will be ineligible to submit another application for employment with the District for a period of six months. Under FTA authority, applicants who have previously refused or tested positive on a DOT-required pre-employment drug test are required to submit documentation supporting their successful completion of the substance abuse professional (SAP) referral, evaluation, and treatment process under section 49 CFR Part 655.62.

An existing safety-sensitive employee who has not performed a safety-sensitive function for 90 or more consecutive calendar days, and who has been removed from the random testing pool during that time, is required by FTA regulations to submit to a pre-employment drug test and obtain a negative result prior to the reassignment of safety-sensitive duties.

Reasonable Suspicion:

As authorized by the FTA, employees who perform a safety-sensitive function will be required to submit to drug testing for drugs and/or alcohol breath testing when there is a reasonable suspicion that the employee is impaired by a prohibited controlled substance or alcohol. Alcohol testing may only take place just before the employee is to perform safety-sensitive functions, while the employee is performing safety-sensitive functions, or just after the employee has ceased performing safety-sensitive functions.

Under District authority, all other District employees will be required to submit to drug testing for controlled substances and/or alcohol breath testing when there is a reasonable suspicion to believe that the employee is impaired by a controlled substance or alcohol.

The determination to require a reasonable suspicion drug and/or alcohol test will be made by a supervisor or manager trained to identify the signs and symptoms of drug use and alcohol misuse. The determination will be based on the supervisor's or manager's specific, contemporaneous (happening now), articulable observations concerning the employee's appearance, behavior, speech, or body odor.

Whenever possible, the determination to require a reasonable suspicion drug and/or alcohol test should be made by the employee's supervisor or manager. If the employee's supervisor or manager is not immediately available, the determination to require a reasonable suspicion drug and/or alcohol test may be made by another trained supervisor or manager within the employee's department, a trained supervisor or manager in another department, or by the Drug and Alcohol Program Administrator.

When an employee has been notified that they will be required to submit to reasonable suspicion drug and/or alcohol testing, they must report immediately to the collection site designated by the District. The employee will not drive themselves to and from the collection site and will instead be transported by the District. The employee will not be permitted to use restroom facilities, consume beverages, or smoke until specimen collection is completed.

Post-Accident:

As authorized by the FTA, drug and alcohol testing is required of all employees who perform a safety-sensitive function and are involved in an accident, as defined by FTA regulations, where there

is a loss of life. In other nonfatal accidents, drug and alcohol testing is required of an employee who performs a safety-sensitive function unless the employee's performance can be completely discounted as a causative or contributing factor.

FTA regulations define an accident as an occurrence associated with the operation of a vehicle in which:

- An individual dies, or
- An individual suffers a bodily injury and immediately receives medical treatment away from the scene of an accident, or
- One or more of the vehicles involved incurs disabling damage as a result of the occurrence and is transported away from the scene by a tow truck or other vehicle.

An occurrence associated with the operation of a vehicle means that the accident is directly related to the manner in which the driver applied the brake, accelerated, turned the steering wheel, or operated its lift. Disabling damage means damage that precludes the departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated.

Following a fatal accident, each surviving safety-sensitive employee on duty in the public transportation vehicle at the time of the accident will be subject to drug and alcohol testing. All safety-sensitive employees not on the vehicle whose performance could have contributed to the accident, as determined by the District using the best information available at the time of the accident, will also be tested.

Following a nonfatal accident, each safety-sensitive employee operating the public transportation vehicle at the time of the accident will be subject to drug and alcohol testing unless the District determines, using the best available information at the time of the decision, that the employee's performance can be completely discounted as a contributing factor to the accident. Employees not in the vehicle, whose performances could have contributed to the accident as determined by the District using the best information available at the time of the accident, will be subject to drug and alcohol testing unless their behavior can be completely discounted as a contributing factor to the accident.

Post-accident drug and alcohol tests will be performed as soon as possible following an accident. Drug tests will be performed within 32 hours following the accident. The District will attempt to complete the alcohol test within two hours of the accident. If the District is not able to perform the alcohol test within two hours, it will file a report noting the reason for the delay and continue attempts to complete the test. If the District is not able to complete the alcohol test in eight hours, it will cease attempts to do so and update the two-hour written report. If the employee to be tested was injured in the accident, the requirement to test for drugs and/or alcohol should not delay necessary medical attention, and testing may be administered simultaneously with the employee receiving necessary medical attention.

Any safety-sensitive employee involved in an accident must remain readily available for drug and alcohol testing. The employee is responsible for notifying the District of their location if they leave the scene of the accident prior to submitting to testing. Failure by the employee to remain readily available may be determined to be a refusal to submit to testing.

When an employee has been notified that they will be required to submit to post-accident drug and/or alcohol testing, they must report immediately to the collection site designated by the District. The employee will not drive themselves to and from the collection site, and will instead be

transported by the District. The employee will not be permitted to use restroom facilities, consume beverages, or smoke until specimen collection is completed. Post-accident drug and alcohol tests required by this policy are in addition to and/or separate from any tests conducted for law enforcement purposes. If the District is unable to perform the required FTA tests (i.e., the employee is unconscious, or detained by a law enforcement agency), the District may use the results of a blood or drug test for the use of prohibited drugs and/or the results of a blood or breath test for the misuse of alcohol, conducted by Federal, State, or local officials having independent authority for the test, to meet the testing requirements of the Federal regulations and this policy, provided such tests conform to the applicable Federal, State, or local testing requirements, and that the results of the tests are obtained by the District.

#### Random:

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.

As authorized by the FTA and State law, all employees who perform a safety-sensitive function will be subject to random and unannounced drug and/or alcohol testing. A covered employee may be randomly tested for prohibited drug use anytime while on duty. The District will comply with the random selection rate established by the FTA for safety-sensitive employees as outlined in 49 CFR Part 655. All employees subject to random selection will have an equal chance of being selected for testing and will remain in the random selection pool even after being tested. The selection method shall be made by a scientifically valid methodology and shall be spread reasonably throughout the time safety-sensitive functions are performed.

Employees who are subject to random drug and alcohol testing will remain subject to random testing throughout their work shift. If an employee is initially notified that they have been selected for random testing prior to the end of the work shift, the test(s) must be completed, even when such completion has the incidental effect of causing the employee to stay overtime. When an employee has been notified that they have been selected for testing, they must report immediately to the collection site designated by the District. A vehicle for the employee to transport themselves to and from the collection site will be provided by the District. The employee will not be permitted to use restroom facilities, consume beverages, or smoke until specimen collection is completed. Alcohol testing may only take place just before the employee is to perform safety-sensitive functions, while the employee is performing safety-sensitive functions, or just after the employee has ceased performing safety-sensitive functions.

#### Return To Duty:

As authorized by the FTA, 49 CFR, Part 40, Subpart O, and State law, all employees who perform a safety sensitive function and who have previously had a verified positive drug test, an alcohol test result of 0.04 or greater, a refusal to test, or engaged in any activity that violates the FTA regulations, must submit to and receive a verified negative test result on a return-to-duty drug test and/or submit to a breath alcohol test with a result showing an alcohol concentration level of less than 0.02 prior to resuming performance of safety sensitive duties. Return-to-duty testing will not be conducted until after the SAP determines that the employee has completed all education and treatment recommended by the SAP. The FTA requires that return-to-duty tests be an observed collection.

The District, under its own authority, may require employees returning to work from a positive drug and/or alcohol test to undergo a physical evaluation by a physician of the District's choice and to pass a return-to-duty drug test and/or submit to a breath alcohol test with a result showing an alcohol concentration level of less than 0.02, prior to returning to work.

### Follow-Up:

In accordance with FTA regulations, 49 CFR, Part 40, Subpart O, a safety sensitive employee who has been permitted to return to duty, following a verified positive drug test, an alcohol test result of 0.04 or greater, or a refusal to submit to a test, will be subject to unannounced follow-up drug and/or alcohol testing for at least 12 but not more than 60 months. The frequency and duration of the follow-up testing will be determined by the SAP, with a minimum of six tests during the first 12 months after the covered employee has returned to duty. The FTA requires that follow-up tests be an observed collection.

Under District authority, an employee who has been permitted to return to duty, following voluntary treatment for a drug and/or alcohol problem, may be required to submit to non- DOT follow-up drug and/or alcohol testing.

When an employee is notified to submit to a follow-up test, they must report immediately to the collection site designated by the District. Transportation to and from the collection site will be provided by the District. The employee will not be permitted to use restroom facilities, consume beverages, or smoke until specimen collection is completed.

Follow-up testing is separate from, and in addition to, all other testing that is conducted as part of the drug and alcohol testing program. If a follow-up test is canceled, the employee is required to submit to an additional test.

Alcohol testing may only take place just before the employee is to perform safety-sensitive functions, while the employee is performing safety-sensitive functions, or just after the employee has ceased performing safety-sensitive functions.

### Pre-Duty Alcohol Use:

In accordance with FTA regulations, all safety-sensitive employees are prohibited from using alcohol within four hours of performing a safety-sensitive function. A safety-sensitive employee who is requested to report for duty less than four hours prior to the requested report time must inform the District if they have consumed alcohol within four hours of the requested report time. In accordance with FTA regulations, the District shall prohibit the consumption of alcohol for the specified on-call hours of each covered employee who is on call. If an on-call safety-sensitive employee informs the District of their use of alcohol and claims they have the ability to safely perform their safety-sensitive function, the employee will be allowed to submit to a breath alcohol test. If the employee's breath alcohol concentration level measures less than 0.02, the employee will be allowed to perform their safety-sensitive function.

### Drug Testing Procedures

In accordance with FTA regulations and State law, drug and alcohol testing procedures for specimen collection, chain of custody of specimens, laboratory analysis procedures, and quality control requirements will be in accordance with the United States Department of Health and Human Services, Mandatory Guidelines for Federal Workplace Drug Testing Programs; Final Guidelines, and the Provisions Set Forth in 49 CFR Part 40; Procedures for Transportation Workplace Drug and Alcohol Testing Programs, Final Rule, and Oregon State law. A copy of 49 CFR, Part 40 is available in the HR and Risk Management Department.

Specimen (drug and/or saliva) testing will be conducted for:

- Marijuana
- Cocaine
- Opioids
- Phencyclidine

- Amphetamines

### Observed Collections

In accordance with FTA regulations, with regard to a drug test conducted for a safety-sensitive employee, in the following circumstances, collection site personnel must observe a second drug collection immediately after the first collection:

- The employee has presented a drug sample that falls outside the normal temperature range (90.0 to 100.0).
- The collector observes conduct or materials that clearly indicate an attempt to substitute or adulterate the sample.
- The original specimen appears to be tampered with (e.g., blue dye in the specimen, excessive foaming when shaken, and a smell of bleach).
- In the following circumstances, the medical review officer (MRO) will direct the District to require the employee to be subject to an immediate retest under direct observation:
- The laboratory reported that the specimen was invalid, and the MRO determined that there was not an adequate medical explanation for the result.
- If a specimen was negative-dilute with a creatine level of greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL.
- The MRO had to cancel a test when the primary specimen was verified as positive, adulterated, or substituted because the split was unavailable for testing.

If an employee has previously been determined to have used a controlled substance without medical authorization, and the particular test is being conducted under the FTA regulation as a return-to-duty or follow-up test, the collection is required to be observed.

In accordance with Federal regulations, employees having observed collections must be instructed to raise clothing just above the navel; lower clothing to mid-thigh; then turn around to show the same gender observers that they do not have prosthetic devices for beating the tests. If no device is detected, the employee is permitted to return clothing to its proper observed collection position. Then the observed collection will take place.

### Return To Duty After Specimen Collection

Under District authority, a safety-sensitive employee who is required to submit to random or follow-up drug testing may be returned to duty immediately following specimen collection. If the employee is also subject to random or follow-up alcohol testing, the employee's return to duty will be dependent upon the outcome of the breath alcohol testing. Under District authority, a safety-sensitive employee who is required to submit to a reasonable suspicion or post-accident drug test will not be permitted to return to duty and will be placed on paid leave pending the receipt by the District of a verified negative test result.

Under District authority, a non-safety sensitive employee who is required to submit to a reasonable suspicion drug test will not be permitted to return to duty and will be placed on paid leave pending the receipt by the District of a verified test result.

### The Role of the Medical Review Officer (MRO)

For safety-sensitive employee testing, an MRO is required to verify positive test results and facilitate the split-sample process. An MRO is defined by the FTA as a licensed physician responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders.

The MRO shall communicate all verified positive test results to the employee and to the District.

### Drug Test Results

All drug test results will be reported by the testing laboratory to a qualified MRO designated by the District. The MRO will be responsible for verifying and validating drug test results. The MRO will review and interpret the employee's confirmed positive drug test result by reviewing the individual's medical history and affording the employee an opportunity to offer any clarifying information that would explain a positive test result.

The MRO will report each verified test result to the District and will notify each employee who has a verified positive test result. The MRO may verify a test as positive without having communicated directly with the employee if: the employee expressly declines the opportunity to discuss the test; neither the MRO nor the District has been able to contact the employee within 10 days of the date on which the MRO receives the confirmed positive test result from the laboratory; or the District has contacted the employee and directed the employee to contact the MRO, and more than 72 hours have passed since the date the employee was contacted by the District.

### Positive Drug Test Results

An employee who has a verified positive drug test result will be immediately removed from their safety-sensitive position, advised of resources available to evaluate and resolve problems associated with drug abuse, and evaluated by a substance abuse professional (SAP). Under District authority, the employee will be placed on an unpaid leave of absence pending the results of the evaluation by the SAP and may be subject to discipline, up to and including suspension and/or termination. A "verified positive drug test" means an initial positive result that has been validated by a second confirmatory positive drug test.

An employee who has a verified positive drug test result will have 72 hours, including holidays and weekends, from the time of notification by the MRO or the District, whichever occurs first, in which to request that the split specimen be analyzed at a different DHHS-approved laboratory. The employee will not be responsible for paying the cost of the split sample testing prior to the test being conducted. However, the District reserves the right to seek reimbursement from the employee. The request by an employee for an analysis of the split specimen will not delay the removal of the employee from their safety-sensitive position. If the result of the test of the split specimen fails to confirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, the employee will be returned to duty and will be compensated for time or benefits lost as a result of being placed on an unpaid leave of absence.

### Negative – With A Safety Concern Drug Test Results

In the event that an employee has a positive test result, the MRO will contact the employee directly, on a confidential basis, to complete an interview to determine if there is a legitimate medical explanation for the test result. If there is a legitimate explanation, the employee will have 5 days (including holidays and weekends) from the time notified by the MRO to have the prescribing doctor contact the MRO to determine the validity of the prescription and check if the medication can be changed to one that does not cause the employee to pose a significant safety risk. If, after speaking to the prescribing physician, the prescription is verified, but the MRO still believes that the employee poses a significant safety risk, the MRO will report a negative result with a safety concern to LTD.

What constitutes a valid prescription?

- Current – must not be expired (prescribed within the last 12 months)
- In the employee's name.
- Recognized as legal by the federal government.
- Medical marijuana is not recognized by the federal government.
- Medicines containing alcohol are specifically prohibited.
- Notify the Drug & Alcohol Program Manager for additional information.

- If the employee's valid prescription raises safety concerns with the MRO, the employee may be reported as "Negative – with a safety concern". In the event that LTD receives notification from the MRO that an employee has a drug test result marked as Negative, with a safety concern, the employee will be removed from safety-sensitive job functions and be given the opportunity to address this issue with their medical provider and the MRO.
- Possible outcomes of a Negative – with a safety concern:
- Without agreement between the prescribing healthcare provider and the MRO stating that the individual can safely perform work duties while taking the prescribed medication, the individual may be deemed medically unqualified to perform essential duties of the position and subject to termination.
- With the agreement between the prescribing healthcare provider and the MRO, the individual may be deemed medically qualified to maintain employment in a DOT safety-sensitive position.
- Under District authority, the employee may be subject to a medical examination prior to returning to safety-sensitive job functions.

#### Breath Alcohol Testing Procedures

All breath specimen collection must be collected through the use of an evidential breath testing device (EBT) approved by the National Highway Traffic Safety Administration. The breath alcohol tests will be conducted by a trained breath alcohol technician (BAT) at a site that provides visual and auditory privacy to the covered employee being tested to the greatest extent practicable. Prior to specimen collection, the employee must complete, date, and sign a breath alcohol testing form indicating that the employee is present. The BAT will conduct an initial screening test, requiring the employee to blow forcefully into a disposable mouthpiece attached to the EBT, for at least six seconds or until an adequate amount of breath has been obtained.

Following the initial screening test, the BAT will show the employee the result displayed on the EBT or the printed result and sign the form.

If the result of the initial screening test is an alcohol concentration of 0.02 or greater, a confirmation test will be conducted. The confirmation test will be conducted at least 15 minutes after the completion of the initial screening test. The employee must remain in the presence of the BAT during the waiting period. The confirmation test will be conducted using the same procedures as the initial screening test. A new mouthpiece will be used. Before the confirmation test is administered, the BAT will conduct an air blank test on the EBT.

If the results of the initial screening test and the confirmation test are not identical, the confirmation test result will be deemed to be the final result.

Following the completion of a breath alcohol test, the BAT will be required to sign and date the breath alcohol testing form (ATF) certifying that the results shown belong to the employee being tested. The employee will be directed to sign the ATF if the confirmation test is greater than 0.02. The BAT will be responsible for transmitting all test results to the District in a confidential manner. If an employee attempts and fails to provide an adequate amount of breath, the BAT will note this on the alcohol testing form and notify the District. The employee will be required to submit to a medical evaluation by a physician of the District's choice concerning the employee's medical ability to provide an adequate amount of breath. If no valid medical reason is determined, then the employee's inability to provide an adequate amount of breath will be considered to be a refusal to submit to a test.

### Breath Alcohol Test Results

If the results of the breath alcohol test are below 0.02, the employee may be returned to work immediately.

Under District authority, a confirmed alcohol concentration of 0.02 or greater will be considered a positive breath alcohol test result and a violation of this policy.

As required by the FTA, if the results of the breath alcohol test are 0.02 or greater but less than 0.04, the employee will not be permitted to return to duty until the start of their next regularly scheduled shift and not less than eight hours following the test. Under District authority, the employee may be subject to discipline, up to and including suspension and/or termination. As required by the FTA, if the results of the breath alcohol test are 0.04 or greater, the employee will be immediately removed from their safety-sensitive position, advised of the resources available to evaluate and resolve problems associated with alcohol misuse, and evaluated by an SAP. Under District authority, the employee will be placed on an unpaid leave of absence pending the results of the evaluation by the SAP and may be subject to discipline, up to and including suspension and/or termination.

An employee with a breath alcohol concentration level of 0.02 or greater will be provided transportation to their residence. If the employee insists on driving, law enforcement will be notified.

### Refusal To Submit to a Test

In accordance with FTA regulations and State law, an employee who is determined to have a test refusal will be immediately removed from their safety-sensitive position, advised of resources available to evaluate and resolve problems associated with drug abuse, and evaluated by an SAP.

Under District authority, the employee will be placed on an unpaid leave of absence pending the results of the evaluation by the SAP and may be subject to discipline, up to and including suspension and/or termination.

A determination of an employee's test refusal includes the following:

- Failure to provide sufficient quantities of breath or drug to be tested without a valid medical explanation.
- Failure to provide a breath or drug specimen in alcohol and drug testing.
- Failure to undergo a medical examination or evaluation as directed by the MRO or designated employer representative DER.
- The MRO reports a verified adulterated or substituted test result.
- Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Lane Transit District.
- Failure to remain at the collection site until the collection process has been completed.
- Failure to permit direct observation or monitoring of the provision of a specimen for a drug test when a direct observation or monitoring is required.
- Failure or decline to take a second test when directed by the collector or the District.
- Failure to cooperate with any part of the testing process (e.g., refusal to empty pockets when directed by the collector; behaving in a confrontational way that disrupts the collection process; failing to wash hands after being directed to do so by the collector).
- Refusal to sign the certification at Step 2 of the Alcohol Testing Form.
- Leaving the scene of an accident without authorization before the tests have been conducted.
- For an observed collection, failure to follow the observer's instructions to raise clothing above the waist, lower clothing, and underpants, and turn around to permit the observer determine if employee has any type of prosthetic or other device that could be used to interfere with the collection process.

- Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process.
- Admitting to the collector or MRO that the employee adulterated or substituted the specimen.

### Discipline

Compliance with the District's Drug and Alcohol Policy is a condition of employment for all employees. For employees who are represented by ATU 757, a violation of any part of the District's Drug and Alcohol Policy will result in discipline as provided in the Labor Agreement. For all other employees, a violation of any part of the District's Drug and Alcohol Policy will result in discipline, up to and including suspension and/or termination. Factors that the District may consider regarding the severity of disciplinary action include, but are not necessarily limited to, the covered employee's conduct that prompted the application of this policy, the covered employee's work record, the degree of impairment, the potential for consequences arising from the covered employee's actions, and the drug and/or alcohol test results. Any employee with a verified positive on a Post-Accident, Return-to-Duty, or Follow-up drug and/or alcohol test will be subject to additional discipline, up to and including termination.

