



**Jaunt, Inc.**  
**EMPLOYEE HANDBOOK**

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## Table of Contents

### Welcome

- Values
- History
- Handbook Purpose
- Organizational Chart

### Employment Experience and Expectations

- Employment At Will
- EEO
- Commitment to Inclusion
- ADA
- Background Checks
- I-9 Compliance
- Nepotism
- Open Door Policy
- Employee Classifications
- Probationary Employee
- Onboarding
- Pay
  - Pay Periods and Paydays
  - Time Sheets and Time Cards
  - Overtime
  - Holiday Pay Policy
  - Deductions
  - Deductions from Salaries of Exempt Employees
  - Salary Adjustments

### Breaks

### Benefits

- Medical, Vision, and Dental Insurance
- Group Life Insurance
- Long Term Disability Insurance
- Supplemental Insurances
- Consolidated Omnibus Budget Reconciliation Act (“COBRA”)
- Deferred Compensation Plan
- Workers’ Compensation Benefits
- Employee Assistance Program
- Personal Appearance, Dress, and Grooming
- Dress Code Policy
- Communication, Visitors, and Emails
- Smoking and Vaping
- Use of Jaunt Vehicles
- Workplace Violence Policy
- Criminal Activity/Traffic Violations
- Conflict of Interest
- Drug-Free Workplace
- Safety

- Vehicle Safety
- Accidents on Jaunt Property
- Personal Injury
- Exposure Control Plan
- Security
- Inclement Weather Operations and Closing
- Business Related Expenses
- Conduct Expectations
  - Expected Conduct
  - Undesirable Conduct
  - Accountability
- Performance Management
  - Performance Evaluation
  - Promotion and Transfer
  - Temporary Assignments
  - Employment Records
- Confidential Nature of Work

## **Leave**

- Holidays
- Employee Appreciation Holidays
- Annual Leave
- Administrative Leave
- Requests for Leave
- Leave of Absence without Pay
  - Leave Cash Out Guidelines
  - Instructions to Cash Out
- Sick Leave
  - Eligibility
  - Accrual and Accumulation of Benefits
  - Usage of Sick Leave
  - Family Sick Leave
- Military Leave
- Jury Duty/Court Appearance
- Parental Leave
- Bereavement Leave
- Education Leave
- Leave Sharing/Donating
- Family Medical Leave Act (“FMLA”)
- Pregnant Workers Fairness Act
- Providing Urgent Maternal Protections (PUMP) for Nursing Mothers Act

## **Exiting Employment**

- Resignation
- Layoff
- Involuntary Separation

Exit Interview

**Policies**

Attendance Policy

Non-Discrimination, Anti-Harassment, and Anti-Retaliation Policy

Reporting an Incident of Discrimination, Harassment, or Retaliation

Telecommuting Policy

Whistleblower Protection Policy

Closing Policy

Acceptable Use Policy

Discipline Policy

**Handbook Acknowledgement and Disclaimer Signature Page**

**Appendices**

A - Jaunt Drug and Alcohol Safety Plan

B - Jaunt Exposure Control Plan

C – Jaunt Financial and Grants Management Policy

## WELCOME TO JAUNT

Thank you for choosing Jaunt! We believe that our individual and collective actions reflect our organizational culture. We know that the success of our mission depends on the contributions of each team member. The Employee Handbook (the “Handbook”) outlines the policies and procedures we have developed to guide workplace behavior and decisions. Please review this Handbook carefully. After you have reviewed, please sign to indicate your acknowledgement and acceptance of these policies, procedures, terms, and conditions of employment with Jaunt. If you have any questions about anything, please reach out to Human Resources. Thanks! We look forward to working with you.

### Jaunt’s Values

#### People

- We treat others the way they want to be treated
- We celebrate difference
- We ensure confidentiality
- We balance consistency and flexibility
- We treat everyone with dignity and respect
- We believe everyone deserves a workplace where they are safe, valued, and respected

#### Service

- We demonstrate a growth mindset
- We focus on solutions
- We develop expertise to create better outcomes
- We demonstrate care and attention at all times
- We are accountable for meeting community needs
- We continually innovate to meet the needs of today and tomorrow

#### Connection

- We listen for understanding
- We work to build trust every day
- We are available and approachable
- We value feedback
- We demonstrate empathy
- We communicate directly with openness and honesty
- We seek repair when we make mistakes

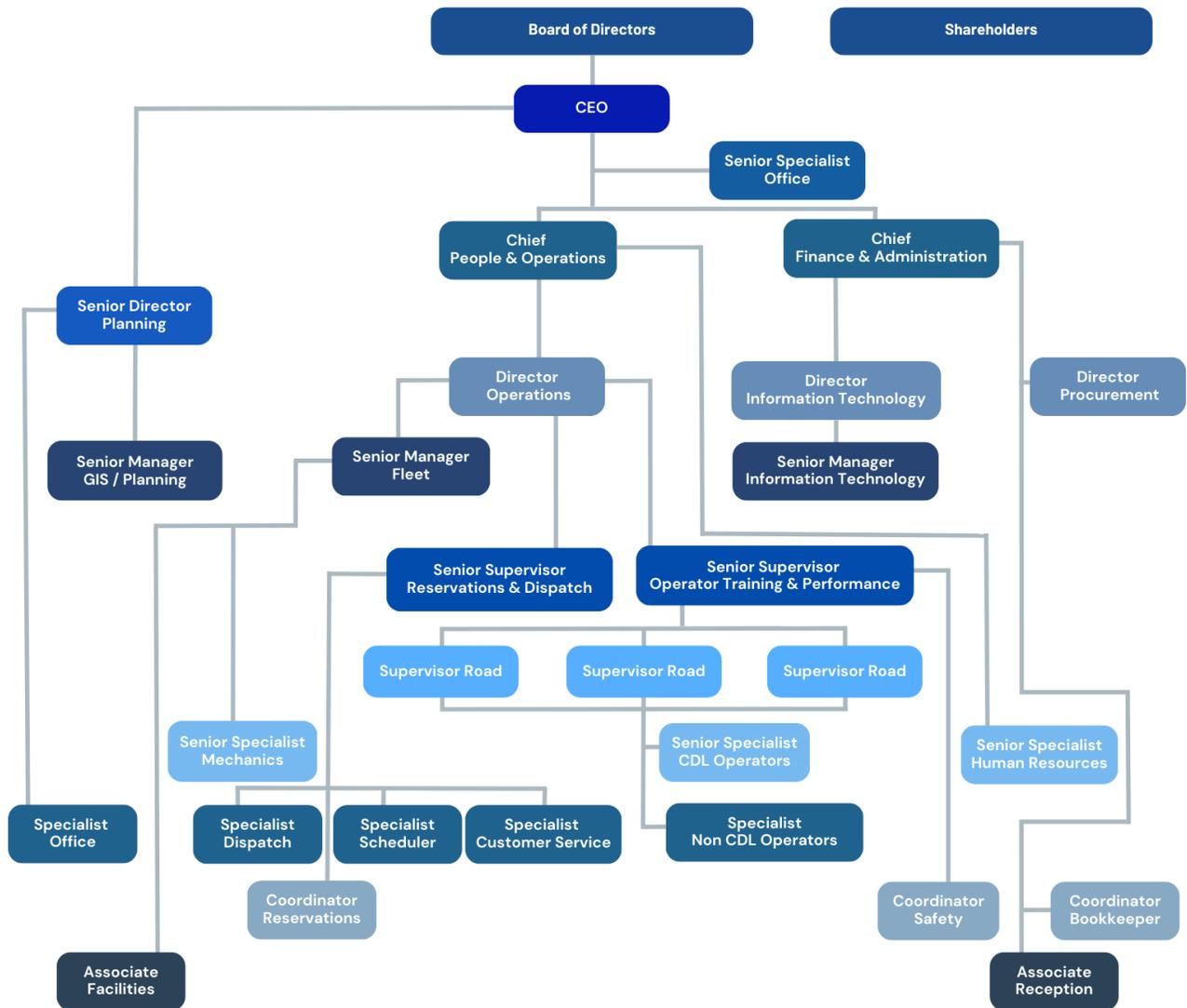
## OUR HISTORY

*Jaunt began providing transportation to human service agency clients in 1975 and expanded its services to carry the public. Initially started as a nonprofit corporation, Jaunt became a stock corporation with shares owned by the local governments of: Charlottesville, Albemarle, Fluvanna, Louisa, and Nelson Counties. These localities appoint directors to Jaunt’s governing board and funding comes from the local governments, the state and federal governments, as well as human service agency fees.*

Jaunt's organizational chart as of 9/1/24 is represented below:

# Jaunt

## Organizational Chart



## **HANDBOOK PURPOSE**

The purpose of this Handbook is to establish and outline procedures and policies governing the employment of individuals by Jaunt, Inc. (“Jaunt”). This Handbook is designed to guide both employees and supervisors, outline individual responsibilities, and help define proper conduct. These employment-related policies and procedures apply to all full-time and part-time employees unless otherwise stated.

The CEO and all others formally designated by the CEO, shall make and enforce appropriate rules and regulations to carry into full effect the provisions, intent, and purpose of this Handbook. In addition to this Handbook, the Operators’ Handbook, and other policies address expectations of employment at Jaunt.

Jaunt contracts with staffing companies and other vendors periodically to provide services and are not considered employees for purposes of these policies except where contractually specified or as required by applicable law.

Jaunt reserves the right to modify, alter, amend, delete from, and add to this Handbook at any time in its absolute and unfettered discretion.

## **1. EMPLOYMENT EXPERIENCE AND EXPECTATIONS**

### **1.1 EMPLOYMENT AT-WILL**

All Jaunt employees are employed “at-will.” Jaunt and its employees may each terminate this employment relationship at any time. Nothing contained in this Handbook shall give rise to any contractual right of employment.

