

KEY LAWS, REGULATIONS, RULES, POLICIES, AND PROCEDURES GOVERNING SACRT

I. Federal Law

A. U.S. Constitution

01. First Amendment (Speech and Expression)
02. Fourth Amendment (Search, Seizure, Privacy)
03. Fifth Amendment (Takings)
04. Fourteenth Amendment (Due Process)

B. Federal Statutes

01. Americans with Disabilities Act (ADA)
02. Family Medical Leave Act (FMLA)
03. Fair Labor Standards Act (FLSA)
04. Title 49 of the US Code (Transportation)
05. Civil Rights Act (Title VI)
06. Title VII (Anti-Discrimination)
07. Age Discrimination in Employment Act
08. Section 13c of UMTA (Labor Unions)
09. National Environmental Policy Act (NEPA)

C. Federal Administrative Regulations (generally Title 48 and Title 49) / Master Grant Requirements/Other Federal Grants

01. Award Management Requirements (FTA)
02. Guidance on Joint Development (FTA)
03. Equal Employment Opportunity (EEO) Act Guidance (FTA)
04. Americans with Disabilities Act (ADA) Guidance (FTA)
05. Bus and Bus Facilities Program (FTA)
06. Research, Technical Assistance, and Training (FTA)
07. State of Good Repair Grant Program (FTA)
08. Enhanced Mobility of Seniors and Individuals with Disabilities Program (FTA)
09. Urbanized Area Formula Program (FTA)
10. Third Party Contracting Guidance (FTA)
11. Title VI Requirements and Guidelines (FTA)
12. Environmental Justice Policy Guidance (FTA)
13. Capital Investment Program Guidance (FTA)
14. Safety and Security Management for Major Capital Projects (FTA)
15. New Freed Program Guidance (FTA)
16. Job Access and Reverse Commute (JARC) Program Guidance (FTA)
17. Full-Funding Grant Agreements Guidance (FTA)

18. Financial Capacity Policy (FTA)
19. Cross-Border Leasing Guidelines (FTA)
20. Drug & Alcohol Regulations (FTA)
21. Homeland Security Grant Requirements

II. State Law (where state law is more restrictive than federal law, state law will generally take precedence unless there is a federal preemption issue)

A. California Constitution

01. Gift of public funds
02. Consent to operate in RT jurisdiction
03. Limits on Taxation
04. Public Records
05. Free Speech
06. Privacy
07. Pensions

B. State Legislation

01. SacRT Enabling Act (Public Utilities Code)
02. Transportation Development Act (Public Utilities Code)
03. Ethics (Government Code)
04. Conflict of Interest (Government Code)
05. Brown Act (Government Code)
06. Fair Political Practices Act (Government Code)
07. Public Records Act (Government Code)
08. Public Contracting (Public Contract Code)
09. Labor Relations (Public Utilities Code, common law – Skelly hearings)
10. Worker's Compensation (Labor Code)
11. Environmental / CEQA (Public Resources Code)
12. Passenger Conduct (Penal Code, Public Utilities Code)
13. Employment Law, including FEHA, CFRA, and other leave laws (Government Code, Labor Code)
14. Elections Code (as it pertains to elections to impose taxes)
15. Public Employee Pension Reform Act (PEPRA) (Government Code)

C. State Administrative Regulations/Master Grant Requirements/Other State Grants

01. State Master Grant Agreement
02. Public Utilities Commission General Orders (Rail)
03. Cal OSHA Regulations
04. State Office of Emergency Services Grants

III. MPO Grant Agreements (including SACOG Grants)

IV. SacRT Ordinances / Resolutions / Policies

A. Ordinances

01. Background Check Ordinance (2015)
02. Parking Ordinance (2009)
03. Procurement Ordinance (2013) (Title I)
04. Prohibited Acts Ordinance (2015) (Title XV)
05. Special Claims Procedure Ordinance (2006) (Title V)