Employees who are terminated as a result of violating this Drug and Alcohol policy will be provided with a list of the resources available in evaluating and resolving problems associated with the use of illicit drugs and/or misuse of alcohol, and will have access to the District's current Employee Assistance Program (EAP). Access to the EAP program will be limited to treatment directly related to the drug and/or alcohol problem and is available for a time period not to exceed 60 days.

### The Role Of The Substance Abuse Professional (SAP)

An SAP is a professional who can determine what assistance an individual needs in resolving problems associated with prohibited drug use and/or alcohol misuse. The evaluation will consist of a clinical assessment, treatment recommendations, and referrals, as appropriate. The SAP will inform the District, in writing, of the clinical assessment-based treatment recommendations, which must be complied with. In addition, the SAP will specify the duration and frequency of follow-up drug and/or alcohol tests. The SAP's evaluations, assessment, treatment recommendations, referrals, and follow-up testing recommendations will be in accordance with 49 CFR, Part 40.

### Required Treatment

If the SAP determines that an employee has successfully demonstrated compliance with the education and treatment required by the SAP but has not completed the full regimen of education and treatment (e.g., ongoing out-patient treatment), the employee may be eligible to return to duty.

Work absences for the continued education and treatment required by the SAP may qualify for available sick leave benefits and/or personal medical leave, provided the employee is following the prescribed treatment program. If sick leave and personal medical leave have been exhausted, the employee may be placed on a medical leave of absence without pay. If the District is notified by the SAP that the employee is not complying with the ongoing education and treatment requirements, the employee will be immediately removed from their safety-sensitive position. Under District authority, the employee will be placed on an unpaid leave of absence and may be subject to discipline, up to and including suspension and/or termination.

### Working Conditions

The presence or treatment of a substance abuse problem does not excuse an employee from meeting performance, safety, or attendance standards or following other District instructions. In no circumstances may an employee invoke protection under this policy as a means to avoid disciplinary actions resulting from poor work performance or misconduct at work. A voluntary request for assistance will not shield an employee from disciplinary action resulting from on-the-job conduct

or work performance. Employees remain responsible for their on-the-job conduct and work performance.

#### Return To Work Agreement

Under District authority, an employee who has a verified positive drug test, has a confirmed breath alcohol concentration level of 0.04 or greater, or who is referred to drug and/or alcohol treatment that requires them to be away from work, will be required to sign a return-to-work agreement prior to being permitted to return to duty. The agreement may include, but is not limited to, the following requirements:

- A release to work statement from an approved treatment specialist.
- A negative test for drugs and/or alcohol.
- An agreement to follow-up testing.
- A statement of expected work-related behaviors.
- An agreement to follow specified aftercare requirements.
- An expressed understanding that violation of the return-to-work agreement may result in discipline, up to and including suspension and/or termination.

The return-to-work agreement is not a guarantee of continued employment. Employees working under a return-to-work agreement must also follow all other District policies and procedures.

#### Confidentiality

The District will maintain all records regarding the drug and/or alcohol testing of employees in a secure manner so that the disclosure of information to unauthorized persons does not occur. In accordance with FTA regulations, drug and/or alcohol test results will be released only under the following circumstances:

- Upon written request, employees will be provided access and/or copies of any records relating to their test(s).
- Upon specific, written request of an employee, information and/or copies of records regarding an employee's test results will be released to a third party.
- When requested, information related to a test result may be disclosed to a decision maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the employee tested.
- Upon receipt of an order of a court of competent jurisdiction for criminal or civil action resulting from an employee's performance of safety-sensitive duties, test results will be released to the decision maker in the proceeding with the binding stipulation that the decision maker will make it available only to parties to the proceeding.
- Upon request of DOT agency representatives, all drug and alcohol program records that are required by 49 CFR, Part 40 and DOT agency regulations will be provided to the agency representatives.

#### Program Administration

The District's Drug and Alcohol Testing Policy and Program are administered by the designated Drug and Alcohol Program Administrator. Additional information regarding this policy or the program is available by contacting the Drug and Alcohol Program Administrator in the HR & Risk Management Department at 541-682-6134. All records will be maintained in accordance with 49 CFR, Parts 40 and 655.

# Leaves of Absence

We understand that this information can be complicated and sometimes difficult to understand. Please do not hesitate to contact Human Resources to begin the leave of absence process, if you have any leave of absence questions, or to help you through the process.

## **Standard Insurance Paid Family Medical Leave**

Employees in Oregon are eligible to apply for paid family, medical, and safe leave (referred to throughout this policy as Paid Leave) through our insurance carrier. Employees who are eligible for Paid Leave and other state and federal leave laws must take their leave concurrently. However, Paid Leave will not run concurrently with the Oregon Family Leave Act (OFLA). In addition, in any week an employee is eligible to receive workers' compensation or wage replacement benefits under a state or federal unemployment benefits program, the employee is disqualified from receiving Paid Leave benefits.

### Employee Eligibility

Employees requesting benefits must have met all of the following requirements to qualify for Paid Leave:

- Experienced a qualifying event
- Completed an application
- Earned \$1,000 in wages in the past year (from any Oregon employer)
- Contributed to Paid Leave through payroll deductions and/or employer contributions (from any Oregon employer)

Employees are not eligible for Paid Leave for time missed while also receiving workers' compensation or unemployment benefits.

### Reasons for Leave

Eligible employees can take leave for any of the following reasons:

- Family Leave:
  - To bond with a new child after the birth, adoption, or foster placement. This can be taken within the first 12 months after the birth, adoption, or placement.
  - Pre-placement leave for activities necessary to complete a child's adoption or foster care placement.
  - To care for a family member experiencing a serious health condition. Family members include an employee's:
    - Spouse or domestic partner.
    - Child or the child's spouse or domestic partner. "Child" includes a biological child, adopted child, stepchild, and foster child.
    - Parent or parent's spouse or domestic partner. "Parent" includes biological parent, adoptive parent, stepparent, foster parent, and parent-in-law.
    - Sibling or step-sibling or their spouse or domestic partner.
    - Grandparent or grandparent's spouse or domestic partner.
    - Grandchild or grandchild's spouse or domestic partner.
    - Anyone the employee is related to by blood or affinity whose close association with the employee is the equivalent of a family relationship.
- Medical Leave: for an employee's own serious health condition.
- Safe Leave: for survivors of sexual assault, domestic violence, harassment, or stalking to obtain legal or law enforcement assistance, seek medical treatment or recover from

injuries, obtain counseling, or support services, or relocate or take other steps to secure the health and safety of themselves or their dependent child.

When an employee applies for Paid Leave, they must provide verification of the qualifying reason.

#### Amount of Leave Available

Paid Leave allows eligible employees in Oregon to take up to 12 weeks of paid family, medical, or safe leave per benefit year. Additional paid leave (limited to two weeks) related to pregnancy issues may be available for a birthing parent in addition to the standard 12 weeks provided under Paid Leave.

An employee's benefit year begins on the Sunday before the period of leave and lasts for 52 weeks. Employees can take Paid Leave in increments of one workday or one workweek and can take it all at once (consecutively) or in separate blocks of time (non-consecutively).

#### Requesting Leave

For leave taken for a planned reason (such as an upcoming surgery or for the birth, adoption, or placement of a child), employees must provide notification to the District at least 30 days before taking leave.

In an emergency (such as an unexpected serious health condition, premature birth, or safe leave), employees must inform the District within 24 hours of the event and provide written notice within three days of starting leave.

#### Applying for Wage Replacement Benefits

Employees may submit their applications for Paid Leave through the insurance carrier to receive benefits. This may be done as early as 30 days before the start of Paid Leave and up to 30 days after the start of Paid Leave. All decisions regarding paid leave benefits are made by the insurance carrier.

#### Wage Replacement Benefit Amounts

Paid Leave provides eligible employees with full or partial wage replacement benefits (if they meet eligibility requirements). The benefit payment amount will depend on the employee's average weekly wage in the previous year, up to the maximum weekly benefit amount set each year.

Employees may choose to use District-provided accrued CAL concurrently with their Paid Leave benefits, but are not required to do so.

#### Coordination With Other Leaves and Benefits

LTD-paid health and life insurance coverage may continue in certain circumstances. Employees are responsible for timely premium payments while on Paid Leave. If a premium payment is missed, the employee may be required to submit payment during the leave or repay missed premiums upon return. Details will be provided in the leave of absence paperwork.

#### Employee Rights

Employees who have been with the District for 90 days are entitled to job protections and to return to the position they held before the start of Paid Leave if that position still exists. Employees must take Paid Leave concurrently with any other state or federal leave for which they qualify.

The District will maintain existing health benefits for employees receiving Paid Leave until the employee's Paid Leave ends or the employee returns to work.

Employees will not be required to take District-provided accrued CAL before accessing Paid Leave benefits or while using Paid Leave.

### **Oregon Family Leave Act (OFLA)**

LTD recognizes that there are times when you may require a leave of absence from work. Certain reasons for absence will qualify for job protection and benefit continuation under the Oregon Family Leave Act (OFLA).

While OFLA is unpaid, LTD paid health and life insurance coverage can continue in some cases. If you miss a premium payment for your health insurance benefits while on OFLA leave, you may be required to send in premium payments while you are on leave or catch up on premiums when you return. This information will be provided to you in your leave of absence paperwork.

LTD will provide a leave of absence for up to 12 weeks (and up to an additional 12 weeks for any pregnancy-related disability) to eligible employees for certain family or medical reasons and in accordance with OFLA. The function of these policies is to provide employees with a general description of their OFLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

To be eligible for leave under the OFLA, employees generally must:

- Have worked for the District for at least 180 days immediately before the date the leave begins.
- Have averaged at least 25 hours a week during the 180 days immediately before the date on which OFLA family and medical leave begins.

During a period of time covered by a public health emergency, an employee must have worked for the District for at least 30 days immediately before the date leave begins and have averaged at least 25 hours of work per week in the 30 days immediately before the date on which OFLA leave begins.

OFLA leave may be granted for these reasons or purposes:

- To care for the employee's, spouse's, or domestic partner's sick child who requires home care, if no other family member is available to care for the child.
- To care for the employee's, spouse's, or domestic partner's sick child whose school or childcare provider has been closed in conjunction with a declared public health emergency or declared state of emergency that is related to a public health emergency.
- For an employee's disability due to their own pregnancy, childbirth, or related medical condition, or for absence for prenatal care. Pregnancy disability leave is available only if the employee is unable to perform any job duties that the District is able to offer, except that leave for prenatal care is covered without regard to disability.
- To make arrangements necessitated by the death of a family member, to attend the family member's funeral or memorial service, and/or to grieve the death of a family member (Bereavement Leave).

A copy of the OFLA poster is provided at the end of this Handbook. To apply for OFLA leave, please submit the Leave Request Form at least 30 days before your leave begins unless it is an emergency situation. Employees who are taking leave to care for a child whose school or childcare is closed due to a public health emergency do not need to provide prior notice unless the governor declared the public health emergency at least 30 days before the leave begins. Depending on the type of leave, you may be required to submit a certification form from your healthcare provider or your child's healthcare provider.

We use a “rolling forward year” to determine an employee’s OFLA leave entitlement. This means that we look forward on the calendar for one year from the Sunday before the first day of your leave. This method tells us how much of this job-protected time you have available to use.

If you are entitled to paid leave under any District-offered benefit plan or policy (not including Paid Leave Oregon), you must take the paid leave concurrently with OFLA prior to taking leave unpaid.

If you are on an unpaid leave of absence, you will not accrue CAL during your leave. Your accrual will resume when you return to work.

### **Family & Medical Leave Act (FMLA)**

It is LTD’s policy to provide eligible employees with leave for appropriate family or medical reasons, or military-related reasons, in compliance with the Family and Medical Leave Act (FMLA). FMLA runs concurrently with any other state or federal leave program to which the employee may be entitled.

LTD will provide a leave of absence for up to 12 weeks to eligible employees for certain family or medical reasons and in accordance with FMLA. The function of these policies is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

To be eligible for FMLA leave, an employee must have worked for LTD for at least 12 months and have worked at least 1,250 hours during the 12-month period preceding the leave at a location where there are at least 50 or more employees employed by LTD within 75 miles.

An eligible employee may take FMLA leave for the following reasons:

- For the birth of a child and to care for the newborn child.
- For the placement of a child with the employee for adoption or foster care, and to care for the newly placed child.
- For the serious health condition of the employee that leaves the employee unable to perform the essential functions of the job.
- To care for an employee’s spouse, child, or parent who is suffering from a serious health condition. A spouse is defined as a husband or wife who is in a marriage recognized by state law, including common law marriage and same-sex marriage.
- For a qualifying exigency arising out of the fact that the employee’s spouse, child, or parent is on covered active duty or call to covered active duty status (or has been notified of an impending call or order to covered active duty).
- To care for a covered servicemember with a serious injury or illness if the employee is the spouse, child, parent, or next of kin of the servicemember.

A copy of the FMLA poster is provided at the end of this Handbook. To apply for FMLA leave, please submit the Leave Request Form at least 30 days before your leave begins unless it is an emergency situation. Depending on the type of leave, you may be required to submit one of the applicable certification forms from your healthcare provider or your family member’s healthcare provider.

We use a “rolling forward year” to determine an employee’s FMLA leave entitlement. This means that we look forward on the calendar for one year from the Sunday before the first day of your leave. This method tells us how much of this job-protected time you have available to use.

If you are entitled to district-paid leave under the CAL policy, you must take the district-paid leave before taking leave unpaid. You are not required to use your district paid time off if you are receiving

payments through a state paid leave program, state paid leave equivalent plan, or a short-term disability policy. Your FMLA leave entitlement will run concurrently with any paid leave you receive either through the District or other state program.

If you are on an unpaid leave of absence, you will not accrue CAL during your leave. Your accrual will resume when you return to work.

### **Bone Marrow Donor Leave**

Eligible employees who undergo a medical procedure to donate bone marrow will be provided with unpaid time off. Eligible employees are those who work an average of 20 or more hours per week. The leave can extend up to the amount of the employee's accrued paid leave or 40 work hours, whichever is less, unless the District agrees otherwise.

This leave is unpaid; however, you may be able to receive paid leave in Oregon. Please see the Paid Leave Oregon policy for more details. Any leave granted under Paid Leave Oregon will run concurrently with this leave.

Additionally, if you are eligible for paid leave in Oregon, you may also access your CAL in addition to your paid leave benefits.

Employees may be required to provide the District with verification from a physician of the purpose and length of each leave. If there is a medical determination that the employee does not qualify as a bone marrow donor, the paid leave used prior to the determination is not affected.

### **Crime Victims Leave**

Employees who are the victims of a crime or whose dependents are the victims of a crime may be eligible for leave in order to assist in the prosecution and trial of the accused. Employees taking qualifying Crime Victims Leave may choose to use CAL during this leave, so the leave will be paid.

This leave is unpaid; however, you may be able to receive paid leave in Oregon. Please see the Paid Leave Oregon policy for more details. Any leave granted under Paid Leave Oregon will run concurrently with this leave.

Additionally, if you are eligible for paid leave in Oregon, you may also access your CAL in addition to your paid leave benefits.

In order to be eligible to take this leave, you must have worked for the District at least 25 hours per week for the 180 days immediately preceding the leave.

Please provide no less than three days' notice of the intention to take leave to attend a court hearing. Please also provide a copy of any hearing notice prior to taking the leave.

### **Domestic Violence, Harassment, Sexual Assault, Bias, or Stalking Leave & Accommodation**

We provide a leave of absence without pay to employees who wish to take time off from work duties if they are a victim of domestic violence, harassment, sexual assault, bias, or stalking or are the parent or guardian of a minor child or dependent who is a victim.

This leave is unpaid; however, you may be able to receive paid leave in Oregon. Please see the Paid Leave Oregon policy for more details. Any leave granted under Paid Leave Oregon will run concurrently with this leave.

Additionally, if you are eligible for paid leave in Oregon, you may also access your CAL in addition to your paid leave benefits.

All information and documentation pertaining to the leave, including that you requested or obtained leave, will be kept strictly confidential.

We also provide reasonable safety accommodations to employees who are victims of domestic violence, sexual assault, or stalking, including but not limited to transfer, reassignment, a modified schedule, or unpaid leave, unless to do so creates an undue hardship.

Please see the posted requirements on the employee bulletin board or contact your manager for further details or to request leave.

#### **Juvenile Court Attendance Leave**

Employees will be allowed time off when compelled to attend a juvenile court proceeding involving a child of whom the employee is a parent or legal guardian.

Time off under this policy is unpaid. However, employees may choose to use any available CAL to cover their time away.

#### **Leave for State Board or Commission Service**

Employees who are appointed members of an Oregon state board or commission will be allowed time off for board or commission service.

Employees must provide at least 21 days' advance notice of any time they need to spend in service as an appointed member of a state board or commission.

Time off under this policy will be without pay, except that exempt employees will be paid when required under applicable law. Employees will not be required to use vacation leave, sick leave or annual leave for time spent as an appointed member of a state board or commission.

The District will not terminate, threaten to terminate, intimidate, coerce, or otherwise discriminate or retaliate against employees because of their service or scheduled service as an appointed member of a state board or commission.

#### **Legislative Leave**

Employees who have been employed by the District for at least 90 days will be allowed time off to serve in the Oregon Legislative Assembly. Leave will be granted for any regular or special sessions or for time needed to perform official duties as a member or prospective member of the Legislative Assembly. Time off under this policy is unpaid. However, employees may choose to use any available CAL to cover their time away.

Employees must provide notice of the need for leave under this policy at least 30 days before a regular session begins and as soon as possible when it is apparent that a special or emergency session will be called.

Employees must return to work within 15 days after the adjournment of the Legislative Assembly following a regular session or within five days after any other assignment is completed.

The District reserves the right to deny reinstatement if a conflict of interest develops or if the circumstances of the District change during the leave such that it would be impossible or unreasonable to reinstate the employee.

## **USERRA Military Leave**

Federal law provides 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 policy discusses military leave under USERRA.

State laws may also provide an employee with the right to take military leave. If the employee works in a state that provides rights in addition to those provided under USERRA, the District will provide those rights. If an employee plans to request leave based on military service, they should contact Human Resources for information on any additional rights or requirements, if applicable, under state law.

### Employee Eligibility

Employees will be granted a leave of absence for service in the uniformed services according to USERRA and applicable state law. Leave is available to all employees who are eligible to take it and seek reinstatement under USERRA or applicable state law for the purpose of performing service in the uniformed services.

### Notice of Leave

An employee must notify Human Resources of the need to take leave as far in advance as feasible. The District requests notice at least 30 days prior to the beginning of the leave, if possible. Verbal notice is sufficient, but the District may request documentation from the employee. If giving notice is impossible or unreasonable for reasons not attributable to the employee, notice should be provided as soon as possible. Notice may not be required when precluded by military necessity, which is defined by the Department of Defense, the Administrator of FEMA for FEMA service, or the Secretary of Health and Human Services for intermittent disaster-response appointees of the National Disaster Medical System.

### Length of Leave

An employee is entitled to leave for up to five years of service in the uniformed services, subject to certain exceptions that may require the District to provide leave, but not count the service period towards the five-year limit. Employees who have questions about whether their service period counts toward the five-year limit should contact Human Resources.

### Use of Accrued, Unused Paid Time Off During Leave

Any employee on military leave may use accrued, but unused, paid time off to compensate the employee during the leave. The employee is not required to use such paid time off during a military leave, but may choose to do so.

### Reinstatement

Employees are eligible under USERRA to seek reinstatement if they meet the following requirements (more fully discussed below):

- The employee provides proper notice of their service.
- The cumulative total of the employee's service periods does not exceed five years, except as otherwise permitted by USERRA.
- The employee seeks reinstatement within the time frames outlined by USERRA.
- The employee is not discharged from service in the uniformed services in a manner that disqualifies the employee from USERRA's protections (e.g., dishonorable discharge).

### Employee Responsibility to Seek Reinstatement

The following rules apply to an employee who seeks reinstatement after completing a period of service in the uniformed services.

- For uniformed service that is 30 days or less or fitness for duty examinations: The employee must return to work at the beginning of the first regularly scheduled work period that starts on the first full day after release from service, following reasonable travel time home, plus an eight-hour rest period.
- For uniformed service that is 31-180 days: An employee must seek reinstatement within 14 days of release from uniformed service.
- For uniformed service that is 181 days or more: An employee must seek reinstatement within 90 days of release from uniformed service.
- In case of injury or illness: If an employee is hospitalized, convalescing, or recovering from an injury or illness incurred or aggravated during uniformed service, the periods for seeking reinstatement may be extended for a period of up to two years. Any such extension generally cannot exceed two years from the time of the illness or injury in question, except if circumstances outside the employee's control make it impossible or unreasonable for the employee to report within the two-year period.