Authority to hire, appoint, promote, demote, transfer, suspend, discipline and separate personnel shall be vested in the CEO, his or her designees, and in others as designated in this Handbook.

### **1.2 EQUAL EMPLOYMENT OPPORTUNITY**

There shall be equal employment and advancement opportunity (“EEO”) for all individuals without regard to race, color, sex (including pregnancy, sexual orientation, or gender identity), religion, age, national origin, disability (refer to ADA section), genetic information (including family history) or veteran status. EEO applies to all areas of employment including recruitment, application for employment, hiring, compensation, training, benefits, promotion, demotion, transfer, layoff, and termination.

### **1.3 COMMITMENT TO INCLUSION**

Jaunt is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we do business at Jaunt and is an important principle of sound business management.

Jaunt works with vendors who treat their employees with dignity and respect and actively seek to prevent discrimination, harassment, retaliation, bullying, and other misconduct in the workplace. We take an active role to make sure that we work with those who believe in and reflect our values.

## 1.4 AMERICANS WITH DISABILITIES ACT

Jaunt is committed to complying with all applicable provisions of the Americans With Disabilities Act (“ADA”). It is Jaunt policy not to discriminate against any otherwise qualified employee or applicant with regard to any terms or conditions of employment because of such an individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, Jaunt will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made Jaunt aware of his/her disability and the need for such accommodation, provided that such accommodation does not constitute an undue hardship on Jaunt.

Employees with a disability who believe they need reasonable accommodation to perform the essential functions of their job should contact Human Resources. Jaunt encourages individuals with disabilities to come forward, start the interactive process, and determine the optimal reasonable accommodation. The ADA does not require Jaunt to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.). An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify Human Resources. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

## 1.5 BACKGROUND CHECKS

All offers of employment at Jaunt are contingent upon clear results of a thorough background check. Background checks will be conducted upon initial selection and on all employees who are promoted, as deemed necessary.

### a. Background checks will include:

- **Social Security Verification:** validates the applicant's Social Security number, date of birth and former addresses.
- **Prior Employment Verification:** confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure, and eligibility for rehire. This verification will be run on the past two employers or the previous five years, whichever comes first.
- **Personal and Professional References:** calls will be placed to individuals listed as references by the applicant.
- **Criminal History:** includes review of criminal charges, convictions, and probation. The following factors will be considered for applicants with a criminal history:
  - The nature of the crime and its relationship to the position.
  - The time since the conviction.
  - The number (if more than one) of convictions.
  - Whether hiring, transferring, or promoting the applicant poses an unreasonable risk to the business, its employees or its customers and vendors.

The following additional background searches will be required if applicable to the position:

- **Motor Vehicle Records:** provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.
- **Credit History:** confirms candidate's credit history. Jaunt may request finance and senior staff positions consent to a credit check, which will be used solely for employment purposes, such as to screen for signs of financial distress that might indicate the risk of theft or fraud or lack of fitness for being responsible for Jaunt's financial health. The following factors will be considered for applicants with a bad debt credit history:
  - The nature of the bad debt/credit history and its relationship to the position.
  - The time since the bad debt.
  - The number (if more than one) of bad debts.
  - Whether hiring, transferring, or promoting, the applicant's financial history poses an unreasonable risk to the business, its employees, or its customers and vendors.

Bad debt is defined as a debt:

- that has been referred for collection,
- has a balance past due more than 60 days,
- has been written or charged off by the creditor.

Bad debt does not include debt that is:

- more than five years old,
- the result of the candidate's student loan obligations,
- incurred through extensive medical care for the candidate or his or her immediate family or dependents.

Bad debt that exceeds 10 percent of the salary of the position being filled will be considered bad debt regardless of the timeframe.

These screenings are intended to help protect Jaunt's assets, mitigate risk, and avoid potential negligent hiring lawsuits, for those employees who will be involved in the management of federal and DRPT funds

## **b. Procedure**

New employees must complete a background check authorization form and return it to Human Resources.

Human Resources will order the background check upon receipt of the signed release form, and either internal HR staff or an employment screening service will conduct the checks. A designated HR representative will review all results.

The HR representative will notify the hiring manager regarding the results of the check. In instances where negative or incomplete information is obtained, the appropriate management and the director of Human Resources will assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired. If a decision not to hire or promote a candidate is made based on the results of a background check, there may be certain additional Fair Credit Reporting Act (FCRA) requirements that will be handled by Human Resources in conjunction with the employment screening service (if applicable).

Jaunt reserves the right to modify this policy at any time without notice.

In addition to background checks conducted as part of the hiring process, Jaunt expects any criminal or traffic violations to be self-disclosed to the CPO within 48 hours of occurrence.

## **1.6 I-9 COMPLIANCE**

Jaunt complies with the Immigration Reform and Control Act of 1986 by employing only U.S. citizens and non-citizens who are authorized to work in the United States. All employees are asked on their first day of work to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (Form I-9). If you cannot verify your right to work in the United States within three (3) days of hire, Jaunt is required by law to terminate your employment. Former employees who are rehired must also complete the form if they have not completed an I-9 with Jaunt within the past three years, or if their previous I-9 is no longer valid.

## **1.7 NEPOTISM**

Jaunt is an equal opportunity employer and hires individuals solely based on their qualifications and ability to do the job to be filled. Jaunt will consider a member of an employee's immediate family or partner for employment if the applicant possesses all the qualifications for employment. An immediate family member or partner may not be hired, however, if the employment would: (a) create either a direct supervisor/subordinate relationship with a family member; or (b) create an appearance of or actual conflict of interest. These criteria will also be considered when assigning, transferring, or promoting an employee. In no case may related employees have any influence over the wages, hours, benefits, career progress, and other terms and conditions of the other related staff members. For purposes of this policy, "immediate family" includes: the employee or director's spouse, brother, sister, mother, father, stepmother, stepfather, children, stepchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member of the employee or director's household.

Employees who marry, become members of the same household, or are in a romantic relationship with a co-worker may continue employment as long as there is not: (a) a direct supervisor-subordinate relationship between the employees; or (b) an appearance of or actual conflict of interest. Employees must contact Human Resources should one of the above situations occur. Jaunt will attempt to find a suitable position within the agency to which one of the employees may transfer. If accommodations of this nature are not feasible, the employees will first be permitted to determine which of them will resign. If no agreement between the employees can be reached, Jaunt will decide which of the employees will be terminated. If the family member is within the chain of command, but not within the direct supervision of the family member, performance evaluations, hiring decisions, and compensation decisions will skip the family member and be reviewed and signed by the next supervisor in the chain of command. If the CEO is the family member, the performance evaluation will be reviewed and signed by the CPO. The direct supervisor, employee, and CPO shall all have access to the Board President for consultation and assistance should performance issues or grievances arise. If an employee suspects the nepotism policy has been violated, they will follow the grievance procedure, contained in this handbook.

## **1.8 OPEN DOOR POLICY**

Jaunt promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to openly discuss any problems or issues with their supervisor so that appropriate action can be taken. If the supervisor cannot be of assistance, Senior Management and Human Resources are available for consultation and guidance. Employees who would like to bring an idea or suggestion, or simply wishes to discuss an issue not covered by a separate reporting procedure, are always welcome to schedule a meeting, send an email, or plan a call with a member of the Senior Leadership Team, or Human Resources. Jaunt is interested in the welfare of its employees and welcomes the opportunity to help them be productive and happy.

## 1.9 EMPLOYEE CLASSIFICATIONS

Jaunt employees are hired as one of the following: full-time or part-time. The positions at Jaunt are classified as exempt or non-exempt. All new Jaunt employees will be probationary employees for the first 6 (six) months from their respective start date.

**Exempt** - Exempt employees are employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and are not subject to minimum wage and overtime pay requirements.

**Non-exempt** - Non-exempt employees are employees whose positions do not meet FLSA exemption tests and who are paid at least the prevailing minimum wage and one and one-half times their regular rate of pay for hours worked in excess of forty (40) per week.

**Probationary Employee** - All new hires are considered Probationary Employees for the first 6 months from start date. Refer to the PROBATIONARY EMPLOYEE section for more detail.

**Full-time** - Full-time employees are generally scheduled to work a minimum of thirty (30) to forty (40) hours per week and are eligible for benefits.

**Part-time** - Part-time employees generally work an average of twenty-nine (29) or less per week and may or may not have a regular schedule. Part-time employees may or may not be eligible for benefits, including, without limitation, paid leave and holiday pay.

### 1.10 PROBATIONARY EMPLOYEE

All new hires shall be considered Probationary Employees in their first six (6) months of employment with Jaunt. This probationary period is an integral part of the examination process and shall be utilized by the supervisor as an opportunity to observe the Probationary Employee's work and to train and aid the Probationary Employee whose work performance fails to meet required work standards.

A Probationary Employee shall not have the right to use the grievance procedure. A Probationary Employee is not able to switch positions without the permission of the CEO. Probationary employees eligible for benefits will accrue sick and annual leave during their probationary period. The accrual rates are determined by the classification for which the Probationary Employee was hired. Unless established at the point of hire, Probationary Employees are not permitted to use leave within the first 30 days of employment. All leave used after the first 30 days will be in accordance with Jaunt's leave policy.

Jaunt has no obligation to continue the employment of a Probationary Employee, who may be terminated during the probationary period for any reason or no reason. A Probationary Employee does not have any entitlement to continuing employment during the probationary period, or at any time, and the probationary period does not alter the Probationary Employee's at-will status. The probation period may only be extended beyond 6 months in cases where the supervisor believes the Probationary Employee needs more time and/or training and receives the written permission of the CPO. The employment of any Probationary Employee who is not promoted to regular status will be terminated. The termination shall be reported in writing to the CEO and to the Probationary Employee.