B. Administrative Resolutions

01. Board Procedures Code (Title III)
02. Budget Code (Title VI)
03. CEQA Code (Title IV)
04. Conflict of Interest Code (Title II)
05. Expense Reimbursement Code (Title VIII)
06. GM Authority Code (Title XIV)
07. Meal Reimbursement Code (Title XIII)
08. Moving and Relocation Expenses Code (Title X)
09. Real Property Code (Title VII)
10. Smoking Code (Title XI)
11. Travel Code (Title IX)

C. Active Policies

01. Advertising Policy (2017)
02. Banners on Bridges Policy (2014)
03. Comprehensive Reserve Policy (2015)
04. Creating Various Funds and Accounts Policy (1984)
05. Debt Management Policy (2012)
06. Discount Sale of Prepaid Fare Media Policy (2007)
07. Distribution of Transit Passes to Visitors and Temps Policy (1988)
08. Drug and Alcohol and Rehab Policy (2014)
09. EEO Policy (2016)
10. Endangered Species Mitigation Policy (1999)
11. Fare Change Policy (2015)
12. Farebox Recovery Policy (2015)
13. Fiscal Sustainability Policy (2015)
14. Fraud, Abuse and Waste Policy (2005)
15. Instructional Text on FVMs Policy (1995)
16. Investment of Surplus Funds Policy (1996)
17. Investment Policy (2012)

18. Legislative Advocacy Policy (1997)
19. Mitigation for Light Rail Noise Impacts Policy (1997)
20. Payroll Deductions for Charitable Purposes Policy (1989)
21. Prohibit Use of Paper Money for Fares Policy (1983)
22. SBE/LBE Preference Program (2017)
23. Service Change Policy (2015)
24. Ticket and Pass Distribution Policy (2015)
25. Workplace Non-Discrimination Policy (2016)

V. Major SacRT Contractual Rights/Obligations

A. Public Agency Agreements

01. Encroachment Permit from Caltrans for Northeast Corridor
02. Maintenance and Operations Agreement – City of Sacramento
03. Maintenance and Operations Agreement – County of Sacramento
04. Police Services Agreement – City of Sacramento
05. Police Services Agreement – County of Sacramento
06. Reciprocal Use and Funding Agreement - Sacramento Placerville Transportation Corridor Joint Powers Authority
07. Service Agreements with Folsom, Citrus Heights, and Elk Grove

B. Private Entity Agreements

01. Paratransit Service Agreement – Paratransit, Inc.
02. Agreements with UP for Folsom Corridor and South Corridor (SacPlacer JPA)
03. Advertising Revenue Contracts (Clear Channel, Lamar)
04. Worker’s Compensation Third Party Administrator Agreement (Intercare)

C. Labor Agreements

01. CBA with ATU
02. CBA with IBEW
03. CBA with AFSCME-Supervisor
04. CBA with AFSCME-Admin/Tech
05. Contract with AEA (Personnel Rules/Procedures)

VI. Memo from SacRT GM/CEO (if within authority)

VII. SacRT Standard Operating Procedures

A. Personnel / Labor / IT

01. Acceptable Computer System Use

02. Access To Personnel Files
03. Americans With Disabilities Act ADA And Workers Compensation
04. Assignment And Use Of Cellular Telephones
05. Background Checks
06. Computer Software Use - Auditing - Backup And Viruses
07. District-Issued Lockers
08. Drug Free Workplace Act Of 1988
09. EEO Complaint And Investigation Procedures
10. Employee - Dependent Bus Pass Benefit
11. Employee Furlough Program
12. Employee Furlough Program – (AEA)
13. Employee Voluntary Furlough Program (MCEG)
14. Entrepreneurial Activities
15. Family Medical Leave
16. Grievance Procedure
17. Home Custody Assignment Of RT Non-Revenue Vehicle
18. Information Technology Systems Password Policy
19. Internet Use Policy
20. Job Evaluation Team (Jet)
21. Job/Classification Study
22. Monitoring Contractor Compliance With Dot/FTA Drug And Alcohol Testing Regulations
23. Ordering Temporary Help
24. Payment Of Accrued Vacation Balance In Lieu Of Time Off
25. Policy For Requesting Computer Hardware And Software
26. Pre-Arbitration Grievance Review
27. Procedures For Requesting Information Technology System Changes And For Requesting System Access Changes
28. Personnel Records Management
29. Positive Discipline Orientation
30. Preferential Parking For Employee Carpools
31. Pregnancy Disability Leave Or Transfer
32. Promotional Opportunities
33. Special And Temporary Service To The District
34. Recruitment Policy
35. Reimbursement For Costs Associated With The Repair Or Replacement Of An
36. Employees Personal Property
37. Remote Desktop Computing Procedure
38. Telecommuting Policy
39. Temporary Light Duty
40. Training Pay Progression (IBEW)
41. Travel Requests Denied By Reason Of Insufficient Budget
42. Travel Requests Denied Due To Extreme Budgetary Considerations
43. Uniform Tool Allowance