### Reinstatement Protections

An employee returning from leave who properly seeks reinstatement according to the requirements of USERRA and applicable state law will be entitled to reinstatement as follows:

- If uniformed service is 90 days or less: The employee will be returned to the position they would have held if there had been continuous employment, if the employee is qualified to perform the required duties of that position ("escalator position"). If the employee is not qualified to perform the required duties of the escalator position, the District will make reasonable efforts to qualify the employee for that position. If the employee is not qualified for the escalator position after these reasonable qualification efforts are made, the employee will be reinstated to the position the employee held immediately prior to starting the leave.
- If uniformed service is 91 days or more: The employee will be returned to the escalator position. If the employee is not qualified to perform the required duties of the escalator position, the District will make reasonable efforts to qualify the employee for that position. If the employee is not qualified for the escalator position after these reasonable efforts are made, the employee will be returned to the position they held immediately prior to taking a leave, or a position of like status, pay, and seniority.

### Employees with Disabilities

An employee who has a disability that is incurred in, or aggravated during, uniformed service is entitled to receive reasonable accommodations in the performance of the escalator position. If the employee is not qualified for the escalator position even with the consideration of reasonable accommodations, the employee will be reemployed in a position of equivalent seniority, status, and pay for which the employee could become qualified or is qualified after reasonable accommodation. If the employee cannot meet the qualifications of this second position even with the consideration of reasonable accommodations, the District will reemploy the employee in a position that is the nearest approximation in terms of seniority, status, and pay to the second position, with reasonable accommodations.

Prompt reinstatement will vary depending on the amount of time the employee has been out on military leave. Prompt reinstatement may require a delay in employment of up to two weeks following the date the employee seeks reinstatement. Only in unusual circumstances will this period exceed two weeks.

The District may require an employee returning from military leave for a period of service that exceeds 30 days to provide documentation of the employee's right to reinstatement, which requires the employee to show that:

- The employee has not exceeded five years of non-exempt service.
- The employee sought reinstatement within the time frame required by USERRA.
- The employee was discharged from service in the uniformed services in a manner that does not disqualify the employee from USERRA's protections.

An employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave period. Additionally, if an employee fails to seek reinstatement within the time frames discussed below, the District will apply its normal work rules regarding absence from employment without notice or permission.

#### Discharge Restrictions Following Reinstatement

Employees who are reinstated after uniformed service that lasts between 31 and 180 days will not be discharged except for cause for a period of six months following reinstatement. Employees who are reinstated after uniformed service that lasts more than 180 days will not be discharged except for cause for a period of one year following reinstatement.

#### Health and Welfare Benefits During Leave

Active military personnel and their dependents typically are covered by TRICARE, the military healthcare plan, if the deployment is longer than 30 days.

An employee on military leave who elected health care coverage under the District's health care plan prior to the start of a leave will retain that coverage for the first 30 days of any military leave at the rates the employee paid immediately prior to the start of the leave. After 30 days of leave, the employee may elect to continue their health care coverage, including coverage for dependents, for up to 24 months, under USERRA. If this continuation coverage is elected, the employee will be required to pay the entire cost of such coverage, which may be up to 102% of the full premium amount for that coverage (i.e., the employer's share plus the employee's share, plus two percent for administrative costs).

Employees also may be entitled to coverage under COBRA for up to 18 months of a military leave. COBRA coverage runs concurrently with any continuation coverage under USERRA, and the employee is entitled to only one form of continuation coverage. The employee is responsible for all premium payments attributable to the employee; failure to pay such premiums will result in cancellation of coverage.

#### Prohibition Against Discrimination and Retaliation

Any employee who believes they have been discriminated or retaliated against based on their past, present, or future participation in the uniformed services, request for military leave, complaint, or participation in any investigation of a complaint of discrimination or retaliation based on a military leave request or service participation, or any other situation protected under USERRA should immediately provide a written or verbal report to Human Resources to report such incidents.

After a report is received, the District will conduct an investigation. The District prohibits retaliation against employees who make such a complaint.

### **Oregon Military Leave**

As noted in the USERRA policy, the District provides reemployment following leave to provide service in the uniformed service, in accordance with the federal Uniformed Services Employment and Reemployment Rights Act (USERRA). Under USERRA, an employee's total military leave time may not exceed five years during employment, except in certain, defined circumstances. For Oregon employees, time spent performing the following types of service will be excluded when determining whether the employee has met the five-year limit on duration of military leave: voluntary service overseas and voluntary service within the United States during or in response to an emergency or disaster declared by the local, state, or federal government.

In addition to these military leave rights, Oregon employees who are members of an organized militia will be granted an unpaid leave of absence to perform active state service if they are a member of the organized militia of Oregon and are called into active service of the state or a member of the organized militia of another state and called into active state service by the Governor of that state. For purposes of this policy, active state service includes service performed on full-time duty status in the federal uniformed services or the United States National Guard and service performed while on full-time duty status for training, operational duty, or other service, other than inactive duty, of the organized militia under the authority of the Governor, whether paid from state or federal funds. The District will grant leave until the employee is released from state service.

Employees who take leave under this policy will be restored to their prior position or to an equivalent position and will not lose seniority, vacation credits, sick leave credits, service credits under a pension plan or any other employee benefit or right that had been earned at the time of the leave of absence. Employees who take leave under this policy must return to employment within seven calendar days in order to be entitled to reinstatement.

In addition to these military leave rights, Oregon employees who are members of an organized militia will be granted an unpaid leave of absence to perform active state service if the militia is called into active service. The District will grant leave until the employee is released from state service. Employees who take leave under this policy will be restored to their prior position or to an equivalent position and will not lose seniority, vacation credits, sick leave credits, service credits under a pension plan or any other employee benefit or right that had been earned at the time of the leave of absence. Employees who take leave under this policy must return to employment within seven calendar days in order to be entitled to reinstatement.

### **Oregon Family Military Leave**

Employees working an average of at least 20 hours per week who have a spouse or domestic partner that is a member of the military and has been notified of an impending call, order to active duty, or has been deployed during a period of military conflict, will be granted a leave of up to 14 days for each deployment. Leave may be taken intermittently, in which case the total number of hours of leave available is the amount the employee regularly works per day multiplied by 14. The leave can be taken before and during deployment, as well as when the military spouse or domestic partner is on leave from deployment.

Employees should let the District know within five days of receiving an official notification of a call to duty if they intend to take leave, or as soon as practicable if official notice is received less than five days before the leave is to begin. An employee taking leave under this policy may be required to provide a photocopy of the service member's orders.

Leave under this policy is unpaid, but employees may elect to use accrued paid time off during the leave. For employees who are eligible for leave under the Oregon Family Leave Act (OFLA) and/or the federal Family and Medical Leave Act (FMLA) and have OFLA and/or FMLA leave time remaining,

time off under this policy will be counted as part of the total amount of authorized OFLA and/or FMLA leave.

**Search & Rescue Operation Leave**

Employees who serve as search and rescue volunteers will be allowed time off when accepted to participate in search and rescue activities by the sheriff.

Time off under this policy is unpaid. However, employees may choose to use any available to use accrued leave banks to cover their time away.

**Veterans Day Time Off**

We will provide eligible veterans with paid time off upon request on Veterans Day (if they are otherwise scheduled to work). You are eligible if you served on active duty in the Armed Forces for at least six months and received a discharge under honorable conditions. Employees requesting this time off must provide documentation verifying eligibility, such as a DD-214 reflecting qualifying service and discharge status.

**Witness Duty**

We encourage employees to appear in court for witness duty when subpoenaed to do so.

If you have been subpoenaed or otherwise requested to testify as a witness on behalf of Lane Transit District, you will receive paid time off for the entire period of witness duty.

The subpoena should be shown to your manager immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate your absence. You are expected to report for work whenever the court schedule permits.

# Your Employee Rights Under the Family and Medical Leave Act

## What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

## Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

## How do I request FMLA leave?

Generally, **to request FMLA leave you must:**

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

## What does my employer need to do?

If you are eligible for FMLA leave, your **employer must:**

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing:**

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

## Where can I find more information?

Call **1-866-487-9243** or visit [dol.gov/fmla](https://www.dol.gov/fmla) to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR



WH1420 REV 04/23

# OREGON FAMILY LEAVE

You can take time off for pregnancy disability, bereavement or to provide home care for your child under the Oregon Family Leave Act (OFLA).



- ▶ **This time is protected, but generally unpaid unless you have vacation, sick, or other paid leave available.** However, while on OFLA leave, your employer must let you use any vacation, sick, or other paid leave you have accrued. OFLA leaves are separate from Paid Leave Oregon benefits.
- ▶ OFLA applies to employers with 25 or more employees in Oregon.
- ▶ To be eligible, you must have worked an average of 25 hours per week for 180 days. A separation from employment or removal from the schedule for up to 180 days does not count against eligibility. (During a public health emergency, eligibility starts at just 30 days working 25 or more hours per week.)
- ▶ You can take up to 12 weeks of time off per year for:
  - » **Providing care to your child related to an illness, injury or conditions that requires home care** or when your child's school or child care provider is closed as a result of a public health emergency.
  - » **Bereavement** (up to two weeks) for the death of an individual related by blood or affinity.
  - » **Pregnancy disability leave:** In addition to leave for the other reasons listed here, you can take up to 12 additional weeks of time off per year for pregnancy disability before or after the birth of child or for prenatal care.
- ▶ Your employer must continue to provide the same health insurance benefits as when you are working. When you come back you must be returned to your former job or a similar position if your old job no longer exists.
- ▶ Military family leave (up to 14 days) is also available if your spouse is a service member who has been called to active duty or is on leave from active duty.

## CONTACT US

If your employer isn't following the law or something feels wrong, give us a call. The Bureau of Labor and Industries is here to enforce these laws and protect you.

Call: 971-245-3844  
Email: [BOLI\\_help@boli.oregon.gov](mailto:BOLI_help@boli.oregon.gov)  
Web: [oregon.gov/boli](http://oregon.gov/boli)  
Se habla español.



**OREGON LAWS**  
Protect You At Work

July 2025 - June 2026

# Oregon Paid Family and Medical Leave (OR PFML)



## Employee Notice of Benefits Available Under ORS 657B

Your employer has engaged Standard Insurance Company (The Standard) to administer your OR PFML benefits through a state-approved equivalent (private) plan. Benefits administered by The Standard's plan will be equal to or greater than benefits provided through the state-administered Paid Leave Oregon program, and will never cost employees more than participation under the state program.

### Who is eligible for OR PFML Benefits?

Each employee who has Oregon wages may qualify for OR PFML. While on OR PFML, employees are paid a percentage of their wages. Benefit amounts depend on what an employee earned before their leave begins (or in the prior year if the benefit amount would be greater).

### Paid benefits are available to eligible employees up to a combined 12 weeks per Benefit Year:

- to bond following the birth, adoption or foster placement of the employee's child within the first 12 months of birth or placement;
- to care for the employee's own serious health condition;
- to care for a family member's serious health condition;
- for safe leave related to the employee, or employee's minor child or dependent experiencing sexual assault, domestic violence, harassment, bias crimes or stalking;
- for pre-placement leave if leave from work is required for the foster placement or adoption of a child. Pre-placement leave may only be taken intermittently.

Up to an additional 2 weeks are available for limitations related to pregnancy, childbirth or a related medical condition, including but not limited to lactation, for total leave not to exceed 14 weeks per Benefit Year.

### Who pays for Oregon paid family and medical leave benefits?

Employees and employers contribute to the cost of the program through payroll taxes. Employers with approved Equivalent Plans may choose alternate funding scenarios. This will be communicated to you by your employer.

### When do I need to tell my employer about taking leave?

If your leave is foreseeable, you are required to give notice to your employer at least 30 days before starting paid family, medical or safe leave. If your leave isn't foreseeable, you must tell your employer within 24 hours of your leave starting and provide written notice within 3 days of your leave start date. If you do not give the required notice, your first weekly benefit may be reduced.

Standard Insurance Company  
1100 SW Sixth Avenue, Portland, OR, 97204 | [standard.com](http://standard.com)

SI 23211

Employer/Employee

### How do I apply for OR PFML?

You can apply for paid family and medical leave with The Standard by calling 866.756.8116, on [Standard.com](http://Standard.com), or by requesting a paper application from your employer. If your application is denied, you can appeal the decision to The Standard and/or the Oregon Employment Department.

### What are my rights?

If you are eligible for paid family and medical leave, your employer cannot prevent you from taking it. Your job is protected while you take OR PFML leave if you have worked for your employer for at least 90 consecutive calendar days. You will not lose your pension rights while on paid family and medical leave and your employer must continue to provide you the same health benefits as when you are working. You must continue to pay your portion of health insurance premiums.

### How is my information protected?

Any health information related to family, medical or safe leave that you choose to share with your employer is confidential and can only be released with your permission, unless the release is required by law.

### What if I have questions about my rights?

It is unlawful for your employer to discriminate or retaliate against you because you asked about or claimed paid family and medical leave benefits. If your employer is not following the law, you have the right to bring a civil suit in court or to file a complaint with the Oregon Bureau of Labor & Industries (BOLI). You can file a complaint with BOLI online, via phone or email:

Web: [www.oregon.gov/boli](http://www.oregon.gov/boli)  
Call: 971-245-3844  
Email: [help@boli.oregon.gov](mailto:help@boli.oregon.gov)

### Learn more about Paid Leave Oregon

web: [paidleave.oregon.gov](http://paidleave.oregon.gov)  
Call: 833-854-0166



Oregon Paid Family & Medical Leave: Notice Poster

OR  
(5/26)

## Receipt of Employee Handbook

This acknowledges I have received a copy of the Lane Transit District (referred to throughout this Handbook as LTD or the District) Employee Handbook. As an employee of LTD, I agree to read this Handbook, and to ask my manager about any portion of this Handbook I do not understand. I understand and agree that LTD has the right to add, delete, or otherwise modify the policies, procedures or other information provided in this Handbook at any time. I also understand and agree that LTD has the right to interpret and apply the policies and procedures in this Handbook in their discretion. I agree to abide by these policies, procedures, and other requirements of this Handbook. I understand that my failure to do so will lead to disciplinary action, up to and including immediate termination for the first offense.

I understand that neither this Employee Handbook nor any verbal statements made by LTD constitute an agreement or promise of continued employment and that the provisions of this Handbook may be changed at any time. I understand that I am employed at will and that LTD reserves the right to terminate my employment at any time for any reason, with or without cause or notice, and that I also reserve the right to terminate my employment at any time for any reason, with or without cause or notice. Only the CEO of LTD is authorized to modify this at-will employment policy or enter into an agreement contrary to this policy. Any such modification must be in writing and signed by me and the CEO.

If I have any questions about this employment relationship, I understand that I can contact my manager.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date



## Lane Transit District Agenda Item Summary (AIS)

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**Presented By:** Jameson Auten, Chief Executive Officer

**AIS Title** Committee Officer Selection for Fiscal Year 2027

**Prepared By:** Norma Driskill, Executive Assistant

**Action:** Approval

**Consent Agenda:**

On June 5, 2026, the Strategic Planning Committee elected their Chair and Vice Chair for Fiscal Year 2027

- Alma Hesus, Chair
- Tiffany Edward, Vice Chair

On June 9, 2026, the State Transportation Improvement Fund (STIF) elected their Chair and Vice Chair for Fiscal Year 2027.

- Joshua
- Kari Turner, Vice Chair

I certify that my Department Chief has reviewed and approved this AIS:

**Proposed Motion:** Completed by the Board Administrator



## Lane Transit District Agenda Item Summary (AIS)

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**Presented By:** Jameson Auten, Chief Executive Officer

**Contract Title:** Leadership Development Training

**Prepared By:** Wendi Frisbie, Chief Administrative Officer

**Contract No.:** 20260081

**Grant No:** N/A

**Entering into a Contract:**

**Contract Amendment:**

**Approved by Procurement:**

**Action:** Adoption of Resolution No. 2026-06-17-18 authorizing the Chief Executive Officer (CEO) to enter into a contract with Oxygen for the purpose of Leadership Development Training.

**Agenda Item Summary:** The proposed Leadership Development Training with Oxygen continues the leadership development services established in fiscal year 2026 and advances LTD into the next phase of long-term leadership sustainability. The partnership is focused on strengthening organizational leadership capacity, improving alignment between executive and director-level leadership, and embedding development practices into LTD's ongoing operations and culture.

The plan includes continued implementation of the Leader Academy framework through director coaching cohorts, individualized strategic coaching sessions, executive coaching for chiefs, and quarterly leadership summits to improve organizational alignment and consistency. The plan also includes facilitated team integration sessions, leadership assessment tracking, and ongoing support to strengthen follow-through within the organization.

In FY27, the partnership also expands into long-term organizational development infrastructure through the creation of an Emerging Leaders Pathway for high-potential employees, consultation on recruitment and retention alignment, quarterly employee pulse and feedback sessions, and development of leadership-aligned employee evaluation practices. Additional support will include documentation, facilitation tools, and internal management guidance intended to build LTD's internal capacity to sustain leadership development programming with reduced external support in future years.

**Attachments:** N/A

**I certify that my Department Chief has reviewed and approved this AIS:**

**Proposed Motion:** **Completed by the Board Administrator**

# Leadership Development Partnership with LTD

FY27 Leadership Development Plan (July 1, 2026 – June 30, 2027)

## Objective:

To deepen and extend the leadership development infrastructure established in FY26 by embedding the Leader Academy into Director-level practice, strengthening alignment between Chiefs and Directors, and building the internal capacity needed for LTD to sustain its people development system long-term. FY27 represents the most intensive phase of the partnership — creating the systems, content, and internal ownership that will reduce reliance on external support by Year 3.

## PEOPLE DEVELOPMENT

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### 1. Foundation Layer: Leader Academy Integration Starting with Directors

#### Objectives:

- Transition Director-level leaders from program participants to active practitioners of Leader Academy concepts
- Deepen individual leadership capacity through sustained coaching and peer accountability
- Build a bridge between leadership development content and team-level application

#### Activities:

- Monthly Group Coaching (2 groups) — structured peer cohorts for Directors to process real leadership challenges, share practice, and hold one another accountable to growth commitments
- 1:1 Strategic Integration Sessions — individualized coaching conversations that connect Leader Academy concepts to each Director's specific leadership context, role, and growth edges
- Strategic Integration with Teams — facilitated work sessions where Directors apply leadership concepts directly with their teams, translating individual growth into team culture

#### Deliverables:

- Ongoing session facilitation and coaching
- Team-level application and facilitation tools
- Longitudinal tracking of Leader Academy feedback across sessions (NPS + Likert instrument)

### 2. Leadership Alignment Layer: Build Alignment Between Chiefs and Directors

#### Objectives:

- Strengthen coherence between executive vision and Director-level execution
- Reduce narrative inconsistency and improve leadership follow-through across levels
- Establish Chiefs and Directors as a unified leadership system, not parallel tracks

#### Activities:

- Monthly Executive Coaching — ongoing 1:1 coaching for Chiefs focused on presence, influence, and modeling the leadership culture LTD is building

- Quarterly Leadership Summits — half-day joint sessions bringing Chiefs and Directors together to align on priorities, surface systemic barriers, and practice shared leadership language

**Deliverables:**

- Monthly executive coaching session notes and growth summaries
- Quarterly Summit design, facilitation, and resources

**3. Sustainability Layer: Building Capacity for Long-Term Development**

**Objectives:**

- Expand leadership development access beyond Directors to emerging leaders and frontline supervisors
- Integrate people development into recruitment, retention, and employee evaluation systems
- Equip LTD to manage and maintain its people development system by FY28

**Activities:**

- Emerging Leaders Pathway (ELP) — a structured cohort experience for high-potential employees identified across departments, providing foundational leadership development and organizational exposure
- Talent Integration Pathway (TIP) — consulting and design support connecting leadership development principles to LTD's recruitment and retention practices
- Quarterly Pulse Group Sessions — refreshed listening and dialogue sessions with cross-functional representatives, maintaining the diagnostic rhythm established in FY26
- People Development System Management — ongoing consultation to help LTD staff maintain, adapt, and expand the leadership development infrastructure over time
- Employee Evaluation Guidance and Support — strategic advice to align performance evaluation practices with the leadership language, competencies, and growth frameworks developed through the partnership

**Deliverables:**

- Emerging Leaders Pathway curriculum and cohort facilitation
- Talent Integration Pathway recommendations and implementation support
- Quarterly Pulse Group session reports and trend analysis
- People Development System documentation and internal management guide
- Employee evaluation framework aligned with Leader Academy competencies

**Integrated Impact**

By the end of FY27, our goal is to equip LTD with:

- A Director-level leadership cohort that actively coaches, develops, and leads with the shared language and practices established through the Leader Academy
- A Chiefs-Directors leadership system marked by stronger alignment, reduced narrative inconsistency, and improved follow-through on organizational commitments
- A visible pathway for emerging leaders at key levels of the organization
- People development infrastructure embedded into everyday organizational systems
- Internal capacity and ownership sufficient to sustain leadership development into Year 3 with reduced external engagement

**Cost:** \$295,000



**RESOLUTION NO. 2026-06-17-18**

**AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A CONTRACT WITH OXYGEN FOR THE PURPOSE OF LEADERSHIP DEVELOPMENT TRAINING**

**WHEREAS**, LTD needs Leadership Development Training;

**WHEREAS**, LTD's Fiscal Year 2026 - 2027 Budget included staff training and development funds;

**WHEREAS**, the Oregon Public Contracting Code and LTD Procurement Policy require that all contracts for goods, services, or public improvement projects be based upon competitive bids or proposals, unless an exception applies;

**WHEREAS**, LTD followed the Personal Services Agreement, pursuant to the requirements of the Oregon Public Contracting Code, Oregon Administrative Rules Ch. 137, Divisions 46-49, and LTD's Procurement Policy, as well as any Federal Transit Administration requirements, as applicable;

**WHEREAS**, pursuant to LTD resolution **No. 2024-08-21-023**, LTD's Board of Directors is the LTD Contract Review Board and is required to authorize all contracts that exceed \$250,000;

**NOW, THEREFORE, BE IT RESOLVED** by LTD's Board of Directors, acting as the LTD Contract Review Board that:

Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the Chief Executive Officer, or designee, is hereby authorized to: (a) negotiate and enter into a contract with Oxygen for the purpose of Leadership Development Training in an amount not to exceed \$295,000.00; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of \$59,000.00.

**ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17<sup>TH</sup> DAY OF JUNE, 2026.**

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Susan Cox, Board President



# Lane Transit District

## Agenda Item Summary (AIS)

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**Presented By:** Jameson Auten, Chief Executive Officer

**AIS Title:** Fixed Route Service Policy Update Adoption

**Prepared By:** Dave Roth, Director of Mobility Planning and Policy

**Action:** Adoption

### **Agenda Item Summary**

LTD staff presents the updated Fixed Route Service Policy for adoption by LTD's Board of Directors.

### **Background**

The Federal Transit Administration (FTA) requires transit agencies to develop and maintain service standards and service policies as a condition of federal funding. LTD's Fixed Route Service Policy was last revised and adopted in 2022. The Policy establishes the standards and criteria used to design, evaluate, and adjust fixed route transit service. It governs decisions related to route structure, service frequency, span of service, stop placement, and service changes, and includes LTD's Title VI Disparate Impact and Disproportionate Burden policy.

The document is organized into the following sections: Service Overview; Service Design Standards; Performance Standards; Service Evaluation Procedures; Title VI Policy; Maintenance of Fixed Route Service Policy; and Appendices.

### **Policy Update Process**

During the summer of 2025, LTD engaged Nelson\Nygaard Consulting Associates to provide technical assistance in updating the Fixed Route Service Policy. The project team engaged closely with LTD staff across different functions and solicited feedback with the LTD Strategic Planning Committee (SPC) throughout the process. Project work was organized around four primary tasks.

*Service Policy and Performance Review.* Nelson\Nygaard reviewed LTD's existing service policy and evaluated fixed route performance against current standards, both pre- and post-COVID. The consultant conducted peer agency case studies encompassing five transit agencies: Cherriots (Salem-Keizer), Utah Transit Authority, Spokane Transit Authority, TriMet, and Transfort (Fort Collins). The peer review examined how each agency structures its performance standards and service evaluation processes and produced recommendations for updating LTD's standards. The consultant also interviewed LTD planning staff to understand how the existing policy is applied in practice when assessing performance issues and making service adjustments.

*Integration of Bus Stop Balancing Methodology.* A bus stop balancing methodology was developed during the 2024 LTD System Review to improve the speed and reliability of the fixed route network by optimizing stop spacing across the system. The updated service policy incorporates this methodology, including a summary of the process and reference to a companion document providing step-by-step guidance for its application to any route in the system.



## Lane Transit District Agenda Item Summary (AIS)

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*Integration of Updated Title VI Methodology.* The 2024 System Review included a Title VI Disparate Impact and Disproportionate Burden analysis of recommended service changes. Based on that work, refinements were made to the methodology used to define major and minor service changes and to evaluate potential disparate impacts on minority riders and disproportionate burdens on low-income riders. The updated policy reflects those methodological changes and brings LTD's Disparate Impact Policy into alignment with current practice.

*Document Refresh.* The policy document has been reformatted to improve legibility and accessibility, with updated graphic elements to better illustrate standards and design criteria that are difficult to convey through text alone.

### **Stakeholder Engagement and Adoption Process**

Nelson\Nygaard facilitated two working sessions with LTD planning staff in July and October 2025 to develop draft revisions and incorporate staff input. Draft recommendations were presented to SPC at its November 2025 meeting, and feedback from that briefing was incorporated into the Policy. The final Policy was presented to SPC at its May 2026 meeting for discussion and feedback. Members of the SPC provided positive feedback on the final Policy.

### **Key Policy Updates**

The updated policy reflects current industry practice and incorporates lessons from LTD's post-COVID service recovery and findings from the 2024 System Review. Service design standards, span of service criteria, and stop placement standards have been updated to provide clearer guidance for planning and operational decisions. Performance standards have been recalibrated against peer agency benchmarks and recent LTD system performance data. The service evaluation procedures have been strengthened to better articulate how performance findings translate into service change recommendations. Equity is embedded throughout: Title VI analysis requirements, disparate impact thresholds, and minimum service standards for transit-dependent populations are integral to the policy framework.

### **Attachments:**

- 1) 2026 LTD Fixed Route Service Policy
- 2) 2026 Fixed Route Service Policy Update Project Presentation

**Proposed Motion:** I move to adopt the 2026 Fixed Route Service Policy as presented.

**I certify that my Department Chief has reviewed and approved this AIS:**

# Fixed Route Service Policy Update

*Dave Roth, Mobility Planning and Policy*



# Fixed Route Service Policy Overview

- Supports community outcomes
- Federal Transit Administration (FTA)-required
- Policy components
  - Service overview
  - Service design standards
  - Performance standards
  - Service evaluation procedures
  - Title VI policy
  - Policy maintenance procedure
  - Appendices

## Executive Summary

Lane Transit District (LTD) is committed to creating a more connected, sustainable, and equitable community. Fixed route transit is foundational infrastructure for that commitment, and its impact extends well beyond mobility:

### Healthcare

Reliable transit connects residents to medical appointments, pharmacies, and health services reducing missed care and supporting populations who face the greatest health disparities.



### Workforce

Fixed route service connects job seekers to employment centers and supports workforce participation for shift workers, lower-wage employees, and those without access to a personal vehicle.



### Housing

Bus corridors expand where affordable housing is viable and support transit-oriented development, allowing households to access the region without depending on car ownership.



### Education

Transit provides students at every level – from K-12 to Lane Community College (LCC) and the University of Oregon – with the independent mobility that supports attendance, retention, and academic success.



The Fixed Route Service Policy is one tool for realizing these commitments, establishing the standards and frameworks that govern how LTD plans, evaluates, and adapts its service.

# Service Policy Update Project Recap

- Project Overview & Process

- Consultant led process
- Engagement and input from LTD's Strategic Planning Committee (SPC)
- Integrated new/updated LTD policies
- Measured against peer agencies
- Refined fixed routes categories and performance metrics
- Refreshed policy design and graphics



# Key Policy Updates

- Simplified route types & route productivity thresholds
- New performance monitoring framework & recommended mitigation measures
- Simplified & more accurate frequency/headway ranges
- New bus stop spacing recommendations and bus balancing methodology
- Updated, compliant Title VI language and definitions
- Updated definition of major service change

Table 6: Productivity Thresholds (Average Weekday Riders per Revenue Hour) by Route Type

Route Type	Unsatisfactory	Monitor	Standard	Exceeds
BRT/EmX	30	35	40	50
Core	10	15	20	30
College	10	15	20	30
Community	5	n/a	10	20
Rural	5	n/a	10	15

# Questions and Answers



**LANE  
TRANSIT  
DISTRICT**

**Fixed Route  
Service Policy**

**April 2026**





**RESOLUTION NO. 2026-06-17-19**

**ADOPTING THE 2026 LTD FIXED ROUTE SERVICE POLICY**

**WHEREAS**, LTD's Fixed Route Service Policy, last revised and adopted in 2022, establishes the standards and criteria used to design, evaluate, and adjust fixed route transit service; and

**WHEREAS**, the Federal Transit Administration (FTA) requires transit agencies to develop and regularly update service standards and service policies as a condition of federal funding; and

**WHEREAS**, LTD contracted with the Nelson\Nygaard Consulting Associates to provide technical assistance in updating the Fixed Route Service Policy; and

**WHEREAS**, the current Fixed Route Service Policy update project consisted of four major tasks:

1. Assessment of current fixed route performance against existing standards, including a peer agency comparison.
2. Integration of bus stop balancing methodology developed as part of the 2024 System Review.
3. Integration of the updated Disparate Impact (Title VI) methodology.
4. Refreshing the document format and graphic elements to improve legibility and accessibility.

**WHEREAS**, the Strategic Planning Committee (SPC) was engaged at multiple points throughout the update process, including review of draft recommendations at its November 2025 meeting and review of the near-final draft Policy at its May 2026 meeting, and provided positive feedback;

**NOW, THEREFORE, BE IT RESOLVED**, that LTD's Board of Directors adopts the 2026 LTD Fixed Route Service Policy.

**ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17TH DAY OF JUNE, 2026.**

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Susan Cox, Board President



**RESOLUTION NO. 2026-06-17-20**

**ADOPTION OF THE APPROVAL OF THE FY28 STIF DISCRETIONARY AND STIF INTERCOMMUNITY FUNDS RECOMMENDATIONS FOR SUBMISSION TO ODOT**

**WHEREAS**, Section 122 of HB 2017 Transportation Funding Package established a dedicated source of funding for improving, maintaining, and expanding public transportation service in Oregon;

**WHEREAS**, this funding source is called the Statewide Transportation Improvement Fund, or STIF;

**WHEREAS** the STIF Advisory Committee has made a STIF Discretionary and STIF Intercommunity recommendation to the LTD Board;

**WHEREAS**, STIF revenues are allocated across four funds as follows:

- **Formula Fund:** The Formula Fund receives 90% of STIF funds. The Oregon Department of Transportation (ODOT) disburses Formula funds to mass transit districts, transportation districts, or counties without either a mass transit or transportation district, and to federally-recognized tribes based on formula allocation.
- **Discretionary Fund and Intercommunity Discretionary Fund:**
  - The Discretionary Fund receives 5% of STIF funds. ODOT awards Discretionary funds to public transportation service providers based on a competitive grant process.
  - The Intercommunity Discretionary Fund receives 4% of STIF funds. ODOT awards Intercommunity funds to public transportation service providers to improve public transportation between two or more communities based on a competitive grant process.
- **Technical Resource Center:** ODOT uses 1% of STIF funds to establish and administer a statewide public transportation technical resource center to assist public transportation providers in rural areas and to administer STIF.

**WHEREAS**, projects eligible for funding under the STIF Discretionary and STIF Intercommunity Funds include, but are not limited to:

- Capital projects such as vehicles, facilities, equipment, and technology; and management, planning, and research.
- Transit-adjacent projects, such as infrastructure updates that improve safety of public transit users, may also be eligible where they have a reasonable connection to public transportation services.
- Pilot operations projects may be considered for funding if the application includes a feasible financial plan for ongoing operations beyond the initial pilot period, per OAR 732-044-0005.

**WHEREAS**, twelve (12) applications for Discretionary and Intercommunity Discretionary Funds will be submitted, summarized as follows:

1. **City of Eugene: Two-Wheeled Transit Transition Funds** – Operating costs for regional bike share system.



2. City of Eugene: Wheelchair Accessible Taxi Pilot Program – Administration, marketing, and pilot program to provide taxi service for people who use wheelchairs.
3. Lane Council of Governments: Eugene-Florence Connector Route – Operations and administration of a seven days per week public transportation service from Florence to Eugene.
4. Lane Council of Governments Link Lane Category B Bus Purchase – Purchase of a new Category B bus for the Link Lane Eugene-Florence Connector service.
5. Lane Council of Governments: Florence-Yachats Connector - Operations of a seven days per week public transportation service from Florence to Yachats.
6. Lane Transit District: LTD Rural Shuttle – Operations of an on-demand public transportation service in targeted rural areas of Lane County not served by a fixed route bus.
7. Lane Transit District: Diamond Express Oakridge-Eugene Service – Operations of a public transportation service between Oakridge and the Eugene-Springfield metropolitan area.
8. Lane Transit District Diamond Express Vehicle Replacement – Purchase of a new 40-foot bus to replace an aging vehicle in LTD’s Diamond Express fleet.
9. Lane Transit District: Downtown and Riverfront Circulator Pilot Extension – Operations of LTD’s Downtown Loop public transportation service.
10. Lane Transit District: Downtown and Riverfront Circulator Fixed Route Bus – Purchase of a new fixed route 40-foot bus dedicated to LTD’s Downtown Loop service.
11. Lane Transit District: Fixed Route Vehicle Replacement -- Purchase of a new fixed route 40-foot bus to replace an aging vehicle.
12. University of Oregon: Intercity Electric Bus Charging Project – Purchase and installation of charging equipment and bus facility updates to electrify the ODOT Cascades Portland-to-Eugene bus corridor.

**WHEREAS**, LTD’s STIF Advisory Committee passed a motion to recommend to the board that it approve submittal of their comments and recommendations to ODOT at their June 9, 2026, meeting;

**NOW, THEREFORE, BE IT RESOLVED** that Lane Transit District’s Board of Directors, adopts a resolution approving staff to forward STIF Advisory Committee Recommendations and comments on applications submitted for FY28 STIF Discretionary and Intercommunity Funding in Lane County as presented and directs staff to forward these recommendations to ODOT on or before the deadline.

**ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17<sup>TH</sup> DAY OF JUNE, 2026.**

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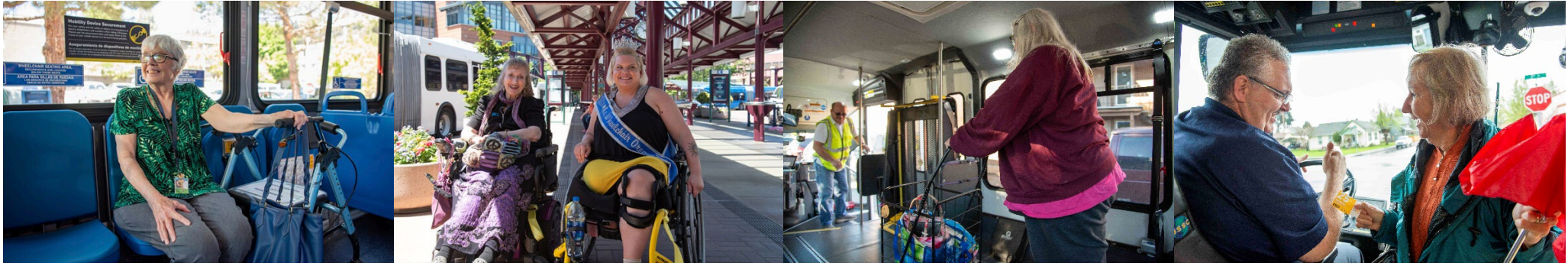
Susan Cox, Board President

# STIF Discretionary Programs

*John Ahlen, Mobility Services*



# STIF Discretionary Overview



- Estimated \$25.1M available FY28.
- Capital, ongoing operations, pilot programs, or preventive maintenance.
- Typically 20% match rate.
- Public transportation, certain governments and non-profits are eligible.
- Two competitive grant phases.
- ODOT published guidance 2/19/26 for phase 1, and 3/11/26 for phase 2.
- Phase 1 initial applications due 4/3/26, and phase 2 due 4/20/26.
- Phase 1 final applications due 5/29/26, and phase 2 due 6/22/26.
- Results announced February 2027.

# STIF Discretionary Programs

- FTA Buses and Bus Facilities 5339(a)
  - STIF Discretionary
  - STIF Intercommunity



# Phase 2 Grant Evaluation



## Operations Projects

- Safety: 10%
- Access: 30%
- Climate Benefits: 20%
- Readiness to proceed: 10%
- Community benefits: 30%

## Capital Projects

- Safety: 20%
- Access: 20%
- Climate benefits: 20%
- Readiness to proceed: 10%
- Infrastructure and multi-modal connectivity: 10%
- Community benefits: 20%

# STIF Advisory Committee Recommendations

#	Project Title	Agency	Minimum Grant Amount Requested	Match Sources	Total Project Cost (Grant + Match)	Match Rate Calculations	
						20%	
						Grant Amt	Match Amt
1	Two-Wheeled Transit Transition	City of Eugene	\$250,000	Local: \$63,000	\$315,000	\$252,000	\$63,000
2	Wheelchair Accessible Taxi Pilot Program	City of Eugene	\$120,000	Local: \$30,000	\$150,000	\$120,000	\$30,000
3	Eugene-Florence Connector	LCOG	\$592,000	State: \$148,000	\$740,000	\$592,000	\$148,000
4	LinkLane Category B Bus Purchase	LCOG	\$308,000	State: \$77,000	\$385,000	\$308,000	\$77,000
5	Florence-Yachats Connector	LCOG	\$308,000	State: \$77,000	\$385,000	\$308,000	\$77,000
6	Diamond Express	LTD	\$348,000	State: \$90,000 Local: \$12,000	\$450,000	\$348,000	\$102,000



# STIF Advisory Committee Recommendations

#	Project Title	Agency	Minimum Grant Amount Requested	Match Sources	Total Project Cost (Grant + Match)	Match Rate Calculations	
						20%	
						Grant Amt	Match Amt
7	LTD Rural Shuttle	LTD	\$379,600	State: \$92,400	\$472,000	\$379,600	\$92,400
8	Downtown Circulator	LTD	\$826,297	State: \$206,574	\$1,032,871	\$826,297	\$206,574
9	Diamond Express Vehicle Replacement	LTD	\$720,000	State: \$180,000	\$900,000	\$720,000	\$180,000
10	Downtown Circulator Vehicle Replacement	LTD	\$720,000	State: \$180,000	\$900,000	\$720,000	\$180,000
11	LTD Fixed Route Vehicle Replacement	LTD	\$720,000	State: \$180,000	\$900,000	\$720,000	\$180,000
12	UO Intercity Electric Bus Charging Project	University of Oregon	\$1,315,722	Local: \$124,122 Other: \$201,600	\$1,496,722	\$1,197,378	\$299,344

# Questions and Answers



LTD STIF Advisory Committee Vote and Comments on Lane County STIF Discretionary/Intercommunity Projects

June 9, 2026

#	Project Title	Agency	Minimum Grant Amount Requested	Fund/Do Not Fund	Prioritization	Comments
1	Two-Wheeled Transit Transition Funds	City of Eugene	\$250,000	Fund	None	<ul style="list-style-type: none"> <li>- The potential expansion of the bikeshare service area, especially to North Eugene, makes this project a more viable option.</li> <li>- Bikeshare program continues to expand every year in the local area.</li> <li>- This project represents strong collaboration across the community.</li> </ul>
2	Wheelchair Accessible Taxi Pilot Program	City of Eugene	\$120,000	Fund	None	<ul style="list-style-type: none"> <li>- There is a real gap transporting people using wheelchairs throughout Lane County, which cannot be addressed by paratransit. Paratransit does not offer same day service and has a more limited geographic boundary, such as not serving the Eugene airport.</li> <li>- This project improves access and safety for people using wheelchairs.</li> <li>- This is a very important project that does fill a true gap in the local community.</li> <li>- It resonated to hear about mobility constraints for travelers who use wheelchairs, especially at the Eugene airport; it's important to create the same travel options for all who visit our community.</li> </ul>
3	Eugene-Florence Connector	LCOG	\$592,000	Fund	None	<ul style="list-style-type: none"> <li>- The Eugene-Florence Connector is a really good service, especially for riders who do not have access to get to Eugene otherwise.</li> <li>- The road between Eugene and Florence (Rte 126) is difficult and dangerous, and the Eugene-Florence Connector improves safety for those who cannot or do not want to make that drive.</li> <li>- There are lots of individuals in Florence who need to get to medical appointments in the Eugene area that would not be able to get there without the</li> </ul>