## **1.11 ONBOARDING**

New employee orientation is required and will normally begin the first day of employment. Employment orientation is the primary responsibility of Human Resources. The orientation shall provide the new employee with basic information concerning his/her job, policies, and Jaunt's general operating philosophy. New employees shall be expected to supply pertinent information for employment related purposes, such as proof of eligibility to work in the United States, proof of operator license, etc. During orientation, the employee will read and sign Jaunt's handbook.

## **1.12 PAY**

It is Jaunt's policy to administer wages and salaries based on the duties of the job performed and the individual's prior work experience, education, performance, and training. Wage and salary ranges are reviewed periodically and adjusted when necessary to reflect economic changes and to remain competitive with the local job market.

The CEO, in partnership with Human Resources, shall, at least every other year, prior to the preparation of budget estimates, make an analysis and recommendation on pay equity and compensation. This analysis may include such items as changes in prevailing rates of pay in comparable positions in the public sector and in the local private sector, recruitment and retention experience, and internal pay relationships among classes.

### **a. Pay Periods and Pay Day**

Employees are paid bi-weekly on a Friday. If a holiday falls on a Friday (pay day), the employee will be paid one day earlier (Thursday).

### **b. Timesheets and Timecards**

Each employee is responsible for the accurate, timely maintenance of records of time worked. Employees will either complete a timecard or timesheet, and the supervisor will advise which of these is appropriate depending on the position.

Non-exempt employees who work more than six (6) hours are required to take a daily lunch break of 30 minutes. Time attributed to lunch breaks will not be considered hours worked. Exceptions must be noted on the timecards and approved by their supervisor.

Employees must clock-in at the beginning of their workday and clock-out at the end of their workday. Clocking-in and out on a daily basis on the timeclock is required. Employees will receive a reminder to correct their timecard if an error has occurred. Employees' hours will be submitted at the end of the pay period.

Failure to properly and timely clock-in and clock-out may result in disciplinary action and/or the forfeiture of accrued leave and other leave benefits. Consistent failure to complete timecards in a timely manner may result in suspension or termination. Employees who are found to falsify their timesheets are subject to Jaunt's disciplinary process that may include suspension up to termination.

### **c. Overtime**

Exempt employees are not eligible for overtime.

Non-exempt employees are not authorized to work any hours more than 40 hours per pay week (“overtime”) except as provided in this section. Overtime must be approved in advance by the employee’s supervisor. Employees who work overtime without prior approval are subject to disciplinary action up to and including termination. Employees may not begin work early, work during lunch break, or continue to work after the end of the normal workday without specific approval of their supervisor. Overtime shall be calculated on the hours worked more than 40 per pay week. Overtime shall be paid at one and one-half times the employee’s regular hourly rate of pay.

#### **d. Holiday Pay Policy**

Non-exempt employees who work on an official Jaunt holiday with prior approval of their supervisor will earn time and one half pay for actual hours worked in addition to the holiday pay (a total of 1.5 times the number of hours worked plus the paid holiday).

#### **e. Deductions**

Only deductions required by law or authorized in writing by the employee and approved by Human Resources will be withheld from paychecks.

#### **f. Deductions from Salaries of Exempt Employees**

It is the policy of Jaunt to fully comply with the Fair Labor Standards Act and ensure that improper deductions are not permitted. In keeping with this commitment, Jaunt will pay exempt employees their full salary for any workweek in which they perform work, regardless of the number of days or hours worked, subject only to deductions that are permitted by law. Full day deductions from pay that are permitted by law include, for example, deductions for personal time off, sick days before or after eligibility for paid sick leave, or deductions for unpaid disciplinary suspensions of one or more full days imposed in good faith for violations of written workplace conduct rules. Full or partial day deductions may be made from the salaries of exempt employees for infractions of safety rules of major significance or for use of intermittent leave under the Family and Medical Leave Act.

It is further the policy of Jaunt to promptly investigate and correct any improper payroll deductions or other payroll practices that do not comply with the Act. If an exempt-employee believes that an improper payroll practice, such as an improper deduction from an exempt salary, has occurred, he or she may make a complaint to the CPO. The CPO will see that the matter is appropriately reviewed, and the employee will be reimbursed for the amount of any inappropriate deduction taken.

#### **g. Salary Adjustments**

Discretionary raises, within approved pay ranges, may be granted to individual employees based on job performance.

Employees who have reached the maximum annual salary of their salary range are eligible for an annual discretionary bonus in lieu of a discretionary raise. This lump sum is awarded at the start of the fiscal year and is equivalent to the discretionary percent increase approvable by the supervisor. Bonuses do not result in salary increases. All bonuses require the approval of the CEO.

### **1.13 BREAKS**

Non-exempt employees are required to take a thirty (30) minute lunch break for every six (6) hours of work in one scheduled workday.

### **1.14 BENEFITS**

Jaunt has established several benefit programs designed to assist employees in meeting the financial burdens that result from illness and disability and to help them plan for retirement. This portion of the Employee Handbook contains a very general description of the benefits to which employees of Jaunt may be entitled. Please understand this general explanation is not intended to, and does not, provide all the details of these benefits. Therefore, this Handbook does not change or otherwise interpret the terms of the official plan documents. Employees' rights can be determined only by referring to the full text of the official plan documents, which are available for examination from Human Resources. To the extent that any of the information contained in this Handbook is inconsistent with the official plan documents, the provisions of the official documents govern in all cases.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment, future benefits, or a binding contract between Jaunt and its employees, retirees, or their dependents, for benefits or for any other purpose. All employees shall remain subject to discharge or discipline to the same extent as if these plans had not been put into effect.

As in the past, Jaunt reserves the right, in its sole and absolute discretion, to amend, modify, or terminate, in whole or in part, any or all the provisions of the benefit plans described herein, including, without limitation, any health benefits that may be extended to retirees and their dependents. Further, Jaunt reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

For more complete information regarding any of the benefit programs available, the employee should refer to the Summary Plan Descriptions, which were provided separately or contact Human Resources. If the employee has lost or misplaced those descriptions, they should contact Human Resources for another copy.

#### **a. Medical, Vision, and Dental Insurance**

Medical, Vision, and Dental Insurance is available to Full-Time Employees. Jaunt pays a portion of the expense. Employees who wish to cover eligible family members must pay up to the full cost of the premium.

#### **b. Group Life Insurance**

Group Life Insurance is provided to Full-Time Employees at no expense to the employee.

#### **c. Long Term Disability Insurance**

Long-Term Disability Insurance is provided to Full-Time Employees at no expense to the employee.

**d. Supplemental Insurances**

Supplemental Insurances are available and are 100% employee paid. The plans are portable after you have paid at least one month through payroll deduction at the same rate. The supplemental insurances include: Accident 24/7 Coverage, Short-term disability, Hospital Protection, and Cancer Plan. For more information, contact Human Resources.

**e. Consolidated Omnibus Budget Reconciliation Act (“COBRA”)**

The Consolidated Omnibus Budget Reconciliation Act (COBRA) is a federal law that allows employees and/or their dependents, who are qualified beneficiaries, at their expense, the option to continue the same group health insurance coverage as was in effect on the day before a qualifying event, as shown on the following chart.

<b>Qualified Beneficiary</b>	<b>Qualifying Event</b>	<b>Maximum Coverage Period</b>
<b>Employee and/or Covered Dependent(s)</b>	<ol style="list-style-type: none"> <li>1. Voluntary or involuntary termination of employment (except for gross Misconduct), including retirement.</li> <li>2. Reduction of hours.</li> </ol>	18 Months
<b>Disabled Employee And/or Disabled Covered Dependent(s)</b>	<ol style="list-style-type: none"> <li>1. Voluntary or involuntary termination of employment (except for gross misconduct), including retirement.</li> <li>2. Reduction of hours</li> </ol>	29 Months
<b>Covered Dependent(s)</b>	<ol style="list-style-type: none"> <li>1. Death of employee.</li> <li>2. Divorce or legal separation.</li> <li>3. Dependent child ceases to qualify as a Dependent under the plan (limiting age).</li> <li>4. Active employee becomes entitled to Medicare.</li> </ol>	36 Months

A qualified beneficiary is considered disabled if he or she has been determined to be disabled (under Title II or XVI of the Social Security Act) at the time of the qualifying event. The qualified beneficiary must notify Human Resources within 60 days of the determination and before the end of the 18-month continuation. A copy of the letter from the Social Security Administration determining disability date must be submitted for insurance company approval.

Upon initial enrollment for group coverage, insured persons will be provided with a statement informing them of their rights under COBRA. A second notice, including a COBRA Continuation Election Form, will be sent to the qualified beneficiary upon the occurrence of a qualifying event. If the qualifying event is a legal separation, divorce, or a dependent losing eligibility, the employee or dependent must advise Human Resources within 60 days of the event. The employee has 60 days from notice to submit the COBRA Continuation Election Form.

#### **f. Deferred Compensation Plan**

In order to help employees save for retirement, Full-time and Part Time Employees with benefits are eligible for Jaunt's 457 Retirement Program. Through pay-roll deductions, the employee contributes a portion of his/her salary, and Jaunt provides a small match to the employee's contributions, to this deferred compensation program.

#### **g. Workers' Compensation Benefits**

Jaunt is covered under statutory state Workers' Compensation laws. Should the employee sustain a work-related injury, they must immediately notify the appropriate department supervisor and Human Resources, regardless of the extent of the injury. Should the injury require the attention of a doctor, the employee will be provided with a panel of designated medical providers approved by the workers' compensation carrier and Jaunt. In the case of an emergency, the employee should go to the nearest emergency room for treatment.

#### **h. Employee Assistance Program**

Employees and their immediate family members are eligible to use Jaunt's employee assistance program which provides several professional counseling visits. Contact Human Resources for contact information.