44. Use And Disclosure Of Medical Information
45. Workers Compensation Claim Reporting
46. Workers Compensation Claim Reporting First Aid Claims

B. Procurement

01. Contracting Authority
02. Newspaper Solicitation Notices
03. Non-Revenue Vehicle Replacement Program
04. Procedure To Request Contract Preparation
05. Procurement
06. Procurement And Fuel Credit Card Program
07. Publication Of Newspaper Solicitation Notices
08. Requisition Release Authority

C. Facilities

01. Access Control Procedures
02. Car Pool Procedures
03. Configuration Management Plan
04. Construction Or Remodeling Of RT Buildings
05. Delivery Requests
06. Emergency Facility Maintenance
07. Facility Maintenance And Janitorial Assistance
08. Fire Sprinkler Shut-Down Procedure
09. Non-RT Use Of RT Meeting Facilities

D. Finance

01. Authorization To Enter Revenue Center
02. Budgetary Considerations
03. Capital Program Committee
04. Complimentary Tickets
05. Departmental Timesheet Timecard Key Entry
06. Disbursements And Encumbrances Of Operating Expenditures
07. Dollar Standard For Fixed Assets
08. Fare Processing Security
09. Federal Program Of Project
10. Petty Cash Policy
11. Student Class Pass Tickets
12. Procedure Electronic Submittal Grant Applications, Amendments, Agreements, Quarterly Reports Federal Transit Administration

E. Transit Services

01. Accident/Incident Investigation And Reporting

02. Bicycle Policy
03. DMV Reporting System
04. Expired Driver's License
05. Light Rail Accident Investigation Procedures
06. Notification Procedures For Accidents And Incidents
07. Occurrence Reporting Procedures
08. Telephone Or Initial Reporting Of Accidents

F. Safety

01. Asbestos Management Program
02. Bloodborne Pathogens Control Program
03. Confined Space Safety Program
04. Ergonomics Program
05. Excavation Safety Program
06. Fall Protection Program
07. Handling Of Fluid Leaks From RT Vehicles
08. Hazard Communication Program
09. Hazard Resolution Fire Life Safety
10. Hazardous Material Management Program
11. Hearing Conservation Program
12. Heat Illness Prevention Program
13. Hot Work Permit Program
14. Influenza Pandemic Response Plan
15. Injury And Illness Prevention Program
16. Internal Safety Audit Program
17. Ladder Safety Program
18. Personal Protective Equipment Guidelines
19. Procedures Indoor Air Quality Management Occupied Buildings Under Construction, Renovation Demolition
20. Rail System Safety Program Plan (SSPP)
21. Respiratory Protection Program
22. Supplemental Response Procedures For Contagious Virus/ Bacterial Incidents (MRSA)
23. Safety Certification Program
24. Safety Training Requirements For Employees
25. Safety And Health Requirements For Smoking In The Workplace

G. Miscellaneous

01. Contact Insurance Compliance Reporting Procedures
02. Federal Lobbying Disclosure And Certification Procedures
03. General Liability Claims
04. General Liability Claims Account
05. Procedure Development Standard And Emergency