#	Project Title	Agency	Minimum Grant Amount Requested	Fund/Do Not Fund	Prioritization	Comments
						Eugene-Florence Connector, especially since the Florence area has a higher proportion of people with disabilities than Lane County in general.
4	Link Lane Category B Bus Purchase	LCOG	\$308,000	Fund	None	<ul style="list-style-type: none"> <li>- The Eugene-Florence Connector is a really good service, especially for riders who do not have access to get to Eugene otherwise, and it is important to have a reliable and suitable vehicle for this service.</li> <li>- The road between Eugene and Florence (Rte 126) is difficult and dangerous, and the Eugene-Florence Connector improves safety for those who cannot or do not want to make that drive.</li> <li>- There are lots of individuals in Florence who need to get to medical appointments in the Eugene area that would not be able to get there without the Eugene-Florence Connector, especially since the Florence area has a higher proportion of people with disabilities than Lane County in general.</li> </ul>
5	Florence-Yachats Connector	LCOG	\$308,000	Fund	None	<ul style="list-style-type: none"> <li>- The Florence-Yachats Connector is a great service, especially for older adults and people with disabilities.</li> <li>- The Florence-Yachats Connector provides access to grocery shopping and medical care in Florence for Yachats residents.</li> <li>- The Florence-Yachats Connector increases safety by providing public transit along a challenging and dangerous stretch of Hwy 101.</li> <li>- The Florence-Yachats Connector closed a public transit gap on the Oregon Coast, allowing people to travel North and South along the Coast. This service made it possible to finally travel from Florence all the way up to Astoria via public transit.</li> <li>- The Florence-Yachats Connector is also important for economic development and tourism.</li> </ul>

#	Project Title	Agency	Minimum Grant Amount Requested	Fund/Do Not Fund	Prioritization	Comments
6	Diamond Express Oakridge-Eugene Service	LTD	\$348,000	Fund	None	<ul style="list-style-type: none"> <li>- The Diamond Express service provides public transit to Eugene for Oakridge residents, allowing access to the services in the metro area for residents of an area with a high percentage of resource- limited individuals, including ALICE (Asset-Limited, Income-Constrained, Employed) households.</li> <li>- The Diamond Express increases safety by providing public transit for a long trip for those who cannot or do not want to drive, and by providing public transit in adverse weather events, such as wildfires or ice storms.</li> <li>- The Diamond Express service supports economic development and tourism.</li> <li>- The Diamond Express provides mental health benefits by offering public transit to a beautiful area of Lane County.</li> </ul>
7	LTD Rural Shuttle	LTD	\$379,600	Fund	None	<ul style="list-style-type: none"> <li>- The Rural Shuttle's Highway 36 service to/from Deadwood has received incredible feedback from the local community that indicates that ridership will grow.</li> <li>- The Rural Shuttle provides accessibility for communities that don't have other transportation options, including Hwy 36, Mohawk and Marcola, and areas of South Lane County outside of Cottage Grove.</li> <li>- The Rural Shuttle service fills an important gap for these rural communities.</li> <li>- The Rural Shuttle provides the potential for economic development.</li> </ul>

#	Project Title	Agency	Minimum Grant Amount Requested	Fund/Do Not Fund	Prioritization	Comments
8	Downtown Circulator – Pilot Extension	LTD	\$826,297	Fund	None	<ul style="list-style-type: none"> <li>- The Downtown Circulator is a great way to bolster Eugene’s new Riverfront district, connecting downtown Eugene and alleviating parking struggles.</li> <li>- The Downtown Circulator extended an existing route that already served some senior housing and the senior center and now connects those riders to more amenities, including grocery stores, providing additional accessibility for riders.</li> </ul>
9	Diamond Express Vehicle Replacement	LTD	\$720,000	Fund	None	<ul style="list-style-type: none"> <li>- A new vehicle is very important to keep the Diamond Express service operating.</li> <li>- New vehicles are more reliable, more sustainable, and emissions are lower due to clean diesel fuel.</li> <li>- New vehicles increase passenger safety.</li> <li>- The Diamond Express service provides public transit to Eugene for Oakridge residents, allowing access to the services in the metro area for residents of an area with a high percentage of resource- limited individuals, including ALICE (Asset-Limited, Income-Constrained, Employed) households.</li> <li>- The Diamond Express increases safety by providing public transit for a long trip for those who cannot or do not want to drive, and by providing public transit in adverse weather events, such as wildfires or ice storms.</li> <li>- The Diamond Express service supports economic development and tourism.</li> <li>- The Diamond Express provides mental health benefits by offering public transit to a beautiful area of Lane County.</li> </ul>
10	Downtown Circulator Vehicle Replacement	LTD	\$720,000	Fund	None	<ul style="list-style-type: none"> <li>- The Downtown Circulator is a great way to bolster Eugene’s new Riverfront district, connecting downtown Eugene and alleviating parking</li> </ul>

#	Project Title	Agency	Minimum Grant Amount Requested	Fund/Do Not Fund	Prioritization	Comments
						<p>struggles. A new vehicle would be branded specifically for this service.</p> <ul style="list-style-type: none"> <li>- The Downtown Circulator extended an existing route that already served some senior housing and the senior center and now connects those riders to more amenities, including grocery stores, providing additional accessibility for riders.</li> <li>- New vehicles are more reliable, more sustainable, and emissions are lower due to clean diesel fuel.</li> <li>- New vehicles increase passenger safety.</li> </ul>
11	LTD Fixed Route Vehicle Replacement	LTD	\$720,000	Fund	None	<ul style="list-style-type: none"> <li>- New vehicles are more reliable, more sustainable, and emissions are lower due to clean diesel fuel.</li> <li>- New vehicles increase passenger safety.</li> </ul>
12	UO Intercity Electric Bus Charging Project	University of Oregon	\$1,315,722	Fund	None	<ul style="list-style-type: none"> <li>- Charging station would be located on 13<sup>th</sup> and Agate; right at the University of Oregon, and ½ block from an LTD EmX station – this project shows great collaboration and interagency support.</li> <li>- The public/private partnership with MTRWestern is important.</li> <li>- This intercity service between Portland and Eugene is important for local university students, local community members, and those who are visiting Eugene for events here.</li> <li>- The climate benefits from electric charging are clear.</li> </ul>



**RESOLUTION NO. 2026-06-17-20\_**

**ADOPTION OF THE APPROVAL OF THE FY28 STIF DISCRETIONARY AND STIF INTERCOMMUNITY FUNDS RECOMMENDATIONS FOR SUBMISSION TO ODOT**

**WHEREAS**, Section 122 of HB 2017 Transportation Funding Package established a dedicated source of funding for improving, maintaining, and expanding public transportation service in Oregon;

**WHEREAS**, this funding source is called the Statewide Transportation Improvement Fund, or STIF;

**WHEREAS** the STIF Advisory Committee has made a STIF Discretionary and STIF Intercommunity recommendation to the LTD Board;

**WHEREAS**, STIF revenues are allocated across four funds as follows:

- **Formula Fund:** The Formula Fund receives 90% of STIF funds. The Oregon Department of Transportation (ODOT) disburses Formula funds to mass transit districts, transportation districts, or counties without either a mass transit or transportation district, and to federally-recognized tribes based on formula allocation.
- **Discretionary Fund and Intercommunity Discretionary Fund:**
  - The Discretionary Fund receives 5% of STIF funds. ODOT awards Discretionary funds to public transportation service providers based on a competitive grant process.
  - The Intercommunity Discretionary Fund receives 4% of STIF funds. ODOT awards Intercommunity funds to public transportation service providers to improve public transportation between two or more communities based on a competitive grant process.
- **Technical Resource Center:** ODOT uses 1% of STIF funds to establish and administer a statewide public transportation technical resource center to assist public transportation providers in rural areas and to administer STIF.

**WHEREAS**, projects eligible for funding under the STIF Discretionary and STIF Intercommunity Funds include, but are not limited to:

- Capital projects such as vehicles, facilities, equipment, and technology; and management, planning, and research.
- Transit-adjacent projects, such as infrastructure updates that improve safety of public transit users, may also be eligible where they have a reasonable connection to public transportation services.
- Pilot operations projects may be considered for funding if the application includes a feasible financial plan for ongoing operations beyond the initial pilot period, per OAR 732-044-0005.

**WHEREAS**, ten (10) applications for Discretionary and Intercommunity Discretionary Funds will be submitted, summarized as follows:

1. **City of Eugene: Two-Wheeled Transit Transition Funds** – Operating costs for regional bike share system.



2. City of Eugene: Wheelchair Accessible Taxi Pilot Program – Administration, marketing, and pilot program to provide taxi service for people who use wheelchairs.
3. Lane Council of Governments: Eugene-Florence Connector Route – Operations and administration of a seven days per week public transportation service from Florence to Eugene.
4. Lane Council of Governments: Florence-Yachats Connector - Operations of a seven days per week public transportation service from Florence to Yachats.
5. Lane Transit District: LTD Rural Shuttle – Operations of an on-demand public transportation service in targeted rural areas of Lane County not served by a fixed route bus.
6. Lane Transit District: Diamond Express Oakridge-Eugene Service – Operations of a public transportation service between Oakridge and the Eugene-Springfield metropolitan area.
7. Lane Transit District: Downtown and Riverfront Circulator Pilot Extension – Operations of LTD’s Downtown Loop public transportation service.
8. Lane Transit District: Downtown and Riverfront Circulator Fixed Route Bus – Purchase of a new fixed route 40-foot bus dedicated to LTD’s Downtown Loop service.
9. Lane Transit District: Fixed Route Vehicle Replacement -- Purchase of a new fixed route 40-foot bus to replace an aging vehicle.
10. University of Oregon: Intercity Electric Bus Charging Project – Purchase and installation of charging equipment and bus facility updates to electrify the ODOT Cascades Portland-to-Eugene bus corridor.

**WHEREAS**, LTD’s STIF Advisory Committee passed a motion to recommend to the board that it approve submittal of their comments and recommendations to ODOT at their June 9, 2026, meeting;

**NOW, THEREFORE, BE IT RESOLVED** that Lane Transit District’s Board of Directors, adopts a resolution approving staff to forward STIF Advisory Committee Recommendations and comments on applications submitted for FY28 STIF Discretionary and Intercommunity Funding in Lane County as presented and directs staff to forward these recommendations to ODOT on or before the deadline.

**ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17<sup>TH</sup> DAY OF JUNE, 2026.**

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Susan Cox, Board President



## Lane Transit District Agenda Item Summary (AIS)

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**Presented By:** Cosette Rees, Director of Regional  
Mobility Management

**AIS Title:** Federal FY28-FY29 Section 5310  
Funding

**Prepared By:** Cosette Rees, Director of Regional  
Mobility Management

### **Action: Adoption**

#### **Adoption of Resolution No. 2026-06-17-21 approving the FY28 Section 5310 Proposal Recommendations**

**Agenda Item Summary:** Each biennium, the Oregon Department of Transportation's (ODOT) biennial provides a solicitation for Federal Section 5310 funds to enhance mobility for older adults and people with disabilities. ODOT's estimated allocation of federal §5310 funds for Lane County for the Federal FY28-FY29 biennium is \$2,269,630.

New to this biennium, ODOT has created a separate timeline and solicitation for state distributed §5310 and STIF funding. As the designated Lead Agency for Lane County, Lane Transit District (LTD) is required to coordinate a local solicitation for these funds and convene an advisory committee to review applications and make funding recommendations to LTD's Board of Directors. LTD's timeline to accomplish this solicitation, while condensed, was completed in accordance with our §5310 Project Management Plan, and has met all state and federal requirements.

LTD itself is an applicant for these §5310 funds. As a result of this solicitation, LTD submitted §5310 applications for eighteligible projects. In addition, a subrecipient application was received by Circle of Friends, a local nonprofit.

LTD's federally required §5310 Project Management Plan designates the STIF Advisory Committee as the advisory body to review local proposals for §5310 funding and make recommendations to LTD's Board. There are two documents that guide the advisory committee regarding the allocation of §5310 funds: (1) LTD's §5310 Project Management Plan (PMP), and (2) the 2019 Lane Coordinated Public Transportation Plan (Coordinated Plan). A summary of factors the STIF Advisory Committee considered are included in the Section 5310 Funds Overview. Each of these documents can be found on LTD's website under public meetings, in the meeting packet of the STIF Advisory Committee's May 12, 2026 meeting.

Link to Packet: <https://www.ltd.org/wp-content/uploads/2026/04/2026-04-21-STIF-Advisory-Committee-Meeting-Agenda-Packet.pdf>

The packet includes:

- (1) May 12 STIF Advisory Committee Packet



## Lane Transit District Agenda Item Summary (AIS)

- (2) Section 5310 Funds Overview
- (3) LTD Proposal, LTD Presentation
- (4) Circle of Friends Proposal
- (5) LTD Section 5310 Project Management Plan
- (6) LTD Coordinated Plan

At their May 12, 2026 meeting, the STIF Advisory Committee heard presentations from both LTD on their proposed projects and allocations, and from Circle of Friends on their proposed project. After discussion and consideration, the Committee passed a motion to recommend to LTD’s Board approval of a funding allocation that included funding the Circle of Friends request.

LTD staff have prepared a funding allocation reflecting this recommendation:

Project Name	% Out of District	STIF-F	ODOT \$5310	Farebox Revenue	Other Match	Total Proposed Plan
RideSource ADA Paratransit, and Shopper Shuttle	<1%	\$8,000,000	\$17,419	\$625,000		\$8,642,419
Preventive Maintenance for Specialized Services Fleet	19%	\$110,000	\$827,000			\$931,000
Behavioral Health Transportation	2%	\$35,000	\$305,000			\$340,000
Crucial Connections	100%	\$50,000	\$1			\$50,001
Veterans Transportation	100%	\$50,000	\$1			\$50,001
Travel Training	0%	\$21,000	\$179,000			\$200,000
Transit Host Program	0%	\$21,000	\$179,000			\$200,000
Transportation Eligibility Assessments	0%	\$67,000	\$583,000			\$650,000
Vehicle Purchase - Circle of Friends	49%		\$179,209		\$31,828	\$211,037
<b>TOTAL</b>		<b>\$8,354,000</b>	<b>\$2,269,630</b>	<b>\$625,000</b>	<b>\$31,828</b>	<b>\$11,274,458</b>

I certify that my Department Chief has reviewed and approved this AIS:



## Lane Transit District Agenda Item Summary (AIS)

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### **Proposed Motion:**

#### Option 1 – As Presented

I move to authorize Lane Transit District to submit a Federal FY28–FY29 Section 5310 Formula Fund application, as presented with the STIF Advisory Committee-recommended fund allocation.

#### Option 2 – With Amendment

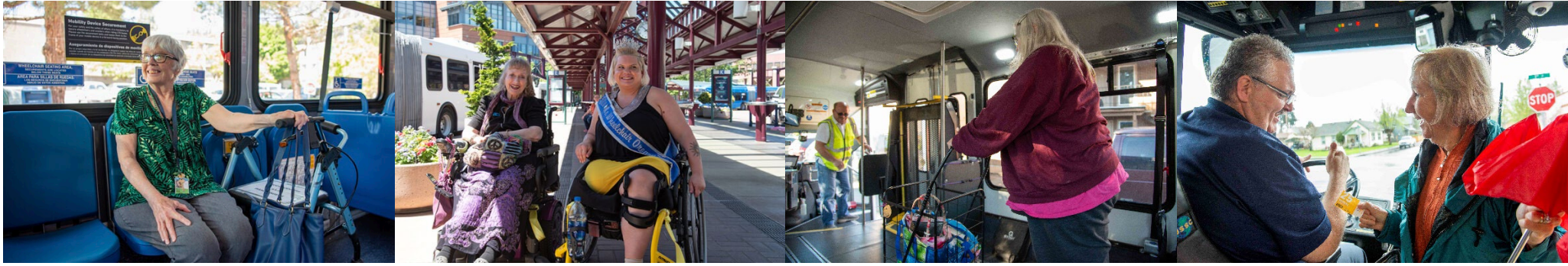
I move to authorize Lane Transit District to submit a Federal FY28–FY29 Section 5310 Formula Fund application, as amended.

# §5310 Funded Programs

*John Ahlen, Mobility Services*



# §5310 Overview



- Estimated \$2,269,630 available 10/1/27
- Programs benefitting older adults and people with disabilities
- 10.27% - 20% match rate
- Guided by LTD Project Management Plan
- Allocation process outlined in LTD Coordinated Plan
- New timeline this biennium
- ODOT published guidance 3/4/26
- Subrecipient applications due 4/10/26
- Initial Recipient applications due 5/14/26
- Final applications due 7/16/26

# Coordinated Plan Funding Prioritization

- First Priority: Maintain Current Service
- Second Priority: Expand Existing Service
- Third Priority: Establish New Service



# Circle of Friends Application

Circle of Friends is a non-profit organization serving children and youth with disabilities across Lane County, with a focus on those with the most complex medical, behavioral, and developmental needs.

## Request:

Purchase of a fully accessible vehicle equipped to safely transport up to 10 passengers using mobility devices, along with support staff.

# STIF Advisory Committee Recommendation

Project Name	% Out of District	STIF-F	ODOT §5310	Farebox Revenue	Other Match	Total Proposed Plan	Prior STIF Plan
Column1	Column12	Column23	Column34	Column342	Column35	Column3522	Column6
RideSource ADA Paratransit, and Shopper Shuttle	<1%	\$ 8,000,000	\$ 17,419	\$ 625,000		\$ 8,642,419	\$ 7,596,615
Preventive Maintenance for Specialized Services Fleet	19%	\$ 110,000	\$ 827,000			\$ 937,000	\$ 959,000
Behavioral Health Transportation	2%	\$ 35,000	\$ 305,000			\$ 340,000	\$ 340,000
Crucial Connections	100%	\$ 50,000	\$ 1			\$ 50,001	\$ 50,000
Veterans Transportation	100%	\$ 50,000	\$ 1			\$ 50,001	\$ 100,000
Travel Training	0%	\$ 21,000	\$ 179,000			\$ 200,000	\$ 200,000
Transit Host Program	0%	\$ 21,000	\$ 179,000			\$ 200,000	\$ 209,594
Transportation Eligibility Assessments	0%	\$ 67,000	\$ 583,000			\$ 650,000	\$ 600,000
Vehicle Purchase - Circle of Friends	49%		\$ 179,209		\$ 31,828	\$ 211,037	
<b>TOTAL</b>		\$ 8,354,000	\$ 2,269,630	\$ 625,000	\$ 31,828	\$ 11,280,458	\$ 10,055,209

# Questions and Answers



# FEDERAL SECTION 5310 FUNDS OVERVIEW

## SECTION 5310 FUNDS OVERVIEW

Funding from the Federal Transit Administration's (FTA) **Section 5310 Program** supports public transportation for older adults and people with disabilities by funding eligible capital, purchased service, and preventive maintenance projects. This funding is distributed to states every two years using a population-based formula in an amount set by Congress. The Oregon Department of Transportation (ODOT) then allocates the funding to regions within Oregon. Additional funding also comes from ODOT's transfer of Federal Highway Administration Surface Transportation Block Grant funds to the Section (§) 5310 program.

ODOT's estimated allocation of federal §5310 funds for Lane County for the FY28-FY29 biennium is \$2,269,630.

## LTD'S ROLE IN §5310 FUNDING FOR LANE COUNTY

Lane Transit District (LTD) has two roles once ODOT opens its solicitation for §5310 funds every two years. First, as the designated Lead Agency in Lane County, LTD coordinates a local solicitation for these funds and convenes an advisory committee to review applications and make funding allocation recommendations to LTD's Board of Directors. Second, LTD itself is an applicant for §5310 funds and is eligible to utilize up to all funds in the allocation.

## STIF ADVISORY COMMITTEE REVIEW OF §5310 FUNDING

LTD's federally required §5310 Project Management Plan (attached) designates the STIF Advisory Committee as the advisory body to review local proposals for §5310 funding and make recommendations to LTD's Board.

The Advisory Committee will review proposals for §5310 funds at their meeting on April 21, 2026. Committee members will hear presentations from the two applicants for use of §5310 funds during the upcoming FY28-FY29 biennium: (1) LTD, and (2) Circle of Friends.

**Lane Transit District** is seeking the full §5310 allocation of \$2,269,630 in order to continue of a number of ongoing programs that are currently funded using §5310 funds, including RideSource ADA paratransit and other RideSource services, preventive maintenance for accessible RideSource and rural service vehicles, behavioral health transportation, travel training, and transportation eligibility assessments. The proposal recommends meeting the §5310 match requirements with STIF formula funds, however those allocations will be determined at a later time during the STIF formula solicitation. LTD's proposed §5310-funded services and budget are attached.

**Circle of Friends** is a nonprofit organization and school based in Cottage Grove that serves children and youth with disabilities across Lane County, with a focus on those with the most complex medical,

behavioral, and developmental needs. Circle of Friends is seeking up to \$197,200 in §5310 funds matched with up to \$125,000 in Circle of Friends resources to purchase a wheelchair-accessible vehicle to provide transportation for their students. Estimates for a new vehicle cost are approximately \$220,000-\$230,000. Circle of Friends' proposal materials are attached.

Factors the Committee should consider while reviewing these proposals as well as the funding prioritization matrix set forth in LTD's 2019 Coordinated Plan and draft 2026 Updated Coordinated Plan are detailed in the following section.