#### **i. Pregnant Workers Fairness Act (PWFA)**

The PWFA was signed into law and became effective on June 27, 2023. The new federal law protects the rights of qualified, pregnant employees by allowing that employee to request workplace accommodations when experiencing known limitations that result from pregnancy, childbirth, and related medical conditions.

Like ADA, the PWFA requires JAUNT to engage in an interactive process to identify reasonable accommodations. Under the PWFA, reasonable accommodations are intended to enable an employee to remain working during their pregnancy and be allowed to lactate during the workday for up to a year after childbirth.

It is also important to note that unlike the ADA, a disability is not required for reasonable accommodations under the PWFA. The PWFA requires only that there be a known limitation related to pregnancy, childbirth, or related medical condition.

For additional guidance regarding the PWFA, contact Human Resources.

#### **j. Providing Urgent Maternal Protections (PUMP) for Nursing Mothers Act**

Under the PUMP Act, most nursing employees have the right to reasonable break time and a place, other than a bathroom, that is shielded from view and free from intrusion to express breast milk while at work.

### **1.15 PERSONAL APPEARANCE, DRESS, AND GROOMING**

The Jaunt facility is open to the public and we frequently give tours to funding agencies and interested visitors, so maintaining a professional appearance is critical in our mission.

All employees are expected to exercise good judgment and common sense in relation to personal appearance, dress, and grooming habits. Each employee's supervisor will make the determination as to whether the employee's personal appearance is reasonable, given the employee's range of activities and responsibilities. Refer to the Dress Code Policy for more guidance.

Operators are required to adhere to driver appearance policies outlined in the Jaunt Operator Handbook.

### **1.16 DRESS CODE POLICY**

To ensure the best public presentation of our company and team, employees are expected to dress in a professional manner suitable for their role and should always be neat in appearance. All employees are expected to contribute positively to the impression made on clients, visitors, and other employees. Employees are expected to dress in a manner that communicates a neat and clean image appropriate to the requirements of the job and reflects favorably on Jaunt.

**Acceptable Attire** includes business casual attire, such as:

- Dresses or skirts at the knee length or below;
- Collared, casual crewneck, V-neck, golf and polo shirts and blouses;
- Khaki, capri, casual slacks, trousers, and jeans; and
- Dress shoes, sandals, casual slip-on or tie shoes, sneakers, loafers, boat shoes, dress boots and heels.

**Unacceptable Attire** includes:

- Ripped or torn jeans or other clothing;
- Skirts above the knee or mini-skirts;
- T-shirts with comments, characters, bands, etc.;
- Gym clothes, such as sweats and shorts;
- Well-worn sneakers or other shoes;
- Flip-flops;
- Stained or wrinkled clothing;
- Clothing that is too tight, short, oversized, or loose;
- Backless or low-cut tops.

**Dress Accommodations:** Jaunt makes reasonable accommodations for dress or grooming directly related to an employee's religion, ethnicity, or disability. Employees should discuss any accommodation needs with the Chief of People and Operations.

Remember every employee is a representative of Jaunt. Any questions or complaints regarding the appropriateness of attire should be directed to Human Resources. Employees shall be consulted about any inappropriate dress and receive a first warning. Jaunt's management reserves the right to send an employee home to change if their attire is unprofessional or inappropriate, per Jaunt's Dress Code Policy. Should an employee be sent home for this reason, the time they are absent from the office will be unpaid. Any future violations of the Dress Code Policy may result in immediate disciplinary actions, including termination of employment.

## **1.17 COMMUNICATION, VISITORS, AND EMAILS**

### **a. Telephone and Cell Phone Use**

Jaunt expects all employees to exercise discretion in making personal telephone calls during working hours. Whenever possible, employees should make these calls during approved breaks and lunch breaks. If this is not possible due to circumstances or the nature of the call, employees should keep conversations brief and to the point. A limited number of local outside calls for necessary personal reasons is accepted. Supervisors are responsible for assuring that personal telephone calls do not interfere with job performance.

Employees should never use a cell phone while driving for work-related business. Cell phones should be set to silent mode when driving on work related business and calls sent to voicemail. If an Employee receives an important call while driving, the employee must pull over before answering the call. Employees must not text while driving for during work hours or on Jaunt business. Employees should never use a cell phone while operating equipment. Employees should not use cell phones for surfing the Internet or gaming during work hours.

Jaunt cellular phones are for Jaunt business only. All communications and information transmitted by, received from, or stored on this device are Jaunt records and property of Jaunt.

### **b. Internet Use**

The internet and e-mail systems are the property of Jaunt. They have been provided by Jaunt for use in conducting Jaunt business. All communications and information transmitted by, received from, or stored in these systems are Jaunt records and property. These systems are to be used for Jaunt purposes only. Employees have no right of personal privacy in any matter stored in, created, received, or sent over Jaunt phone, internet, or e-mail systems.

### **c. Jaunt Facilities**

Jaunt's address should not be used for sending or receiving personal mail, and the postage machine is not to be used for outgoing personal mail. Exceptions to this policy may be made with the permission of the employee's supervisor.

To provide for the safety and security of employees and the facilities of Jaunt, only authorized visitors are allowed in certain areas of the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

## **1.18 SMOKING AND VAPING**

Out of consideration for others, no smoking or vaping is permitted in Jaunt buildings or in Jaunt vehicles. Employees are not permitted to smoke or vape while driving or otherwise serving passengers at any time. Smoke and vape breaks occur only during lunch and the required two (2) 15-minute breaks during the course of a workday and in the designated smoking areas at Jaunt. Cigarette butts must be disposed of in appropriate receptacles.

## **1.19 USE OF JAUNT VEHICLES**

No employee will be allowed to use a Jaunt vehicle for personal business unless permission has been obtained from the CEO. Violation of this policy may result in dismissal.

## **1.20 WORKPLACE VIOLENCE POLICY**

Jaunt is committed to protecting the health and safety of each team member by providing a work environment that is free of harassment, threats, and acts of violence. This policy applies to team members, clients, customers, guests, vendors, and persons doing business with Jaunt.

In support of this policy and consistent with health and safety priorities, Jaunt will not tolerate any threat, direct or implied, or physical conduct by any person which results in harm to people or property, or which harasses, disrupts, or interferes with another's work performance, or which creates an intimidating, offensive, or hostile environment.

It will be a violation of this policy for any individual to engage in any conduct, verbal or physical, which intimidates, endangers, or creates the perception of intent to harm persons or property. Examples include but are not limited to:

- Physical assaults or threats of physical assault, whether made in person or by other means (i.e., in writing, by phone, text, e-mail, or social media).
- Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of a co-worker, client, guest, or vendor.
- The possession of firearms, illegal knives, blackjacks, explosives, or any other weapons on Jaunt property, in a vehicle used on Jaunt business, in any Jaunt owned or leased parking facility or on Jaunt time is absolutely prohibited. Violation of this rule warrants termination of employment for a first offense.
- Any other conduct or acts which management believes represents an imminent or potential danger to workplace safety/security.

In the event individuals or situations at risk for violence are identified, management will respond promptly to ensure a thorough and timely investigation and evaluation. Key resources to assist in this process include management, human resources, and law enforcement officials. Team members share in the responsibility for maintaining a safe work environment. Your responsibilities include communicating safety concerns and cooperating in efforts to resolve concerns. Jaunt encourages employees to address any issues or concerns with Human Resources. All complaints will be taken seriously, investigated, and addressed accordingly. No retaliation shall occur for any complaint made in good faith.

Violations of this policy will not be tolerated. Disciplinary action up to, and including, termination of employment may be taken.

Any team member with knowledge of any violation of this policy should report to their manager, Human Resources, or any Senior Leader without delay.

## **1.21 CRIMINAL ACTIVITY/TRAFFIC VIOLATIONS**

Employees are required to disclose any criminal charges, including, but not limited to, any felony, any work-related crime, and any moving traffic violations. Disclosure must be made within 24 hours of the applicable charge. The CPO in consultation with HR shall determine whether the nature of the charge compromises passenger or workplace safety or would cause a disruption to

the safe and efficient operation of Jaunt. Based on a documented assessment of the facts and relative importance to Jaunt, the CEO may, at his/her discretion, allow the accused employee to continue his/her regular work assignments for any or all the period between the time of arrest and the final disposition of the charge including any appeal. If the CEO determines the employee shall be removed from work during the period between arrest and the final disposition of the charge, including any appeal, the employee shall be placed on suspension without pay. During the suspension period, the employee shall not be eligible for payment of leave benefits, shall not accrue leave benefits, and shall be responsible for the payment of group health, vision, and dental insurance premiums and all optional employee-paid insurance premiums which shall be arranged with the Human Resources.

## **1.22 OUTSIDE EMPLOYMENT AND ACTIVITIES**

Employees are expected to devote their best efforts to the interest of Jaunt and the conduct of its business affairs. While Jaunt recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to Jaunt business and services, a policy of full disclosure will be followed to assess and prevent potential conflicts of interest from arising. While describing all the circumstances and conditions which might develop is impossible, the following is set forth for the guidance of all employees:

- Employees have an obligation to devote their full time and attention at work to Jaunt business and
- Employees may not engage in outside work or other business activities that interfere with fulfilling their duties and responsibilities with Jaunt.
- No other business activity may be engaged in during an employee's working hours.
- No agency vehicles, facilities, equipment, labor, or supplies are to be used to conduct any non-Jaunt business.

Any questions regarding possible conflicts or outside work should be brought to the attention of the employee's immediate supervisor and the CEO. Failure to disclose or discuss information related to any of the points listed above may lead to disciplinary action, up to and including termination.

## **1.23 DRUG-FREE WORKPLACE**

It is Jaunt's goal to ensure a safe and healthy work environment. Jaunt has established a policy of prohibiting the unlawful manufacture, distribution, possession, or use of controlled substances or use of alcohol on Jaunt premises or vehicles or while carrying out Jaunt business.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

1. Pre-employment. Certain prospective employees who receive a conditional offer of employment.
2. For Cause. Upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or has adversely affected the employee's job performance.
3. Random. As authorized or required by federal or state law.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to disciplinary action, including termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with

applicable state and local law. Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

Any employee of Jaunt found in possession of or selling illegal drugs on Jaunt premises or using them during regular business hours or under the influence of illegal drugs or alcohol will be subject to disciplinary action up to and including discharge. Use of illegal drugs, alcohol, or the misuse of legally prescribed drugs while operating a Jaunt vehicle will result in automatic discharge. Refer to "Dismissal."

As a condition of employment, every employee of Jaunt must:

- Abide by the terms listed above.
- Notify the CEO of any criminal drug statute within 24 hours of any such charge.
- Notify a supervisor of any previous Transit employment which included a positive drug or alcohol test.

For Jaunt's policy in accordance with the Department of Transportation regulations, see Appendix A, Substance Abuse Policy

## **1.24 SAFETY**

Every effort will be made to provide safe transportation to all passengers and employees of Jaunt, as well as a safe working environment for all employees. No one will knowingly be asked to work or travel in any unsafe manner. Employees are expected to be familiar with and follow appropriate safety practices. If there is any question as to whether a practice is unsafe, employees should bring this to the attention of their supervisor immediately. It is the responsibility of every employee to be safety conscious and to immediately report to their supervisor any potentially unsafe condition in the agency's vehicles, workplace, or any facet of the agency's services.

### **a. Vehicle Safety**

Safety in the operation of Jaunt's vehicles is of utmost importance. All Operators and other employees shall always comply with their training and the Jaunt Operator's Handbook and exercise extreme caution in operating its vehicles and interacting with passengers. At no time shall any employee act in a manner which jeopardizes any person's safety.

All vehicle accidents and injuries to passengers, Operators, or other persons are to be promptly reported in accordance with the accident procedures set forth in the Operator's Handbook.

The reading or sending of text messages, using a cell phone, hands free device, or other electronic equipment, as well as inputting data to a GPS, while operating a Jaunt vehicle that is in motion or stopped in the public roadway is strictly prohibited. Employees must pull the vehicle off the road to a safe location before operating electronic devices.

Employees in Jaunt staff vehicles may not read or send text messages. Talking on a cell phone is authorized if the user is connected to a hands-free device.

Refer to the Operator's Handbook for additional requirements.

### **b. Accidents on Jaunt Property**

Employees should report any accident or injury occurring on the Jaunt premises, no matter how insignificant it may seem at the time of the occurrence, to his or her supervisor. Upon being

notified of an accident or injury, a supervisor must complete an accident/injury report within 24 hours of the occurrence and submit it to the Safety Officer and CPO for review. Failure to report accidents or injury promptly as required may lead to disciplinary action.

### **c. Personal Injury**

If an employee is injured on the job, he or she must notify his or her supervisor immediately. Of course, if the injury is serious in nature, it is more important to immediately seek medical help. If the supervisor is not available when the injury occurs, it is the employee's responsibility to notify the CPO. An employee who sustains an on-the-job injury and fails to report it to the supervisor may risk having a workers' compensation claim denied.

Jaunt's panel of physicians must be consulted if medical attention is required for a work-related injury. The panel of physicians is listed on the bulletin board in the office.

If no one on the panel of physicians is available for the treatment of an employee's on-the-job injury, they may report to the emergency room.

Employees who go unnecessarily to the emergency room, without authorization from their supervisor, when alternate doctors are available, may be personally responsible for any related charges.

### **d. Exposure Control Plan**

It is Jaunt's goal to minimize and to prevent, when possible, the exposure of our employees to disease-causing microorganisms transmitted through human blood and comply with the Bloodborne Pathogens Standard. Refer to Appendix B.

## **1.25 SECURITY**

It is the responsibility of every employee to keep Jaunt vehicles and property secure. All unoccupied vehicles are to be locked when unattended. Keys to the vehicle are to be always kept with the employee. No employee is to either give the keys to a vehicle to any non-employee or allow any such person to drive a Jaunt vehicle.

Employees will keep all passwords including the security systems passwords confidential, follow all security policies, and stop any unauthorized persons in areas where they are not supposed to be.

## **1.26 INCLEMENT WEATHER OPERATIONS AND CLOSING**

Inclement Weather Days are defined as days that Jaunt is operating with limited services or closed altogether due to weather and road conditions. The requirements for reporting to work in adverse conditions, and Inclement Weather Leave are outlined in the CLOSING POLICY.

## **1.27 BUSINESS RELATED EXPENSES**

It is the policy of Jaunt to allow the use of a credit card by authorized employees for certain business-related expenses as outlined in Jaunt FINANCIAL AND GRANTS MANAGEMENT POLICY, which is attached hereto and incorporated herein at Appendix C. The CFO is responsible for the distribution and authorization of any credit cards and their use. Reimbursement for any business-related expenses must follow the Determination of Allowable Costs and

Expenses section of the FINANCIAL AND GRANTS MANAGEMENT POLICY. Personal use of the Jaunt credit cards is prohibited.

## **1.28 CONDUCT EXPECTATIONS**

Jaunt is committed to creating a workplace that embraces differences while striving for fairness and equality. Jaunt expects the highest standard of behavior at all times from its employees and for all employees to be aware of how their behavior can affect others. Jaunt's Values highlighted in the beginning of this Handbook should be employees' guide to achieving these standards. The Values represent the factors and criteria considered in performance evaluations, career growth and development, and work expectations. Employees should be mindful of the Values and conduct themselves as representatives of Jaunt in accordance with the Values. Employees that conduct themselves in a manner contrary to the Values may be subject to disciplinary procedures.

### **a. Expected Conduct**

The manner of conducting yourself in a way that portrays dignity and respect to others, integrity in your actions, and establishing good working and professional relationships. Some examples of acceptable behavior may include, but are not limited to:

- Being honest, open, and transparent;
- Creating a working environment based on mutual respect;
- Doing your best at your job and always striving for excellence;
- Being responsible for your actions;
- Following reporting structure;
- Treating coworkers, supervisors, customers, and citizens with respect at all times;
- Being courteous and respectful; and
- Arriving at work on time and ready to perform your job duties;

### **b. Undesirable Conduct**

Behavior that may involve actions, words, or physical gestures that could reasonably be perceived to be the cause of another person's distress or discomfort. Unacceptable behavior does not necessarily have to be in person, and may take many forms such as written, telephonic, email communications, or social media. Some examples of unacceptable behavior may include, but are not limited to:

- Unsatisfactory attendance or excessive tardiness;
- Insubordination;
- Unwillingness to render satisfactory service;
- Failure to report to work without notice to supervisor;
- Failure to perform responsibilities of position;
- Negligence with Jaunt property or taking or using such property for personal use;
- Sleeping on the job;
- Criminal convictions that prevent an employee from performing job duties;
- Negligence or conduct endangering the safety of self or others.

### **c. Accountability**

Every employee is responsible for their own acceptable behavior on a daily basis. Additionally, every employee is responsible for knowing and adhering to this and all Jaunt policies. If an

employee has a concern or question, then they are also responsible for bringing it to their supervisor's attention.

## **1.29 PERFORMANCE MANAGEMENT**

### **a. Performance Evaluation**

Effective October 1, 2024, on an annual basis, employees will receive a formal written performance evaluation from the supervisor. As important as this written performance evaluation is, it is not meant to substitute for on-going discussion between the supervisor and employee about ongoing job performance. Jaunt will develop objective standards of performance to be used in evaluating job performance.

The performance evaluation procedure is intended to give the employee and supervisor an opportunity to discuss job performance and where and how improvements can be made. The review will be based on a variety of factors, such as, the quality and quantity of work during that period, knowledge of job, initiative, attendance, attitude, and personal conduct record. This review will also provide a source of information needed to consider promotions or pay increases in the future, including discretionary merit increases.

In connection with the annual performance evaluation, or at any time as a result of a disciplinary action, an employee may be placed on a performance improvement plan ("PIP"). The PIP is designed to correct an employee's unsatisfactory work performance or misconduct in an effort to promote maximum utilization of employee potential and will set forth performance objectives and milestones within which to achieve those objectives. The employee will meet with their supervisor every 30 days to assess the employee's progress. Typically, the PIP will last 90 days, but Jaunt reserves the right to terminate the PIP early if the employee has met his or her goals or it is evident that the employee will not otherwise satisfy the terms and conditions of the PIP.

### **b. Promotion and Transfer**

Job openings will be posted internally as well as advertised publicly. Employees are encouraged to apply for any job for which they are qualified.

### **c. Temporary Assignments**

Employees who are assigned to temporary work in a higher classification due to vacancy for a period of thirty (30) days or longer shall be paid the minimum rate of the higher classification (but not less than five percent above their regular rate) as of the date of the assignment.

Every effort shall be made to ensure that an employee is not required to work in a higher classification for more than six consecutive months. An extension may be granted at the discretion of the CEO.

Temporary assignments with higher pay may be made only in situations when the work unit requires the prolonged designation of an employee in the higher classification and are not intended to be made for casual assignments of supervisory or administrative responsibility.

### **d. Employment Records**

An employee's employment record is kept in a permanent file which is the property of Jaunt. All important personnel information pertaining to an employee is recorded and retained in this file,

which shall be maintained in a secure place. Annual performance reviews, change of status reports, absentee records, leave accrual and usage, educational achievements, and payroll information are examples of some of the records maintained. Medical records will be maintained in a separate Medical Record File and held in confidence with access limited to those employees with a business need to access such medical information.