## COMMITTEE §5310 CONSIDERATIONS/PRIORITIZATION

There are two guiding documents for the allocation of §5310 funds, LTD's §5310 Project Management Plan (PMP), and the 2019 Lane Coordinated Public Transportation Plan (Coordinated Plan). The PMP was revised and approved by LTD's Board on June 21, 2023 to specifically designate the STIF Advisory Committee to review projects that are allocated §5310 funds.

Proposed §5310-funded projects should be reviewed to ensure they meet the following criteria:

- Projects are derived from and support the Lane Coordinated Plan.
- Projects are eligible under the grant program guidelines.
- Agencies have the fiscal and operational expertise needed to comply with administrative and grant reporting requirements.
- Matching funds are clearly identified, come from permissible sources, and are not already committed to another grant-funded project.
- Projects are cost-effective.
- Projects do not unnecessarily duplicate existing service.
- The budget is appropriate to the scale of the project.
- Project helps improve coordination and supports the effective use of public resources.

The 2019 Coordinated Plan, as well as the draft 2026 Updated Coordinated Plan, set forth a three-level funding prioritization matrix to follow when determining funding priorities:

- **First Priority: Maintain Current Service.** Maintain sustainable service levels of viable operations – ensure transportation services and connections remain at a sustainable level for people who depend on public transportation services in Lane County.
- **Second Priority: Expand Existing Service.** Respond to growth within existing services – allow for measured increases where demand points to an unmet need within the available resources.
- **Third Priority: Establish New Service.** Respond to emerging community needs – take action on opportunities to optimize coordination, develop new partnerships and to accommodate newly identified transportation needs and gaps.



**RESOLUTION NO. 2026-06-17-21**

**ADOPTION OF RESOLUTION NO. 2026-06-17-2026 APPROVING OF THE FEDERAL FY28-FY29 SECTION 5310 FUNDING PROPOSAL**

**WHEREAS**, the federal Enhanced Mobility of Seniors and Individuals with Disabilities program (48 U.S.C. 5310) provides formula funding to the State of Oregon (State) to meet the transportation needs of older adults and people with disabilities;

**WHEREAS**, each biennium, the Oregon Department of Transportation (ODOT) solicits applications for these formula funds, typically referred to as Section 5310 funds; from Lead Agencies in the State;

**WHEREAS**, as the Lead Agency for Lane County, Lane Transit District (LTD) is required to coordinate a local solicitation for Section 5310 funds and convene an advisory committee to review local applications and make funding recommendations to LTD's Board of Directors (Board);

**WHEREAS**, two applications for Section 5310 funds were submitted in Lane County for the federal FY28-FY29 biennium, summarized as follows:

1. Lane Transit District: Funding for eight projects that serve older adults and people with disabilities:
  - a. RideSource ADA Paratransit and Shopper Shuttle
  - b. Preventive Maintenance for Specialized Services Fleet
  - c. Behavioral Health Transportation
  - d. Crucial Connections
  - e. Veterans Transportation
  - f. Travel Training
  - g. Transit Host Program
  - h. Transportation Eligibility Assessments
  
2. Circle of Friends: Funding for purchase of a specialized vehicle for individuals with disabilities.

**WHEREAS**, LTD's Statewide Transportation Improvement Fund (STIF) Advisory Committee serves as the advisory body at LTD for Section 5310 funds pursuant to LTD's federally required Section 5310 Project Management Plan;

**WHEREAS**, LTD's STIF Advisory Committee has reviewed local applications for Section 5310 funding and passed a motion at its April 21, 2026, meeting to recommend to the Board that LTD's Section 5310 proposal to ODOT provide funding for each of the above applications;

**NOW, THEREFORE, BE IT RESOLVED** that Lane's Transit District Board of Directors, adopts a resolution approving staff to adopt the LTD STIF Advisory Committee's Section 5310 funding recommendations as presented and directing staff to submit LTD's federal FY28-FY29 Section 5310 Formula Fund proposal to ODOT by the June 18, 2026, deadline.

**ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17<sup>TH</sup> DAY OF JUNE, 2026.**



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Susan Cox, Board President



## Lane Transit District Agenda Item Summary (AIS)

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**Presented By:** Jameson Auten, Chief Executive Officer  
**Prepared By:** Brandon Melton

**Contract Title:** Regional MESH Program Independent Evaluation

**Contract No.:** TBD

**Grant No:** ATTI-26-0014-OR

**Entering into a Contract:**

**Contract Amendment:**

**Approved by Procurement:**

**Action: Adoption** of Resolution No. 2026-06-17-22 authorizing the Chief Executive Officer (CEO) to enter into an intergovernmental agreement with University of Oregon (UO) for the purpose of delivering an independent program evaluation of the Regional Mobility-Enabling Service Hub (Regional MESH) project.

**Background:** Lane Transit District has been awarded a \$5.2 million federal grant through the Federal Highway Administration (FHWA) Advanced Transportation Technology and Innovation (ATTAIN) program to implement Regional MESH, a first-of-its-kind regional mobility management initiative. With additional State Transportation Improvement Fund (STIF) match funding, the total project investment is approximately \$6.5 million. The project performance period runs from March 2026 through November 2029.

Regional MESH will develop and deploy three interconnected technology and service components across rural Lane County, including a cloud-based regional multi-operator transit planning and management platform, marketing and integration of LTD's trip planner Transit app, and a new demand-responsive mobility on demand service in the Bethel Area of Eugene.

The ATTAIN grant agreement (Agreement No. ATTI-26-0014-OR), executed on March 18, 2026, requires LTD to conduct an independent evaluation of the project, including submission of a Project Evaluation Plan and Data Management Plan to FHWA, production of annual reports, and delivery of a final evaluation report documenting project outcomes, lessons learned, and recommendations for peer agencies.

**Agenda Item Summary:** The University of Oregon (UO) and its Urbanism Next Center, led by Principal Investigators Nico Larco, PhD and Anne Brown, PhD, possess the specialized expertise in transportation technology, urban mobility, and social equity research necessary to conduct the independent evaluation required under the ATTAIN grant agreement. LTD and the University of Oregon have an existing partnership that provides a strong foundation for this engagement, and UO's Urbanism Next Center was identified as the independent evaluation partner in LTD's ATTAIN grant application incorporated by reference into the grant agreement.



## Lane Transit District Agenda Item Summary (AIS)

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The IGA will formalize UO's role as the independent evaluation partner for the project, responsible for assessing social health outcomes, documenting the co-creation process, evaluating each of the project's three primary technology and service components, and disseminating lessons learned to regional and national peers.

**Attachments:** Resolution No. 2026-06-17-22

I certify that my Department Chief has reviewed and approved this AIS:

**Proposed Motion:** **Completed by the Board Administrator**

I move to adopt Resolution No. 2026-06-17-22, authorizing the Chief Executive Officer to enter into an intergovernmental agreement with the University of Oregon for the purpose of delivering an independent program evaluation of the Regional Mobility-Enabling Service Hub (Regional MESH) project.



**RESOLUTION NO. 2026-06-17-22**

**AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH THE UNIVERSITY OF OREGON FOR THE PURPOSE OF DELIVERING AN INDEPENDENT PROGRAM EVALUATION OF THE REGIONAL MOBILITY-ENABLING SERVICE HUB (REGIONAL MESH) PROJECT**

**WHEREAS**, Lane Transit District (LTD) has been awarded a federal grant through the Federal Highway Administration (FHWA) Advanced Transportation Technology and Innovation (ATTAIN) program in the amount of \$5,215,123, with additional State Transportation Improvement Fund (STIF) match funding, for a total project investment of \$6,518,904, to implement the Regional Mobility-Enabling Service Hub (Regional MESH) project; and

**WHEREAS**, the ATTAIN grant agreement (Agreement No. ATTI-26-0014-OR), executed on March 18, 2026, requires LTD to conduct an independent evaluation of the project, including submission of a Project Evaluation Plan and Data Management Plan to FHWA, production of annual reports, and delivery of a final evaluation report documenting project outcomes, lessons learned, and recommendations for peer agencies; and

**WHEREAS**, the University of Oregon (UO) and its Urbanism Next Center (UNC) were identified as the independent evaluation partner in LTD's ATTAIN grant application, which was incorporated into the grant agreement, and engagement of the UO is necessary to fulfill LTD's obligations under the ATTAIN grant agreement; and

**WHEREAS**, the UO and its UNC, led by Principal Investigators Nico Larco, PhD and Anne Brown, PhD, possess the specialized expertise in transportation technology, urban mobility, and social equity research necessary to conduct the independent evaluation required under the ATTAIN grant agreement; and

**WHEREAS**, LTD and the UO have an existing partnership that provides a strong foundation for this engagement, and UO's Urbanism Next Center was identified as the evaluation partner in LTD's ATTAIN grant application incorporated by reference into the grant agreement; and

**WHEREAS**, LTD followed the process for entering into an intergovernmental agreement, pursuant to the requirements of the Oregon Revised Statutes Ch. 190 regarding intergovernmental agreements, and LTD's Procurement Policy, and complied with all applicable federal requirements related to the Regional MESH project: and

**WHEREAS**, pursuant to LTD resolution **No. 2024-08-21-023**, the LTD Board of Directors is the LTD Contract Review Board and is required to authorize all contracts and intergovernmental agreements that exceed \$250,000;

**NOW, THEREFORE, BE IT RESOLVED** by the LTD Board of Directors, acting as the LTD Contract Review Board that:

The Chief Executive Officer, or designee, is hereby authorized to: (a) negotiate and enter into an intergovernmental agreement with University of Oregon for the purpose of delivering an independent program evaluation of the Regional Mobility-Enabling Service Hub (Regional MESH) project in an amount



not to exceed \$385,000; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of \$77,000.

**ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17th DAY OF JUNE, 2026.**

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Susan Cox, Board President



# Lane Transit District Agenda Item Summary (AIS)

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**Presented By:** Jameson Auten, CEO

**AIS Title:** Board Bylaw Review

**Prepared By:** Kristin Denmark, Legal Counsel

**Action:** Board adoption by motion

## **Agenda Item Summary**

The Lane Transit District (“LTD”) Board of Directors (the “Board”) adopted Amended and Restated Board Bylaws (the “Bylaws”) on August 17, 2022. The Board adopted minor changes to the Bylaws on May 21, 2025 to align Board officer terms with the fiscal year and to update staff titles referenced within the Bylaws. Since this time, the Bylaw Committee has reviewed and recommended the Board adopt changes to the bylaws of the Budget Committee, Strategic Planning Committee, and State Transportation Improvement Fund Advisory Committee. The Board adopted revised committee bylaws on December 17, 2025.

The current version of the Board Bylaws as well as the proposed, revised Bylaws are attached for review. The redline changes on the proposed Bylaws represent changes that result from feedback provided by the Bylaw Committee.

Non-substantive changes to the Bylaws include:

- Changing the formatting and structure to mirror the committee bylaws.
- Removing redundant or duplicative language.
- Updating outdated staff titles.

Substantive changes to the Bylaws are as follows. **Bolded language** highlights issues for which Committee feedback was requested:

- Section 1: Organization and Purpose.
  - Section 1(a). The Bylaws previously described service as only being provided to the cities and areas listed within the Bylaws. The text is updated to mirror the language in ORS 267.080 – that LTD provides “mass transit services to the people of the District.” The areas listed are examples and the list is not exhaustive.
  - Section 1(b). The Bylaws previously listed the functions of the Board as setting policy regarding “customer satisfaction, employee engagement, community value, financial health and sustainability.” The phrase “including but not limited to” is added so that the Board can make additional policy considerations.
  - Section 1(b)(i). Language regarding the Contract Review Board is simplified. The “Contract Review Board” is a statutory term from the Oregon Public Contracting Code and, by statute, the LTD Board is the Contract Review Board.



## Lane Transit District Agenda Item Summary (AIS)

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- Section 4: Officers; Duties; Vacancies.
  - Section 4(a). Language regarding Board officers and elections is mostly kept the same, but is condensed into this one section and duplicative text is removed. Language regarding voting on elections is updated to mirror the more general voting language in Section 7.
  - **Section 4(b).** The long-time practice of the LTD Board has been to obtain a consensus from the majority of the Board to form an ad hoc committee. However, the Bylaws stated the President, without any input from the Board, could form an ad hoc committee. The Bylaw Committee directed that the Bylaws mirror the long-term practice of obtaining consensus from a majority of the Board to form an ad hoc committee.

Additionally, the Committee asked to keep the broad language towards the end of this section – regarding a majority of the Board overruling the President – with a clarification that this does not include overruling the Board President’s vote on a motion in their role as a director (and not an officer).

- Section 5: Meetings; Attendance; Quorum, Public Participation. The entirety of this section is simplified considerably. Oregon Public Meetings Law and administrative rules provide guidance on the types of meetings (regular, special, emergency, or executive sessions) and applicable requirements. Since the current version of these Bylaws was adopted in 2022, Oregon Public Meetings Law has also been updated to reflect new guidance regarding serial communications. Much of this section in the current version of the Bylaws repeated the law, so we have removed much of the text and simply made reference to complying with Oregon Public Meetings Law.

Additionally, a section regarding “Director Preparedness” is removed. This is not a section in any committee bylaws, although being adequately prepared is an expectation of all Board and committee members. This topic will be further addressed in an update to the Board Governance Policy Manual, which is addressed in additional detail, below.

- Section 5(a). The standard meeting date and time is added.
- **Section 5(b).** The text of this section is the same except the following sentence is added, which the Committee recommends the Board adopt: “Remote attendance for executive sessions will generally not be permitted, unless the Chief Executive Officer determines remote attendance is either necessary or desirable.” Under an interpretation by the Oregon Government Ethic’s Commission, the media must be allowed to attend an executive session remotely if anyone attending on behalf of LTD attends remotely.



## Lane Transit District Agenda Item Summary (AIS)

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Under Oregon Public Meetings Law, the media (almost) always has a right to attend an executive session in person. Some governing bodies are adopting policies requiring all Board members to be physically present to attend an executive session, with some exceptions – like if a quorum cannot be met without remote attendance. When remote attendance for the media is permitted, it can be challenging to determine if the person attending (often without video) is “media” and if they are alone. It is also important to note that while the Oregon Public Meetings Law indicates media cannot report on the contents and substance of an executive session, there is no legal consequence for doing so.

- Section 5(c). The language regarding a quorum is simplified and clarified. A quorum is required for both holding a meeting and making Board decisions. This section previously only discussed a quorum for purposes of voting.
- Section 6: Committees.
  - Section 6(a). This previously said directors will serve on committees for two year terms. The language is revised to reflect the terms in accordance with the committee’s bylaws. For example, the terms for Board members on the budget committee runs concurrent with their Board term and is longer than two years.
  - Section 6(b). See Section 4(b) above regarding clarification on establishing an ad hoc committee.
- Section 7: Voting Requirements; Conflict of Interest.
  - Section 7(a). Generally, any Board action requires the affirmative vote of a majority of all Board members. The phrase “unless otherwise permitted by law” is added to address any exceptions to the general rule that are allowed by law.
- Section 8: Legal Requirements; Board Governance Policy Manual; Indemnification.
  - Section 8(b). This section is considerably simplified and replaces the “Director’s Responsibilities” section in the current Bylaws. The Director’s Responsibilities made reference to, and restated, many requirements from the Board Governance Policy Manual. A simple reference to the Manual is made here.
  - Section 8(c). This is perhaps the most significant proposed change in these draft Bylaws. The current Bylaws had express carveouts for when the District would not indemnify Board members. Legal counsel has concerns that the language in the current version of the Bylaws conflicts with statutory requirements, which provide that LTD must



## Lane Transit District Agenda Item Summary (AIS)

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indemnify directors “against tort claims or demands arising out of an alleged action or omission in the performance of duty.” The only exception to this indemnification duty is in cases of malfeasance in office or willful or wanton neglect of duty. The indemnification duty also only applies to tort claims or demands (*i.e.* not other types of claims, such as a breach of contract claim or a government ethics complaint).

This statute has been litigated extensively and there are many cases analyzing a public entity’s indemnification duty. As stated in *Stevenson v. State Dep’t of Transp., 290 Ore. 3 (1980)*, “The effect of ORS 30.285 is to eliminate grounds of concern by public employees that they can be held liable for a good faith failure to use reasonable care; this protects the public interest in recruiting able public servants and encouraging them to exercise their expert judgment freely, uninfluenced by the fear of personal liability should their judgment later be questioned in court. Public bodies must therefore defend and indemnify their employees against all tort claims arising out of the performance of their duties, except for claims involving malfeasance in office or willful or wanton neglect of duty.”

The proposed Bylaws modify the language in this section to mirror, verbatim, the statute regarding indemnification. The “default” is that LTD must indemnify its Board members for tort claims and demands. Whether a specific situation meets the criteria set forth in case law such that LTD does not have an indemnification duty in a specific instance is incredibly fact specific and will need to be analyzed based on the facts and circumstances at the time. The Bylaw Committee agreed with this change.

Additionally, legal counsel recommends an update to the Board Governance Policy Manual, which would include a procedure for how to present a request for indemnification to LTD and who would be responsible for analyzing such request.

- Removed Section Regarding Chief Executive Officer. There was a section of the current Bylaws regarding the Chief Executive Officer which is removed from these proposed Bylaws. The Bylaws are a document to govern Board members, meetings, and Board functions. Information regarding how the Board works with the CEO can be addressed when the Board Governance Policy Manual is updated.

In addition to revising the Bylaws, legal counsel recommends the following with respect to Board governance documents:



## Lane Transit District Agenda Item Summary (AIS)

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- The Board repeal Ordinance No. 52, *An Ordinance Providing Rules for Meetings of the Lane Transit Board of Directors*. This ordinance does not add anything that is not already captured in Oregon Public Meetings Law or the Bylaws and in some cases conflicts with updates to the Bylaws.
- The Board Governance Policy Manual should be updated for future adoption by the Board.

**Attachment: Proposed Bylaws; Current Bylaws; Ordinance No. 52**

I certify that my Department Chief has reviewed and approved this AIS:

**Proposed Motion: Completed by the Board Administrator**

I move to recommend the Board adopt the proposed Bylaws as presented.

## **AMENDED AND RESTATED BYLAWS OF THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS**

These Amended and Restated Bylaws (the “Bylaws”) of the Lane Transit District (“LTD” or the “District”) Board of Directors (the “Board” or “LTD Board”) amend and restate in their entirety the Amended and Restated Bylaws of the LTD Board, last amended and adopted on May 21, 2025.

### **1. Organization and Purpose.**

- a. LTD. LTD was created pursuant to ORS 267.080 as a mass transit district. Its purpose in creation is to provide mass transit services to the people of the District, including but not limited to within the Eugene and Springfield metropolitan areas and the neighboring cities of Coburg, Junction City, Creswell, Cottage Grove, Veneta, Lowell, and the McKenzie Bridge area.
- b. Purpose of the LTD Board of Directors. LTD shall be governed by a Board of Directors referred to herein as the “LTD Board” or the “Board”. The LTD Board sets policy for LTD, including but not limited to policy regarding customer satisfaction, employee engagement, community value, financial health and sustainability. LTD’s staff, guided by its Chief Executive Officer, implements the policy set by the LTD Board.
  - i. Contract Review Board. In addition, the LTD Board shall serve as LTD’s Contract Review Board. The Contract Review Board is responsible for review, approval and management of all LTD contracts, subject to any delegation of authority to the Chief Executive Officer.

### **2. Membership; Appointment.**

- a. Membership. The LTD Board shall consist of seven (7) directors, one of whom must be a person who regularly uses the services provided by LTD. Each director shall represent one of seven (7) distinct subdistricts within the District. Directors must reside in the subdistrict they represent. If a director moves from their subdistrict during their term of service, they must immediately resign from the Board. Following reapportionment or redistricting required by law as a result of the US Census, a director may become ineligible to continue serving if the director no longer satisfies the residency requirements applicable to the subdistrict represented by that director.
- b. Appointment Procedure. The Governor of the State of Oregon shall appoint all members of the LTD Board. Each director, upon Senate confirmation and before entering upon the duties of office, shall take and subscribe to an oath that the director will honestly, faithfully and impartially perform duties as a director and disclose any conflict of interest the director may have in any matter to be acted upon by the Board.

### **3. Terms of Service; Vacancies; Resignation and Removal.**

- a. Terms of Service. The term of office of a director is four (4) years, but each director shall serve at the pleasure of the Governor. Before the expiration of the term of a director, the director's successor shall be appointed. A director is eligible for reappointment as determined by the Governor.
- b. Vacancies. In case of a vacancy for any cause, the Governor shall appoint a person to serve for the unexpired term. A director whose term has expired shall continue to serve until the appointment of a successor, unless discharged earlier by the Governor.
- c. Resignation and Removal. A director may resign at any time upon written notice being given to the Board President of their intent to do so. Only the Governor has the authority to remove a director prior to the expiration of their term. Based on Board member violation of the law, administrative rules, or LTD policy; the Board, with a majority vote, may make a recommendation to the Governor for removal from the Board.

### **4. Officers; Elections; Duties; Vacancies.**

- a. Officers; Elections. The Board shall choose from among its members, by majority vote of the members, a President, Vice President, Treasurer and Secretary to serve two (2) year terms, with a term starting July 1. Elections for officer positions shall occur at the June regular meeting every two years. Any director whose term on the Board extends for another year may nominate themselves or be nominated by another director for any position. This includes directors currently in an officer role; such officers may be nominated to continue in that position or to fill another officer's position. Nominations for President shall be made first, allowing those nominated an opportunity to speak before a vote is taken. Each director shall vote orally. All directors must vote, including those nominated for the position. The affirmative vote of a majority of the Board is sufficient for election. Once the President is elected, the election for Vice President shall proceed in the manner described above, following thereafter with the election for Treasurer and then Secretary. A director nominated by another director for a specific position may decline the nomination while still remaining eligible for nomination to a different position. A director unsuccessfully nominated for a position remains eligible for nomination to another position.
- b. President. The President shall facilitate all Board meetings, including, in consultation with the Chief Executive Officer, determining the final agenda, the order and timing of business at Board meetings, and public participation. With the exception of members of the media, other directors, and the Chief Executive Officer, the President shall determine attendance at executive sessions consistent with Oregon law and upon advice of legal counsel. The President shall act as Board liaison between the Board and the LTD Executive Management Team, and legal counsel. The President shall appoint members of standing and ad hoc committees, and may, upon the consensus of a majority of the Board, call for the creation of additional ad hoc committees as the need arises. The President shall sign ordinances and resolutions of the LTD Board. Board majority can overrule decisions made by the Board President. This right of the majority to overrule decisions by the President extends only to decisions made by

the President in their officer role and does not include any right to overrule the President's vote on motions in their role as a director and not as President.

- c. Vice President. In the event of the President's absence or inability to preside, the Vice President shall assume the duties of presiding over the meetings of the Board. If, however, the President is to be permanently unable to preside, the Board shall select a new President for the remainder of the President's term.
- d. Treasurer. The Treasurer has the authority to perform all duties generally incident to the office of Treasurer. The Treasurer hereby delegates responsibility of their duties to the LTD Chief Financial Officer.
- e. Secretary. The Secretary shall give appropriate notice of all meetings of the Board; ensure recordings and/or minutes of all Board meetings are maintained; act as custodian of LTD records and the seal of the District; affix the seal to official documents when required; keep a book or record containing the names and places of residence of all directors, as well as their dates of appointment and qualifications as directors; and perform all duties generally incident to the office of Secretary. The Secretary hereby delegates responsibility of their duties to the Board Liaison Officer.
- f. Vacancies. In the case of a vacancy in any office other than by expiration of an officer's term, the vacancy shall be filled by election by the directors when the need arises and the newly elected officer shall take office immediately upon election to fill the balance of the unexpired term.

## **5. Meetings; Attendance; Quorum; Public Participation.**

- a. Meetings. The LTD Board shall hold its regular meetings on the third Wednesday of each month, starting at 5:30 p.m. Notwithstanding the foregoing, a quorum of the LTD Board or the Chief Executive Officer may change the time or location of or cancel such meeting. The Board may hold special and emergency meetings consistent with the Oregon Public Meetings Law. Notice of all meetings shall be provided in accordance with Oregon Public Meetings Law.
- b. Attendance. All directors are expected to regularly attend Board meetings and be fully engaged with minimal distraction (from cell phones, etc.) unless prevented by illness or an unavoidable cause. Remote attendance for executive sessions will generally not be permitted, unless the Chief Executive Officer determines remote attendance is either necessary or desirable. If a member is unable to attend a Board meeting or an in-person executive session, they should notify the Chief Executive Officer or Board Liaison Officer in advance. This helps ensure a quorum of members are available for a Board meeting, or executive session, and helps avoid last-minute meeting cancellations.
- c. Quorum Requirements. A quorum of the LTD Board shall be four (4) members.
- d. Public Participation. All meetings of the LTD Board, other than meetings held in executive session, are open to the public. Public comment will generally be received at Board meetings and is typically limited to three (3) minute increments, but it is adjustable at the discretion of the President.

## **6. Committees.**

- a. Standing Committees. The Board President shall appoint directors to serve on the LTD Board's standing committees for terms in accordance with those committees' bylaws. As a matter of practice, the Chief Executive Officer may be consulted when creating committee assignments. Each committee shall have a president elected by the corresponding committee. Any proposal for a decision by the LTD Board shall be placed on the agenda of an upcoming LTD Board meeting for discussion and vote, if a vote is to be taken.
- b. Ad Hoc Committees. Ad hoc committees are created from time-to-time to accomplish a specific objective or objectives and shall dissolve upon the completion thereof. Ad hoc committees may be entirely internal within LTD or comprised of representatives from other community organizations. When a majority of the Board determines an ad hoc committee may be helpful, the Board President shall appoint directors to such ad hoc committee. As a matter of practice, the Chief Executive Officer may be consulted when creating committee assignments.

## **7. Voting Requirements; Conflict of Interest.**

- a. Voting Requirements. Directors are expected to cast a vote on all matters except when a conflict of interest arises. Unless specifically indicated or otherwise permitted by law, any Board action requires the affirmative vote of a majority of all Board members.
- b. Conflict of Interest. Directors should be familiar with Oregon's Government Ethics Law regarding conflicts of interest. If a director believes they may have a conflict of interest, that concern should be communicated with the Board Liaison Officer and/or the Chief Executive Officer in advance of the Board meeting. They may consult with legal counsel.

## **8. Legal Requirements; Board Governance Policy Manual; Indemnification.**

- a. Legal Requirements. Directors will comply with requirements regarding Oregon Public Meetings Law, Oregon Government Ethics Law, Oregon Public Records Law and any other applicable legal or policy requirements. All meetings shall be conducted in accordance with "Robert's Rules of Order."
- b. Board Governance Policy Manual. Directors shall comply with the requirements set forth in the Board Governance Policy Manual, including but not limited to ethical obligations, conflicts of interest, avoidance and reporting of discrimination and harassment, use of District resources, public engagement, and communication with LTD staff.
- c. Indemnification. In accordance with ORS 30.285, as amended from time-to-time, the District shall defend, save harmless and indemnify Board members against any tort claim or demand, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of duty. The District's duty to indemnify Board members does not apply in the case of malfeasance in office or willful or wanton neglect of duty. Legal services and indemnification shall be provided by the District

under this provision irrespective of whether or not the District is a party to the cause or itself subject to liability.

**9. Miscellaneous.**

- a. Severability. If any provision of these Bylaws or its application to any person or circumstances is held invalid, the remainder of these Bylaws, or the application of the provision to the other persons or circumstances is not affected.
- b. Amendments. These Bylaws, as adopted by the Board, may be revised or amended at any regular or special meeting of the Board on the affirmative vote of a majority of the Board members.



# LANE TRANSIT DISTRICT BOARD OF DIRECTORS BYLAWS

Revision Date: August 03, 2022

Effective Date: March 21, 2018

Revision	Author / Editor	Description
01	Camille Gandolfi, Clerk of the Board; Andrea Coit, General Council	Bylaw structure was reorganized and language was updated and added throughout. Board governance policies removed as exhibits and consolidated into a board governance policy and resolution handbook.

**Approval:** Adopted on the consent calendar of the March 21, 2018, regular Board meeting;  
Revision 01: adopted at the August 3, 2022, Board meeting by Resolution No. 2022-08-03-036

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## **AMENDED AND RESTATED BYLAWS OF THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS**

These Amended and Restated bylaws of the Lane Transit District Board of Directors are the final and binding statement regarding the governance procedure for the Lane Transit District. These bylaws should be read in conjunction with the Manual of Board Policies, which provide greater detail of the process, requirements, and limitations existing in various situations related to Board governance.

### **ARTICLE 1 THE MASS TRANSIT DISTRICT**

#### **1.1 Organization and Purpose**

Lane Transit District (“LTD” or the “District”) is created pursuant to ORS 267.080 as a mass transit district. Its purpose in creation is to provide mass transit services to the Eugene and Springfield metropolitan areas, including the neighboring cities of Coburg, Junction City, Creswell, Cottage Grove, Veneta, Lowell, and McKenzie Bridge area.

#### **1.2 Guiding Principle**

LTD’s mission is connecting our community. We work with our partners, including city, county, and state agencies, schools, chambers of commerce, and area employers to provide transportation services that improve the quality of life in our community. In all that we do, we are committed to creating a more connected, sustainable, and equitable community. Our guiding principles are based on our core values: respect, integrity, innovation, equity, safety, and collaboration.

#### **1.3 Powers of a Mass Transit District**

LTD is considered a municipal corporation of the State of Oregon, and is a public body, corporate and politic, exercising public power. It shall be considered a unit of local government for the purposes of ORS 190.003, a public employer for the purposes of ORS 236.610 to 236.640 and a political subdivision for the purposes of ORS 305.620. A district and its contractors that are engaged in operating motor vehicles to provide mass transportation on behalf of the district shall be entitled to tax refunds as allowed under ORS 319.831 to incorporated cities. LTD has full power to carry out the objects of its formation, exercising public and essential governmental functions, and having all the powers necessary or convenient to carry out and effectuate the purposes of a mass transit district

### **ARTICLE 2 BOARD OF DIRECTORS**

#### **2.1 Purpose of the Board of Directors**

LTD shall be governed by a Board of Directors referred to as the “Lane Transit District Board of Directors” and the “LTD Board.” The individual directors are public officials. The LTD Board sets the policy for the District, focusing on customer satisfaction, employee engagement, community value, financial health and sustainability. LTD’s staff, guided by its General Manager, implements the policy set by the LTD Board through delegation of the authority of the mass transit District vested in the LTD Board.

## **2.2 Appointment**

The Governor of the state of Oregon shall appoint all members of the LTD Board. Each director, upon Senate confirmation and before entering upon the duties of office, shall take and subscribe to an oath that the director will honestly, faithfully and impartially perform duties as a director and disclose any conflict of interest the director may have in any matter to be acted upon by the Board.

## **2.3 Number and Representation**

The LTD Board shall consist of seven (7) directors, one of whom must be a person who regularly uses the services provided by LTD. Each director shall represent one of seven (7) distinct sub-districts within the District. Directors must reside in the subdistrict they represent. If a director moves from their subdistrict during their term of service, they must immediately resign from the Board. Occasionally, the US Census may affect the Board's subdistricts potentially causing a Board member to no longer eligible to serve at that time and creating a vacancy on the Board.

## **2.4 Term**

The term of office of a director is four (4) years, but each director shall serve at the pleasure of the Governor. Before the expiration of the term of a director, the director's successor shall be appointed. A director is eligible for reappointment for as determined by the governor. In case of a vacancy for any cause, the Governor shall appoint a person to serve for the unexpired term. A director whose term has expired shall continue to serve until the appointment of a successor unless discharged earlier by the Governor.

## **2.5 Contract Review Board**

The Board of Directors shall serve as LTD's Contract Review Board. The Contract Review Board shall meet on a regular schedule in open session. The Contract Review Board is responsible for the review, approval and management of all LTD Contracts, subject to any delegation of that authority to the General Manager. Any such delegation, in subject or amount, made to the General Manager shall be deemed exclusive unless otherwise stated in the delegating resolution. Further guidance for directors related to current delegation of contracting authority made to the General Manager can be found in the Board Governance Policy Manual: Resolution No. 2021-09-15-048, *Public Contracting Procedures and other Related Procurement Policies*; Ordinance No. 30, *Contract Review Board*.

## **2.6 Directors' Responsibilities**

### **2.6.1 Ethical Obligations; Conflicts of Interest**

Directors are subject to Oregon's Government Ethics Law, found in ORS Chapter 244 and OAR Chapter 199, which provide the governing directives for ethical performance of duties and the avoidance of perceived and actual conflicts of interest under Oregon law. Further guidance for directors regarding ethics and the avoidance of conflicts of interest can be found in in the Board Governance Policy Manual: Policy No. 100.30, *Board Conflict of Interest Policy*.

### **2.6.2 Avoidance and Reporting of Discrimination and Harassment**

Directors must conduct themselves at all times in a respectful and professional manner when engaging with the public, LTD staff, and each other. Further guidance for directors on the avoidance of discriminatory and harassing behavior, and the process for reporting and investigating complaints of such behavior can be found in in the Board Governance Policy Manual: Policy No.100.20, *Board Harassment, Discrimination and Retaliation Policy*.

### **2.6.3 Public Engagement**

Directors are encouraged to participate in and with the community they serve. When a director is participating in a community service or other engagement as a representative of LTD, they shall identify themselves as such and shall express positions on issues relevant to the engagement that are consistent with the positions of the majority of the LTD Board. Further guidance for directors related to public engagements can be found in in the Board Governance Policy Manual: Policy No. 100.40, *Board Public Engagement Policy*.

### **2.6.4 Use of District Resources**

A director may request the use of LTD resources for Board-related matters within the parameters defined in the policy. Further guidance to directors on the use of LTD resources can be found in in the Board Governance Policy Manual: Policy No.100.50, *Board Use of District Resources Policy*.

## **2.7 Resignation and Removal**

A director may resign at any time upon written notice being given to the Board President of their intent to do so. Directors serve at the pleasure of the Governor and may be removed by the Governor at any time. Only the Governor has the authority to remove a director prior to the expiration of their term. Based on Board member violation of statutes, administrative rules, public meeting law, ethics law, or policy; the Board, with a majority vote, may make a recommendation to the Governor for removal from the Board.

## **2.8 No Compensation for Service; Board-Related Expenses**

Directors serve as volunteers and may not receive compensation or other gifts of value for their service as a director. Further guidance for directors related to reimbursement and direct-pay of Board-related expenses can be found in in the Board Governance Policy Manual: Policy No. 100.60, *Board Travel Expense Reimbursement*.

## **2.9 Communication Among Public, LTD Staff and Directors**

All communication, including complaints, from the public to the Board regarding LTD-related matters should go through the Clerk of the Board and General Manager for initial review. All director communications to LTD staff should go through the General Manager. Further guidance for directors related to public and staff communication can be found in in the Board Governance Policy Manual: Policy No. 100.10, *Board Working Agreement*.

## **ARTICLE 3 OFFICERS**

The LTD Board shall have the following officer positions: President, Vice-President, Treasurer and Secretary. Officers shall serve in their position for an initial period of 24 months and may be re-elected to their position for a subsequent term, as long as the person remains a director for that period.

### **3.1 Elections**

Elections for officer positions shall occur in the first regular meeting held after July 1 of each year. Any director whose term on the Board extends for another year may nominate themselves or be nominated by another director for any position. This includes directors currently in an officer role; such officers may be nominated to continue in that position or to fill another officer position. Nominations for President shall be made first, allowing those nominated an opportunity to speak before a vote is taken. Each director shall vote orally. All directors must vote, including those nominated for the position. A simple majority of the vote is sufficient for election. Once the President is elected, the election for Vice President shall proceed in the manner described above, following thereafter with the election for Treasurer and then Secretary. A director nominated by another director for a specific position may decline the nomination while still remaining eligible for nomination to a different position. A director unsuccessfully nominated for a position remains eligible for nomination to another position.

### **3.2 Mid-Term Vacancies**

A vacancy in any officer position shall be filled by election by the Board of Directors in the manner described in Section 3.1 when the need arises. The newly elected officer shall take office immediately upon election to fill the balance of the unexpired term.

### **3.3 Authorities and Responsibilities of Officer Positions**

Officers shall have the authority set forth below and, in the case of all officers below President, any additional authority delegated to them by the Board President.

#### **3.3.1 President**

The President shall facilitate all Board meetings, including, in consultation with the General Manager, determining the final agenda, the order and timing of business at Board meetings, and public participation. With the exception of members of the media, other directors, and the General Manager, the President shall decide who is allowed to attend an executive session of the Board. The President shall act as Board liaison between the Board and the LTD Executive Management Team, and Board Counsel. The President shall appoint members of standing and ad hoc committees, and may call for the creation of additional ad hoc committees as they deem the need to arise. The President shall sign and facilitate the implementation of ordinances and resolutions of the LTD Board. Board majority can overrule decisions made by the Board President.

#### **3.3.2 Vice-President**

In the event of the Presidents absence or inability to preside, the Vice President shall assume the duties of presiding over the meetings of the Board. If however, the President is to be

permanently unable to preside, the Board shall select a new President for the remainder of the President's term.

### **3.3.3 Treasurer**

The Treasurer has the authority to perform all duties generally incident to the office of Treasurer. The Treasurer delegates responsibility their duties to the LTD Finance Director.

### **3.3.4 Secretary**

The Secretary shall give appropriate notice of all meetings of the Board; ensure recordings and/or minutes of all Board meetings are maintained; act as custodian of LTD records and the seal of the District; affix the seal to official documents when required; keep a book or record containing the names and places of residence of all directors, as well as their dates of appointment and qualifications as directors; and perform all duties generally incident to the office of Secretary. The Secretary delegates responsibility of their duties to the Clerk of the Board.

## **ARTICLE 4 LTD BOARD MEETINGS**

The LTD Board of Directors shall hold regular meetings, special meetings, and executive session meetings. From time to time, sub-committees formed in accordance with these bylaws shall also hold meetings. All regular, special and executive session meetings are subject to the requirements of Oregon's Public Meetings Law, ORS 192.610-192.690, including the notice requirements of ORS 192.640 and the notice of authority for executive session requirements of ORS 192.660. Sub-committee meetings held for the purpose of deciding the business of LTD, including developing recommendations to be presented to the LTD Board, are also subject to the requirements of the Public Meetings Law. Further guidance for directors related to process for calling, noticing and holding public meetings can be found in the Board Governance Policy Manual: Ordinance No. 52, *Rules for Meetings of the Lane Transit Board of Directors*.

### **4.1 Types of Meetings and Notice Required**

#### **4.1.1 Regular Meetings**

A regular meeting is an open meeting of the LTD Board of Directors. The LTD Board shall hold a regular meeting every month, on a predetermined regularly scheduled day and time. The Clerk of the Board shall provide for and give public notice for all regular Board meetings pursuant to ORS 192.640.

#### **4.1.2 Special Meetings**

A special meeting is an open meeting. The President of the Board or a majority of the directors may call for a special meeting. The Clerk of the Board shall give notice of a special meeting pursuant to ORS 192.640. The Secretary shall give notice of a Special Meeting to the members of the Board who did not call for the meeting at least five days in advance, unless each member entitled to such notice waives the time requirement in writing. Under no circumstances may a special meeting that is not also an emergency meeting be called to occur with less than 24-hour notice. No business other than that described in the notice shall be considered or acted upon at a special meeting.

### **4.1.3 Emergency Meetings**

An emergency meeting is a type of special meeting that is called on less than 24-hours' notice. The Board of Directors must be able to articulate a valid reason why at least 24-hours' notice of the meeting could not be given. An "actual emergency" must exist and the minutes of the meeting must describe the emergency justifying less than 24-hours' notice. Such notice as is appropriate for the circumstances must be given for emergency meetings. The Clerk of the Board must attempt to contact the media and other interested persons by telephone or email to inform them of the meeting.

### **4.1.4 Executive Session Meetings**

An executive session may be called to occur during a Regular Meeting, or as a Special Meeting, including an emergency meeting. If the executive session is to occur during a regular meeting, the Board may go into executive session upon the President's identification in the regular meeting of the statutory authority for the executive session. The President shall decide who may attend the executive session, but members of the media and the General Manager may not be excluded unless one of the circumstances allowing such exclusion under ORS 192.660 exists. If only an executive session will be held, appropriate and timely notice must be given for a special meeting, with the authority for the executive session being listed therein. No business other than that for which the executive session is authorized may be discussed in executive session and no decisions may be made.

## **4.2 Director Preparation for Meetings**

All directors are expected to be prepared for all meetings, including having thoroughly reviewed the meeting materials prior to the meeting, and asking questions of the General Manager or their designee prior to the day of the meeting. To the greatest extent possible, if a director intends to request that an item be taken off of the consent agenda, they shall notify the Clerk of the Board and/or the General Manager no later than the day prior to the meeting of that intent so the appropriate staff member can attend the meeting, prepared to respond to the director's inquiries. Directors should anticipate the need to seek legal guidance on a matter listed on the agenda and seek that guidance from Board Counsel prior to the meeting, unless the meeting is an executive session meeting held for the purpose of obtaining legal advice.

## **4.3 Compliance with Public Meeting Laws**

The LTD Board of Directors is a governing body of a public body, and is thus subject to the requirements, limitations and rules of the Oregon Public Meeting Law. ORS 192.610, *et seq.*

### **4.3.1 Email Communication**

All emails to or from a Board member using their LTD email address, with the exception of those covered by the attorney/client privilege or another specific exemption, are public records, subject to disclosure through a public record request. Email cannot be used as a means to either deliberate with a quorum of the LTD Board, or to gather information from a quorum of the LTD Board that will be used for deliberation, unless the required notice and the ability for public inclusion in the email discussion is first provided.