Access to the information contained in an employee's personnel file is limited to the employee's supervisor, outside legal authorities with proper authorization, and other management personnel and staff for legitimate business reasons. Upon request, in accordance with the procedure established by the CEO, an employee may be given the opportunity to review his or her individual file.

Each employee is responsible for notifying his/her supervisor of changes in address, telephone number, and/or family status (births, marriage, death, divorce, etc.). This responsibility extends to employees on leave of absence or lay-off status.

### **1.30 CONFIDENTIAL NATURE OF WORK**

All Jaunt records and information relating to Jaunt, or its customers, are confidential and employees must, therefore, treat all matters accordingly. No Jaunt or Jaunt-related information, including, without limitation, documents, notes, files, records, oral information, computer files, or similar materials, except in the ordinary course of performing duties on behalf of Jaunt, may be removed from Jaunt premises without permission from the CPO or Human Resources. Additionally, the contents of Jaunt's records or information otherwise obtained regarding business may not be disclosed to anyone, except where required for a business purpose, authorized by the CEO, or otherwise required by law. Employees must not disclose any confidential information, purposefully or inadvertently (e.g., through casual conversation), to any unauthorized person inside or outside Jaunt. Employees who are unsure about the confidential nature of specific information should ask their supervisor or CEO for clarification. Employees will be subject to appropriate disciplinary action, up to and including dismissal, for knowingly or unknowingly revealing information of a confidential nature.

To ensure that confidentiality is maintained, employees will:

- not gossip or divulge information that is not for the benefit of the passenger or for the benefit of future passengers.
- not gossip or divulge employee information.
- ensure that no personally identifiable confidential information is left accessible so that unauthorized persons may read it.
- not distribute any passenger or employee information in any form (verbal, written, or electronic) to any unauthorized persons.
- avoid discussing information regarding passengers and employees in places where unauthorized persons can easily overhear the discussion.
- refer any requests for information regarding passengers and employees that do not fall under their job description to their supervisor or senior staff member.
- If employment at Jaunt terminates for any reason, these responsibilities continue, and employees are not released from the obligation to maintain as confidential any information they have learned while working at Jaunt.

## **2. LEAVE**

Leave is any authorized absence from work, with or without pay. A request for leave must be

approved by an employee's immediate supervisor and may be denied if it will result in inadequate staffing and/or interrupt efficient operations. Refer to the types of leave as outlined below.

## **2.1 HOLIDAYS**

Jaunt is closed on December 25 and is open for business all other days during the year. The Jaunt business office is closed for the holidays below; however, bus service is available based on the CEO's guidance.

New Year's Day, January 1st  
Martin Luther King Day, third Monday in January  
Memorial Day, fourth Monday in May  
Juneteenth, June 19th  
July 4<sup>th</sup> Independence Day First  
Labor Day, first Monday in September  
Thanksgiving, fourth Thursday and Friday in November  
Christmas Eve and Day, December 24th and 25th

Employees scheduled to work on a holiday will be paid according to the holiday pay policy. If an official holiday falls on Saturday or Sunday, Jaunt will follow the Federal Government's holiday day off.

Full-time Employees will be paid for eight (8) hours for all holidays listed above; Part-time Employees with Benefits will be paid for four (4) hours for all holidays listed above. Employees who are on suspension without pay, on leave without pay, Family/Medical Leave, or off duty due to an on-the-job injury for which workers' compensation benefits are being paid will not receive holiday pay. Holiday pay will not be considered hours worked for the purposes of calculating overtime.

## **2.2 EMPLOYEE APPRECIATION HOLIDAYS**

There will be an additional two (2) holidays per year called Employee Appreciation Days which can be used at any approved time during the year. Regular Full-time Employees earn 16 hours per year, and Regular Half-time Employees earn 8 hours per year. Employee Appreciation Days are earned on the first day of the new fiscal year. The employee must be hired prior to July 1<sup>st</sup> to receive the Employee Appreciation Days. Employee Appreciation Days cannot be accrued; if they are not taken, they cannot be carried into the next year. Employees must schedule Employee Appreciation Days as far in advance as possible in accordance with the ATTENDANCE POLICY.

## **2.3 ANNUAL LEAVE**

Annual leave is accrued by all Part-time, Full-time, and Probationary Employees. Annual leave usage may be requested by employees who have completed three months of service. Full-time Employees and Probationary Employees hired to become Full-time Employees earn annual leave as detailed below. Part-time Employees and Probationary Employees hired to become Half-time Employees earn and accumulate half as much annual leave as detailed below by hire date and years of service. Employees must schedule annual leave as far in advance as possible in accordance as outlined in the **ATTENDANCE POLICY**. Employees must work or use annual leave for at least 75% of the month to accrue leave for that month.

<b>Years of Service</b>	<b>Hours of Annual Leave Earned Monthly</b>	<b>Hours of Annual Leave Earned Per Year</b>	<b>Maximum Hours of Annual Leave that can be Carried Over</b>
<b>Less than 2</b>	<b>8</b>	<b>96</b>	<b>80</b>
<b>More than 2 to 5</b>	<b>9.5</b>	<b>114</b>	<b>80</b>
<b>More than 5 to 10</b>	<b>11</b>	<b>132</b>	<b>100</b>
<b>More than 10 to 15</b>	<b>12.5</b>	<b>150</b>	<b>100</b>
<b>More than 15 to 25</b>	<b>14</b>	<b>168</b>	<b>120</b>
<b>More than 25</b>	<b>16.67</b>	<b>200</b>	<b>120</b>

**a. Leave Cash Out Guidelines**

In certain years, the CEO may authorize a year end cash out of annual leave. The guidelines will be as follows:

- Eligible hours for cash out are based on the amount of vacation time the employee has accrued as of the pay period ending June 1.
- The Employee must maintain a 40-hour balance after the cash-out and may not request hours that take your balance below 40 hours.
- Cash-out payments will be issued on the paycheck that includes the last day of June.
- The employee will receive a separate direct deposit for their cash out.
- Managers are not allowed to request cash-outs on behalf of their employees.

**b. Instructions to Cash Out**

All employees, without exception, will be required to complete and return a Vacation Cash Out Request Form by the date established by Human Resources.

**2.4 SICK LEAVE**

**a. Eligibility**

Sick leave benefits as described below are a benefit granted by Jaunt to Full-time Employees and eligible Part-time employees and include personal sick leave and family sick leave. They are intended to be used only for employees who are unable to work due to health-related concerns or when an immediate family member’s health concerns require their absence. For the purpose of benefit accrual and accumulation, personal sick leave and family sick leave will be called sick leave. Sick leave may also be used for personal and eligible family members well appointments in accordance with this policy. Supervisors are responsible for monitoring the usage of sick leave by their employees.

**b. Accrual and Accumulation of Benefits**

Any Employee who has worked for one month or more may be allowed sick leave with pay provided the employee has accrued sick leave. Sick leave is accrued at a rate of 8 hours per month for Full-time Employees and 4 hours per month for eligible Part-time Employees. Employees must work or use annual leave for at least 50% of the month to accrue leave for that month. Probationary Employees earn sick leave at the rate of the classification of hire.

Full-time Employees may accrue up to 130 work days (1,040 hours or approximately 6 months) of sick leave.

### **c. Usage of Sick Leave**

Sick leave with pay may be granted by an employee's supervisor for absence due to personal illness, injury, or for the illness of a member of an employee's immediate family if the illness prohibits the employee from performing their duties.

Any employee who is absent for three or more consecutive workdays is required to provide a written doctor's written doctor's documentation which verifies the employee's inability to work during the period of absence.

Any employee calling out sick the same day they are scheduled to work must speak with a supervisor. The supervisor will inform Dispatch and Scheduling. Leaving a voicemail for the supervisor, Dispatch, or Scheduling is not acceptable.

### **d. Family Sick Leave**

Family sick leave benefits are a privilege granted by Jaunt to each Full-time and eligible Part-time Employees. Family sick leave benefits are granted so that an employee may attend to the illness of a member of the employee's immediate family when it is impractical to get a relative, neighbor, or health professional to stay with the family member, or when a sudden medical emergency requires immediate attention by the employee. Family sick leave may also be used for well doctor's visits and check-ups.

Family sick leave benefits are limited to a maximum of no more than eighty (80) hours per calendar year for Full-time Employees and eligible Part-time Employees.

Jaunt complies with the Family and Medical Leave Act ("FMLA"). To the extent that any policy or procedure described in this handbook is inconsistent with the terms or provisions of FMLA, the terms and provisions of FMLA shall be observed.

## **2.5 FAMILY MEDICAL LEAVE ACT**

Under the Family Medical Leave Act (FMLA), eligible employees can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the team member's spouse, child, or parent who has a qualifying serious health condition;
- For the team member's own qualifying serious health condition that makes the team member unable to perform the team member's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the team member's spouse, child, or parent.

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

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule. Employees must use all accrued paid leave while taking FMLA leave and comply with Jaunt's paid leave policies. Any holidays that occur during the period in which the employee is on FMLA leave do not count towards the 12-week entitlement to FMLA leave. An employee's 12-month FMLA period (that is, the timeframe during which the employee may use the 12 weeks of FMLA leave) begins on the date the employee first takes FMLA leave and continues for a 12-month period from the date of first usage.

If you are planning to be away from work for any reason which may fall under FMLA protection, please notify Human Resources.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave. Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

**Eligibility Requirements:** An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave; and
- Work at a location where the employer has at least 50 team members within 75 miles of the employee's worksite.

**Requesting Leave:** Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify Jaunt as soon as possible and, generally, follow Jaunt's procedures. Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform their job functions, that a family member cannot perform daily activities or that hospitalization or continuing medical treatment is necessary.