### **4.3.2 Serial Communication**

Serial communication is the term used to describe an inappropriate method of communication engaged in to circumvent the requirements of Oregon Public Meeting Law. It occurs when one or more board member engages in consecutive discussions with less than a quorum about a matter that would otherwise be subject to the Oregon Public Meeting Law. It can occur in any form – telephone, in person, email or text – or a combination of forms. If the number of Board members who participate in the series of communications on the same topic reaches a quorum, regardless of the number engaging in a specific discussion in that series, the entire series of conversations were subject to the Oregon Public Meeting Law.

## **4.4 Manner of Holding Meetings and Voting**

Meetings of the LTD Board may be held in-person and/or electronically.

### **4.4.1 Quorum Present**

A majority of the LTD Board of Directors, including vacant positions, shall constitute a quorum authorized to conduct the business of LTD. Unless specifically indicated, a majority vote of a quorum is sufficient to pass any business up for a vote before the LTD Board.

### **4.4.2 Notice and Public Participation**

The Clerk's notice of the meeting shall indicate the mode or modes of the communication for the meeting and shall provide a reasonable means for members of the public to attend the meeting. For meetings held by email, the notice shall specifically request interested members of the public to provide their email addresses to the Clerk of the Board for inclusion in the group email.

### **4.4.3 Video and/or Telephone Conference Meetings**

For video and/or telephone conference meetings, all participants, including members of the public, must be able to see and/or hear all other participants in real-time. The President or their designee shall host the meeting and take reasonable measures to ensure orderly and fair opportunity for discussion by all participants wishing to speak.

## **ARTICLE 5 COMMITTEES**

The LTD Board may, from time to time, perform its duties, gather information, and develop recommendations through authorized sub-committees. The LTD Board may also from time to time have a designated seat on the board of other organizations and/or be asked to sit on a stakeholder committee representing the District if so doing serves the interests of LTD. A current list of active committees and assignments to each can be found in the Board Governance Policy Manual, *Committees and Assignments*.

### **5.1 Standing Committees**

The Board President shall appoint directors to serve on the LTD Board's standing committees to serve for two-year terms. As a matter of practice the General Manager may be consulted when creating committee assignments. Each committee shall have a Chair elected by the

corresponding committee. Any proposal for a decision by the LTD Board shall be placed on the agenda of an upcoming Regular Meeting for discussion and vote, if a vote it is to be taken.

## **5.2 Ad hoc Committees**

The President, shall appoint ad hoc committees, or portions thereof, as needed for efficient conduct of LTD's business. As a matter of practice the General Manager may be consulted when creating committee assignments. Ad hoc committees are created to accomplish a specific objective or objectives and shall dissolve upon the completion thereof. Ad hoc committees may be entirely internal within LTD, or comprised of representatives from other community organizations.

## **ARTICLE 6 GENERAL MANAGER**

The General Manager is responsible for managing LTD's day-to-day affairs and administering the programs and policies approved by the LTD Board.

Further guidance regarding the responsibilities of the General Manager and the relationship between the General Manager and the Board of Directors can be found in Board Governance Policy Manual, *Current General Manager Employment Agreement*, and *Board and General Manager Working Agreement*.

In the event of the General Manager's absence or removal, the LTD Board shall authorize a General Manager Pro Tempore to act in the General Manager's place. Such authority ends immediately upon return of the General Manager or the appointment of an Interim or new General Manager. Further guidance on the General Manager Pro Tempore can be found in the Board Governance Policy Manual, *resolution no. 2018-03-17-006*.

## **ARTICLE 7 MISCELLANEOUS**

### **7.1 Indemnity**

The District shall defend and indemnify Board members against all tort claims, civil lawsuits and administrative complaints pursued by third parties against the board member individually for conduct allegedly occurring while the Board member was acting in their capacity as a Board member. The District reserves the right to deny indemnification of a Board member who is found to have engaged in malfeasance in office or willful or wanton neglect of duty. The Board member's right to defense and indemnity under this provision does not extend to investigations of complaints pursued by the District under its Harassment Policy, other internal investigations of a Board Member pursued by the District, or investigations initiated by or pursued by the Governor's office. Legal services and indemnification shall be provided by the District under this provision irrespective of whether or not the District is a party to the cause or itself subject to liability.

### **7.2 Amendments**

These bylaws, as adopted by the LTD Board of Directors, may be revised or amended at any regular or special meeting of the LTD Board by a vote of the majority of the whole membership of the Board, except as otherwise provided in the bylaws; provided that copies of the proposed

revisions or amendments shall have been available to each Board member at least one (1) week prior to the regular or special meeting at which proposed revisions or amendments are to be acted upon.

Approved and Adopted this 3<sup>rd</sup> day of August 2022, by a majority vote of the LTD Board of Directors.

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Caitlin Vargas  
President, LTD Board of Directors

FILED

APR 24 2018

LANE COUNTY CLERK

BY

ORDINANCE NO. 52

**AN ORDINANCE PROVIDING RULES FOR MEETINGS OF THE  
LANE TRANSIT DISTRICT BOARD OF DIRECTORS, AND  
AMENDING AND RESTATING ORDINANCE NO. 45.**

WHEREAS Lane Transit District is reorganizing and updating its Board governance procedures:

BE IT ENACTED BY LANE TRANSIT DISTRICT:

Lane Transit District Ordinance No. 45 is amended and restated in its entirety to read as follows:

**Section 1. Meetings to Be Public**

In accordance with Public Meetings Law, all meetings of the Board of Directors shall be open to the public and all persons, unless otherwise excluded, shall be permitted to attend, except that the public may be excluded from executive sessions.

Although the Public Meetings Law guarantees the public the right to attend all public meetings, it does not provide the public the right to participate. LTD has historically allowed public participation at regular monthly Board meetings upon recognition by the president. Public testimony will typically be limited to three (3) minute increments, but it is adjustable at the discretion of the president.

**Section 2. Regular Meetings**

**a. Time**

The Board of Directors shall hold regular monthly meetings at the time and day as designated by the Board Resolution Setting Time and Day for Regular Monthly Board Meetings. When the day fixed for any regular meeting falls upon a day designated by law as a legal or national holiday, such meeting shall be held at the same time on the next succeeding day not a holiday, or as otherwise directed by the Board.

**b. Place**

Regular meetings shall be held in the Board Room at the District's Glenwood-area facility, or at such other location as the Board of Directors may specify from time to time and cause to be included in the notice of meeting.

**c. Notice**

Public notice shall be given, reasonably calculated to give actual notice, to interested persons of the time and place for holding regular meetings. The notice also shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of the Board of Directors to consider additional subjects.

### **Section 3. Adjourned or Canceled Meetings**

Meetings may be adjourned to a specific time and place before the day of the next regular meeting. A meeting may be adjourned by the vote of the majority of the members present, even in the absence of a quorum.

Meetings may be canceled. In the event a meeting is canceled, a notice of cancelation of meeting shall be posted on the Lane Transit District website as soon as is reasonably possible.

### **Section 4. Special Meetings**

#### ***a. Call***

The president of the Board or a majority of the directors may call special meetings.

#### ***b. Notice***

At least 24 hours' notice of special meetings shall be given to the directors, the news media which have requested notice, and the general public. The notice shall state the time, place, and purpose of the meeting.

### **Section 5. Emergency Meetings**

#### ***a. Call***

The president of the Board or a majority of the directors may call emergency meetings.

#### ***b. Notice***

In case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances both to the directors and to the public. The minutes and/or recording for such a meeting shall describe the emergency justifying less than 24 hours' notice. The notice shall state the time, place, and purpose of the meeting.

### **Section 6. Executive Sessions**

The Board of Directors may hold executive sessions during a regular, special, or emergency meeting after the presiding officer has identified the specific provision of the Public Meetings Law that authorizes the executive session.

If an executive session only will be held, notice shall be given to the members of the Board of Directors and to the general public, stating the specific provision of law authorizing the executive session.

### **Section 7. Telephone or Other Electronic Communication**

Any meeting of the Board of Directors, including an executive session, may be held through the use of telephone or other electronic communication, provided it is conducted in accordance with Public Meetings Law and with this ordinance. When telephone or other

electronic means of communication is used and the meeting is not in executive session, the Board of Directors shall make available to the public a place where the public can listen to the communication at the time it occurs. The place provided may be a place where no Board member is present, but said place shall be located within the geographic boundaries of the District.

### **Section 8. Place of Meetings**

All meetings shall be held within the geographic boundaries of the District, and shall be in a place accessible to persons with disabilities. A meeting of the Board of Directors that is held through the use of telephone or other electronic communication shall be deemed held within the geographic boundaries of the District if the place provided for the public to listen to the communication is located within the geographic boundaries of the District. Training sessions may be held outside the geographic boundaries of the District as long as no deliberations towards a decision are involved.

### **Section 9. Conduct of Meetings**

#### ***a. Presiding Officer***

The president, and in the president's absence, the vice president; and in the absence of both, a director selected by the directors present to act as president pro tem, shall preside at meetings of the District directors.

The presiding officer shall be entitled to vote on all matters and may make and second motions and participate in discussion and debate.

#### ***b. Minutes***

The secretary, or a person so designated by the secretary or Board of Directors, shall keep a sound, video or digital recording or prepare written minutes of the District Board meetings. Neither a full transcript nor a full recording of the meeting is required, except as otherwise provided by law, but the written minutes or recording must give a true reflection of the matters discussed at the meeting and the views of the participants. All minutes or recordings shall be available to the public within a reasonable time after the meeting, and shall include at least the following information:

1. All members of the Board of Directors who are present at the meeting;
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
3. The substance of any discussion on any matter; and
4. Subject to Public Records Law, a reference to any document discussed at the meeting.

If written minutes are kept for a regular meeting, minutes of executive sessions shall be kept the same as the minutes of regular meetings, except that instead of written minutes, a record of any executive session may be kept in the form of a sound or video tape or digital recording which need not be transcribed unless

otherwise required by law. Material, the disclosure of which is inconsistent with the purpose for which an executive session is authorized to be held, may be excluded from disclosure unless otherwise ordered by the court in any legal action.

The approved written minutes, or the sound, video, or digital recording shall be considered the official record of the Board meeting and shall be retained by the Clerk of the Board in accordance with the Public Meetings Law and Oregon Administrative Rules regarding document retention.

**c. Quorum**

A quorum of Board members is a majority of the Board members, even if a position is vacant or a director is absent. Therefore, four (of seven) Board members are required for a quorum. A quorum is required to hold a public meeting.

**d. Rules**

Roberts' Rules of Order shall be the parliamentary procedure for meetings of the District Board, except when a specific rule is provided by statute or this ordinance, or by a resolution of this Board.

**e. Matters to be considered**

1. At regular meetings and adjourned sessions of regular meetings, the Board of Directors can consider any matters that they desire to consider, whether in the published agenda or not, except that an ordinance can be considered only at a regular meeting or an adjourned session of a regular meeting if consideration of that ordinance appeared in the published agenda for the regular meeting.
2. At special meetings, only those matters that were specified in the notice of the meeting shall be considered.
3. At emergency meetings, only the emergency matters shall be considered.
4. No final action may be taken in executive session; however, a consensus of the Board may be determined.

**Section 10. Notices**

**a. Notices to Directors**

Notice to directors shall be deemed given when sent, via e-mail, to the director's LTD email address.

**b. Public Notice**

All public notices shall be given in one or more newspapers of general circulation within the District, published on the District's website, and in such other and additional manner as the Board of Directors shall from time to time direct.

**c. News Media**

Notice of all meetings must be given to news media which have requested notice.

**Section 11. Ordinances**

**a. Publication of Agenda**

1. Except in an emergency, an ordinance shall not be considered or voted upon by the Board unless the ordinance is included in the published agenda of the meeting. The agenda of a meeting shall state the time, date, and place of the meeting; give a brief description of the ordinance to be considered at the meeting; and state that copies of the ordinance are available at the office of the District.
2. The presiding officer shall cause the agenda to be published not more than ten days nor less than four days before the meeting, in one or more newspapers of general circulation within the District.

**b. Adoption**

Except as provided by subsection 3 of this section, before an ordinance is adopted, it shall be read during regular meetings of the District Board on two different days at least six days apart. If the ordinance as initially read is substantially amended prior to adoption, it shall be read as amended during regular meetings of the District Board on two different days at least six days apart, the first of which may be the meeting at which it is amended.

1. The reading of an ordinance shall be full and distinct unless at the meeting:
  - 1.1. A copy of the ordinance is available for each person who desires a copy; and
  - 1.2. The Board directs that the reading be by title only.
2. Except as provided by subsection 3 of this section, the affirmative vote of a majority of the members of the District Board is required to adopt an ordinance.
3. An ordinance to meet an emergency may be introduced, read once and put on its final passage at a regular, special, or emergency Board meeting, without being described in a published agenda, if the reasons requiring immediate action are described in the ordinance. The unanimous approval of all members of the Board at the meeting, a quorum being present, is required to adopt an emergency ordinance. No emergency ordinance shall be adopted imposing an income tax nor changing the boundaries of the District.

**c. *Signing and Filing***

1. Within seven days after adoption of an ordinance, the enrolled ordinance shall be:
  - 1.1. Signed by the presiding officer;
  - 1.2. Attested by the person who served as recording secretary of the District Board at the session at which the Board adopted the ordinance; and
  - 1.3. Filed in the records of the District.
2. A certified copy of each ordinance shall be filed with the county clerk, available for public inspection.
3. Within 15 days after adoption of an emergency ordinance, notice of the adoption of the ordinance shall be published in one or more newspapers of general circulation within the District. The notice shall:
  - 3.1. Briefly describe the ordinance;
  - 3.2. State the date when the ordinance was adopted and the effective date of the ordinance; and
  - 3.3. State that a copy is on file at the District office and at the office of the county clerk of the county, available for public inspection.

**d. *Effective Date***

1. Except as provided by subsection 2 of this section, an ordinance shall take effect on the 30<sup>th</sup> day after it is adopted, unless a later date is prescribed by the ordinance. If an ordinance is referred to the voters of the District, it shall not take effect until approved by a majority of those voting on the ordinance.
2. An emergency ordinance may take effect upon adoption.

**e. *Petition to Adopt, Amend, or Repeal an Ordinance***

Any interested person who is a landowner within the District or an elector registered in the District may petition the Board of Directors to adopt, amend, or repeal an ordinance. Any such person may appear at any regular meeting of the Board and shall be given a reasonable opportunity to be heard.

**Section 12. Resolutions and Motions**

- a. All matters, other than legislation coming before the District Board and requiring Board action, shall be handled by resolution or motion. A motion approved by the vote of the majority of all Board members shall have the same force and effect as a resolution.

- b. The affirmative vote of a majority of all Board members (four of seven) is required to pass a motion. Even if only five members attend the meeting, four must vote affirmatively to pass the motion.

**Section 13. Officers**

The Board shall choose from among its members, by majority vote of the members, a president, vice president, treasurer, and secretary to serve for terms of two years. Terms of office shall begin on the first day of January and end on the last day of December in even-numbered years. In case of a vacancy in any office other than by expiration of the officer's term, the vacancy shall be filled by election by the Board of Directors when the need arises and the newly-elected officer shall take office immediately upon the occurrence of such vacancy to fill the balance of the unexpired term.

**Section 14. Committees**

The president, on the president's own motion, or the directors by majority vote, may appoint committees to make investigations, to study problems, and to make recommendations to the Board of Directors. A committee that reports directly to the Board is a "Board subcommittee" or a "community advisory committee." Board subcommittees only include directors. Community advisory committees may include persons who are not directors. The appointment shall include a designation of a president of the committee. All provisions of this ordinance shall apply to committees and their meetings to the extent relevant, substituting "committee" for "Board of Directors," and "committee members" for "directors."

Two or more committees may meet jointly so long as a quorum of the Board of Directors is not present, unless the required notice for a Board meeting has been given. Although two or more committees may meet jointly, separate minutes or recordings and separate votes must be taken for each committee.

**Section 15. General Manager**


The general manager shall attend all Board meetings and may participate in such meetings, but has no vote. The Board of Directors may appoint a general manager pro tempore during the absence or disability of the general manager.

ADOPTED this 18 day of April, 2018.

ATTEST: 

  
\_\_\_\_\_  
President and Presiding Officer

  
\_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
Recording Secretary



Lane Transit District  
 P. O. Box 7070  
 Springfield, Oregon 97475  
 (541) 682-6100  
 Fax: (541) 682-6111

CERTIFICATION

The undersigned duly qualified and acting Clerk of the Board of the Lane Transit District certifies that the foregoing is a true and correct copy of Ordinance No. 52, "an ordinance providing rules for meetings of the Lane Transit District Board of Directors, and amending and restating Ordinance No. 45," as adopted at a legally convened meeting of the Board of Directors held on April 18, 2018.

\_\_\_\_\_  
 Signature of Recording Officer

\_\_\_\_\_  
 Clerk of the Board  
 Title of Recording Officer

\_\_\_\_\_  
 April 18, 2018  
 Date

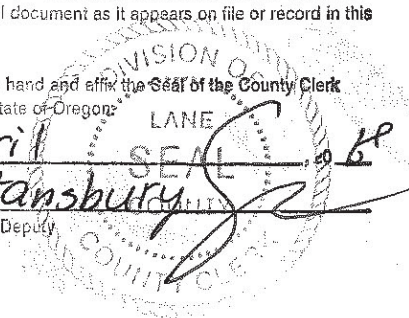
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STATE OF OREGON)  
 COUNTY OF LANE)

This is to certify that I have compared this document with the original and that it is a correct transcript of the whole original document as it appears on file or record in this office in my official care and custody.

Attending to this fact, I hereby set my hand and affix the Seal of the County Clerk (Ex-Officio) in and for Lane County, State of Oregon.

This 24<sup>th</sup> day of April, 2018  
 By Susan S. Stansbury  
 Deputy





## Lane Transit District Agenda Item Summary (AIS)

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**Prepared and Presented By:** Bill Bradley

**Contract Title:** Amalgamated Transit Union  
Division No. 757 – Main Contract,  
Effective July 1, 2026 – June 30, 2029

**Contract No.** N/A

**Grant No:** N/A

**Entering into a Contract:**

**Contract Amendment:**

**Approved by Procurement:**

**Action:** Adoption of Resolution No 2026-06-17-23 Contract for Lane Transit District and Amalgamated Transit Union Division No. 757 – Main Contract, Effective July 1, 2026 – June 30, 2029.

**Agenda Item Summary:** Lane Transit District (LTD) and the Amalgamated Transit Union (ATU), Division No. 757, Main Contract agreement ends June 30, 2026. Following a successful good faith negotiation as required by law, LTD is requesting adoption of a new agreement dated July 1, 2026, to June 30, 2029. Key provisions of the contract are:

- Three years of General Wage Increases
  - Effective July 1, 2026 - 3.75%,
  - Effective July 1, 2027 – 3.5%
  - Effective July 1, 2028 – 3.0%
- Market Adjustment to Journey-Level Mechanic classification (and associated positions) effective July 1, 2026
- Shift Differential Improvements for hard-to-fill Fleet positions
- New Warranty and Retrofit provisions, ensuring adequate oversight of OEMs and Vendors
- Revised Grievance and Arbitration process for timely adjudication of differences
- New-hire workers now eligible for Floating Holidays after 90 days of service
- New Bilingual Pay premium for Customer Service Representatives
- Increased Customer Service Scheduling Flexibility to meet the demand of new locations
- Agreement to study retirement equity through a workgroup process
- Maintains existing Insurance Benefits

**Attachments:** Resolution No. 2026-06-17-23

**Proposed Motion:** I move to adopt Resolution No. 2026-06-17-23 Contract for Lane Transit District Amalgamated Transit Union Division No. 757 – Main Contract, Effective July 1 2026 – June 30 2029 as presented.



**RESOLUTION NO. 2026-06-17-23**

**APPROVAL OF THE CONTRACT BETWEEN LANE TRANSIT DISTRICT AND THE AMALGAMATED TRANSIT UNION DIVISION NO 757 – MAIN CONTRACT**

**WHEREAS**, Lane Transit District and Amalgamated Transit Union, Division No. 757 (“ATU”), agreement ended June 30, 2026. Lane Transit District and ATU successfully and in good faith negotiated a new Collective Bargaining Agreement for Transit Operations, Fleet Maintenance, Customer Service, Material Management, and associated positions, effective July 1, 2026 to June 30, 2029;

**WHEREAS**, the ATU ratified the new contract for July 1, 2026, through June 30, 2029, on Friday, June 11, 2026;

**NOW, THEREFORE, BE IT RESOLVED** the Lane Transit District Board of Directors approves the Collective Bargaining Agreement between Lane Transit District and the Amalgamated Transit Union No. 757 –Main Contract, effective July 1, 2026 – June 30, 2029.

**ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17<sup>th</sup> day of June 2026.**

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Susan Cox, Board President