Employees should inform Jaunt if the need for leave is for a reason for which FMLA leave was previously taken or certified. Jaunt may require a certification or periodic recertification supporting and describing the need for leave. If Jaunt determines that the certification is incomplete, it will provide a written notice indicating what additional information is required.

**Jaunt Responsibilities:** Once Jaunt becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, Jaunt will notify the employee if they are eligible for FMLA leave and, if eligible, will also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, Jaunt will provide a reason for ineligibility. If eligible, Jaunt will notify the employee that the leave will be designated as FMLA leave, including how much leave will be designated as FMLA leave.

Jaunt's uniformly applied policy requires all similarly situated employees who take FMLA leave for a personal serious health condition to provide written medical certification from a health care provider confirming that the employee is able to perform the essential functions of the employee's position as a condition of returning to work. Jaunt will pay for the medical certification and may

delay the employee's return until it is provided. Jaunt will notify the employee of this requirement before the employee's FMLA leave begins, or as soon as possible in emergency medical situations.

**Enforcement:** Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division or may bring a private lawsuit against Jaunt if they feels their FMLA rights are being violated. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or agreement that provides greater family or medical leave rights. For additional information or to file a complaint, call 1-866-487-9243. More information is available at [www.dol.gov/whd](http://www.dol.gov/whd).

### **Definitions:**

**Continuing Treatment** means a period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:

- (i) Treatment two or more times, within 30 days of the first day of incapacity, unless extenuating circumstances exist, by a health care provider, by a nurse under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or
- (ii) Treatment by a health care provider on at least one occasion, which results in a regimen of continuing treatment under the supervision of the health care provider.

**In loco parentis** refers to a situation of an individual who has day-to-day responsibility for the care or financial support of a child. In applying FMLA leave provisions—

- A child with respect to whom an employee has “in loco parentis” status is considered a child (“son or daughter”) of the employee; and
- A person who had “in loco parentis” status with respect to an employee when that an employee was a child is considered the employee’s “parent.”

A biological or legal relationship is not necessary.

**Intermittent leave or leave taken intermittently** means leave taken in separate blocks of time, rather than for one continuous period of time, and may include leave periods of 1 hour to several weeks.

**Next of kin** of a covered service member means the nearest blood relative (other than the covered service member's spouse, parent, son, or daughter) in the following order of priority: Blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins. If the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA, then that individual is deemed to be the service member's or veteran's only FMLA next of kin. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members will be considered the covered service member's next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously.

**Parent** means a biological, adoptive, step, or foster father or mother, or any individual who stands or stood “in loco parentis” to an employee meeting the definition of son or daughter below. This term does not include parents “in law.”

**Placement** means a new placement of a son or daughter with an employee for adoption or foster

care. For example, this excludes the adoption of a stepchild or a foster child who has already been a member of the employee's household and has an existing parent-child relationship with an adopting parent. When the term "placement" is used in connection with FMLA leave before placement has occurred, it refers to a planned or anticipated placement.

**Reduced leave schedule** means a work schedule under which the usual number of hours of regularly scheduled work per workday or workweek for an employee are reduced as a result of the increased use of leave.

**Serious health condition** is fully defined at 5 CFR 630.1202. The definition covers a variety of injuries, illness, and conditions, including, without limitation, cancer, heart attacks, strokes, severe injuries, Alzheimer's disease, any incapacity resulting from pregnancy or childbirth, or for prenatal care. The term "serious health condition" is not intended to cover short-term conditions for which treatment and recovery are very brief. The common cold, earaches, upset stomach, headaches (other than migraines), routine dental or orthodontia problems, etc., are not serious health conditions unless complications arise.

**Service member** is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. Covered veteran means an individual who was a member of the Armed Forces (including a member of the National Guard or Reserves) and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran."

**Son or daughter** is a biological, adopted, or foster child; a stepchild; a legal ward; or a child of a person standing "in loco parentis" who is—

- Under 18 years of age; or
- 18 years of age or older and incapable of self-care because of a mental or physical disability (see full regulatory definition of "son or daughter" at link above for more information on the meaning of "incapable of self-care").

**Spouse**, as defined in the statute, means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under State law for purposes of marriage in the State where the marriage was entered into or, in the case of a marriage entered into outside of any State, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This definition includes an individual in a same-sex or common law marriage that either:

1. Was entered into in a State that recognizes such marriages, or
2. If entered into outside of any State, is valid in the place where entered into and could have been entered into in at least one State.

## 2.6 PARENTAL LEAVE

Employees who are not eligible for Family and Medical Leave Act leave for the birth or adoption of a child are entitled to take up to six weeks of unpaid leave for the birth or adoption of a child. Employees are requested to provide at least 3 months' written notice of the adoption date or expected due date as predicted by the physician.

Employees who use Parental Leave are required to use their accrued sick and annual leave, in that order, during this leave. When leave accounts are exhausted, or no leave is available, the balance of Parental Leave will be without pay.

## **2.7 ADMINISTRATIVE LEAVE**

Administrative leave is either an authorized leave of absence or the temporary suspension of an employee from their role, that can be either paid or unpaid, depending on the circumstances. The CEO may at his/her discretion impose or grant Administrative Leave to an employee without regard to their exemption status, not to exceed six months. If Administrative Leave is granted at an employee's request, it will not be considered an entitlement or indication of future leave. All Administrative Leave shall be considered time bound to the fiscal year (July 1 – June 30) in which it was granted and it is not eligible for renewal, carryover, or cashout. Employees on administrative leave must arrange with Human Resources to pay their group insurance premiums for continuous protection. Employees on administrative leave will not be eligible for leave accrual during the period of absence.

## **2.8 LEAVE WITHOUT PAY**

When an employee has no paid leave but needs time off work for good cause, leave without pay may be granted at the discretion of the CEO. Leave without pay will not be allowed until all balances of applicable leave with pay are exhausted. A request for leave without pay should be made in writing to the immediate supervisor and must be approved by the CEO. In case of extended illness or injury, requests will be considered by the CEO on an individual basis according to the needs of Jaunt. Employees granted leave without pay should arrange with Human Resources to pay their group insurance premiums for continuous protection. Employees who are granted leave without pay will not be eligible for leave accrual during the period of absence.

## **2.9 MILITARY LEAVE**

The Uniformed Services Employment and Reemployment Rights Act ("USERRA") prohibits employment discrimination against a person on the basis of past military service, current military obligations, or intent to serve. Jaunt will not deny initial employment, reemployment, retention in employment, promotion, or any benefit of employment to a person on the basis of a past, present, or future service obligation. In addition, Jaunt not retaliate against a person because of an action taken to enforce or exercise any USERRA right or for assisting in an USERRA investigation. The pre-service employer must reemploy servicemembers returning from a period of service in the uniformed services if those servicemembers meet five criteria:

- The person must have been absent from a civilian job on account of service in the uniformed services;
- The person must have given advance notice to the employer that he or she was leaving the job for service in the uniformed services, unless such notice was precluded by military necessity or otherwise impossible or unreasonable;
- The cumulative period of military service with that employer must not have exceeded five years;
- The person must not have been released from service under dishonorable or other punitive conditions; and
- The person must have reported back to the civilian job in a timely manner or have submitted a timely application for reemployment, unless timely reporting back or application was impossible or unreasonable.

USERRA provides that returning servicemembers are to be reemployed in the job that they would have attained had they not been absent for military service, (the "escalator" principle), with the same seniority, status and pay, as well as other rights and benefits determined by seniority. USERRA also requires that reasonable efforts (such as training or retraining) be made to enable returning servicemembers to qualify for reemployment. If the servicemember cannot qualify for the "escalator" position, he or she will be reemployed, if qualified, in any other position that is the nearest approximation to the escalator position and then to the pre-service position. USERRA also provides that while an individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other similarly-situated individuals on non-military leaves of absence. The time limits for returning to work are as follows:

- Less than 31 days service: By the beginning of the first regularly scheduled work period after the end of the calendar day of duty, plus time required to return home safely and an eight-hour rest period. If this is impossible or unreasonable, then as soon as possible.
- 31 to 180 days: The employee must apply for reemployment no later than 14 days after completion of military service. If this is impossible or unreasonable through no fault of the employee, then as soon as possible
- 181 days or more: The employee must apply for reemployment no later than 90 days after completion of military service.
- Service-connected injury or illness: Reporting or application deadlines are extended for up to two years for persons who are hospitalized or convalescing.

Health and pension plan coverage for servicemembers is also addressed by USERRA. Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 24 months; however, they may be required to pay up to 102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the servicemember had remained employed. USERRA pension protections apply to defined benefit plans and defined contribution plans as well as plans provided under federal or state laws governing pension benefits for government employees. For purposes of pension plan participation, vesting, and accrual of benefits, USERRA treats military service as continuous service with Jaunt. Even if an employee does not elect to continue coverage during his or her military service, the employee has the right to be reinstated in his or her employer's health plan when he or she is reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

If employees:

- are a past or present member of the uniformed service;
- have applied for membership in the uniformed service; or
- are obligated to serve in the uniformed service; then Jaunt will not deny employees:
  - initial employment;
  - reemployment;
  - retention in employment;
  - promotion; or
  - any benefit of employment because of this status. In addition, Jaunt will not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized

to investigate and resolve complaints of USERRA violations. For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at [www.dol.gov/agencies/vets](http://www.dol.gov/agencies/vets). An interactive online USERRA Advisor can be viewed at [webapps.dol.gov/elaws/userra.htm](http://webapps.dol.gov/elaws/userra.htm). If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation. You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

## **2.10 JURY DUTY/COURT APPEARANCE**

Leave with full pay will be granted to an employee for any absence reasonably necessary for serving on a jury and attending court as a witness under subpoena for a criminal case.

## **2.11 BEREAVEMENT LEAVE**

Time off with full pay for Full-time and eligible Part-Time Employees will be allowed in the event of a death in an employee's immediate family according to the following schedule:

- For the death or end of life care for a child, legal dependent, spouse, or domestic partner, Jaunt will provide paid bereavement leave for a period of ten (10) days.
- For the Death or end of life care of a parent, foster parent, or blood relative who served as a foster parent: Jaunt will provide paid bereavement leave for a period of up to five (5) working days.
- For the Death or end of life care of a sister, brother, grandparent, grandchild, mother-in-law, father-in-law, son-in-law, and daughter-in-law: Jaunt will provide paid bereavement leave for a period of up to three (3) working days.

Bereavement leave must be approved by the employee's immediate supervisor, with final approval by the CPO. Special requests for additional time off, which may be granted with or without pay, must be approved by the CPO.

## **2.12 EDUCATION LEAVE**

An employee is eligible for paid education leave if: the course is related to his or her current responsibilities; the course is only offered during work hours; and the employee's supervisor determines the course is necessary to improve job performance. Requests for such leave should be submitted to the employee's immediate supervisor for approval and then forwarded to the CPO. The CPO will evaluate the supervisor's recommendation and make the final decision to approve paid education leave. A written memorandum which states the action and circumstances shall be included in the employee's personnel file.

## **2.13 REQUESTS FOR LEAVE**

Employees must request approval of any anticipated leave by submitting a leave request form to their supervisor providing the dates of the anticipated absence and the cause of the leave. Employees should apply for leave as far in advance as possible to increase their chance of getting the specific times they request approved. However, except as required by law, submission of a timely leave request does NOT guarantee leave approval. The supervisor may exercise discretion regarding whether to grant the leave based on the workload and other relevant factors. The CEO

may grant a leave request in certain circumstances such as an emergency or in the absence of a supervisor.

## **2.14 LEAVE SHARING/DONATING**

Leave Sharing allows employees to share annual and sick leave with co-workers recovering from an illness or injury who have exhausted their leave balances and need to stay home from work to recuperate.

Full-time or eligible Part-time Employees with a physician-certified illness or injury may be eligible for leave through this program. They must have exhausted all leave balances (annual, sick, and extraordinary sick leave) to be eligible to receive leave donations. The maximum combined leave including leave donations may not exceed six weeks.

Employees are not eligible to use donated leave under the following circumstances:

- During the period of any disciplinary action.
- During any period of restricted sick leave status or who meet the criteria for restricted sick leave status.
- Occupational accident or illness when Workers' Compensation benefits may be awarded.
- Intentionally self-inflicted injury unless as a result of a disability documented by a physician.
- Injury occurring while committing a crime.
- Injury during war, insurrection, rebellion, or participation in a riot.
- Cosmetic surgery or treatment performed to improve appearances, unless documented by a physician as medically necessary.

Employees requesting shared leave must submit a Leave Request Form to their supervisor along with a physician's statement stating the nature of the required absence as well as the expected duration, giving as much advance notice as possible. Leave notice is submitted to Human Resources for final approval.

## **3. EXITING**

### **3.1 EMPLOYMENT RESIGNATION**

In case of resignation, accumulated annual leave up to the accrual maximum based on years of service will be paid. All other accumulated leave will be forfeited.

In order that the day-to-day operations of Jaunt may continue with as little interruption as possible, staff members must file a two-week advance notice of resignation. Failure to give the required notice will be noted in the employee's Personnel File and payment of accumulated annual will be

forfeited.

Employees leaving Jaunt must return keys, equipment, uniforms, tickets, books, and all other Jaunt property, and may be required to reimburse Jaunt for the replacement of lost keys or other missing or damaged items.

### **3.2 LAY-OFF**

When a reduction in force is required by a reduction in funding or other circumstances, the policy of Jaunt is to give as much notice as reasonably possible. Any employee who is laid-off under this policy will be paid for accumulated annual leave up to the accrual maximum based on years of service. All other accumulated leaves will be forfeited.

### **3.3. INVOLUNTARY SEPARATION**

Any employee who is involuntarily separated from Jaunt for cause will forfeit all accumulated leave. "Cause" shall mean and include: (1) any pattern of conduct which jeopardizes the reputation of Jaunt or which renders continued employment with Jaunt a serious threat to the orderly conduct of Jaunt's business; (2) conduct disloyal to Jaunt; (3) conviction of any crime relating to the performance of employment duties or any felony; (4) material or continued failure after coaching of the employee to adhere to the policies and procedures established by Jaunt; or (5) to the extent not set forth above, any reason set forth herein for which dismissal from employment is automatic.

#### **a. Exit Interview**

When an employee terminates, whether by resignation or through involuntary termination, the employee may participate in a confidential exit interview. During this interview, the employee is encouraged to make constructive comments and suggestions concerning the work experience. The information is valuable in making Jaunt a better place to work.

## **4. POLICIES**

### **4.1 ATTENDANCE POLICY**

Jaunt expects all employees to report to work on time in order to meet their responsibilities to our passengers and fellow employees. Promptness is an important measure of performance and is required. Employees are also expected to remain at work for the assigned time, excluding meal periods and breaks. Late arrivals, early departures, and other absences are disruptive and should therefore be avoided. Recurring unsatisfactory attendance will result in discipline, up to and including dismissal.

Any employee who cannot report to work because of illness or unavoidable circumstances must call his or her supervisor immediately, at or before the regular arrival time, giving the reasons for the absence and the expected date or time of return to work. Operators are required to call at least two hours before their first scheduled pickup in Charlottesville, and at least three hours before an out-of-town pick-up; however, more advance notice is preferred and generally someone is available to take calls at 5:00 a.m. The employee must make every effort to speak with a supervisor, and voice mail messages are unacceptable except in extreme emergencies. Supervisor communication by text is suitable if allowed by the supervisor.

All non-exempt staff are expected to report to work as scheduled and be ready for work at the

scheduled start time. We understand that certain situations may arise that cause an employee to miss a day of work. However, good attendance is an essential requirement to the success of our team and unscheduled absences must be kept to a minimum.

#### **a. Attendance Records**

For reasons of consistency and fairness, all instances of absence, tardiness, and leaving early (including those for which an employee receives personal, sick, or vacation pay) will be recorded in the timekeeping system or an attendance log, regardless of the reason for the absence and whether or not prior approval was granted. Employees may view their attendance record upon request.

#### **b. Requests for Time Off Procedures**

A request for time off does not guarantee time off. All requests for time off will be considered based on operational and business needs. The maximum number of employees allowed off will be determined based on operational needs. Time Off Request will be approved based on submission date. All requests for time off must be made electronically. A Time Off Request must be submitted a minimum of three (3) business days in advance, no more than 90 days in advance requests are allowed unless approved by a supervisor.

#### **c. Call-Off Notification Procedures**

You must follow these call-off notification procedures any time you have an unscheduled absence.

- If you are unable to report to work as scheduled, it is your responsibility to **call** and speak to your manager or supervisor. If they are unavailable, use your best judgment to contact another person in the chain of command.
- **You are required to call by telephone.** Your manager or supervisor will let you know if text messaging, emails, or any other form of communication besides phone calls are acceptable.
- If you have left a message for your manager or supervisor regarding your absence, or communicated in a way other than telephone, and received no response, you must call back before or at the beginning of your scheduled shift and speak with the manager or supervisor live. Supervisor communication by text is suitable if allowed by the supervisor.
- Having another person call on your behalf is not acceptable, unless there are extenuating circumstances that prevent you from personally calling.
- If you are running late, you must call your supervisor or manager and let them know prior to the start of your shift.
- If you are absent for longer than one day, you will be required to keep your manager informed of your status daily, unless directed otherwise by your manager and may be required to provide necessary documentation shift.

#### **d. Absence**

Any unscheduled call off from work or missing more than 50% of your scheduled work time due to a late arrival or leaving early shall be deemed an absence. An absence includes all unscheduled, lost work time whether avoidable or unavoidable, regardless of the reason or the lack of fault of the employee and/or whether the employee receives pay for the time off. Single day absences equal one (1) occurrence. An absence of multiple consecutive days due to the same illness or injury up to 3 days will be counted as one (1) occurrence for purposes of this policy. After 3 consecutive absences a doctor's note is required for use of sick leave.

#### **e. Unexcused Absence**

Any absence which was not scheduled and approved in advance, and/or for which you do not have leave available to cover the time missed shall be deemed to be an unexcused absence. These leaves include vacation, sick, personal, jury duty, funeral leave, military leave, family and medical leave, and work-injury related leave.

#### **f. Occurrence**

A numeric value assigned to an attendance or call-out violation shall be deemed an occurrence. Occurrences accumulate and may trigger disciplinary action.

#### **g. No call/no show**

An unscheduled absence from work without notifying management before or within the first hour of the shift. This is considered a very serious infraction. Any one day of no call/no show will be considered as three (3) occurrences.

#### **h. Tardy/leaving early**

Reporting to work five (5) or more minutes after your scheduled starting time or leaving work five (5) or more minutes prior to your scheduled ending time, unless approved by your manager or supervisor in advance is unauthorized. Each "tardy or leaving early" will earn occurrences as follows:

- 1/2 occurrence: Tardy by 5 minutes up to 50% of your shift, or not completing up to 50% of your shift.
- 1 occurrence: Missing more than 50% of your shift, as defined under "Absence" above.

#### **i. Attendance Points**

Unexcused absences, no call, no shows, and tardy/leaving early occurrences will be accumulated and counted in a rolling twelve (12) month period of actual time worked and will expire twelve months from the date of the initial incident. For example, an unexcused absence in July of the current year will roll-off in July of the following year worked.

Constructive counseling for absenteeism will be as follows:

- After accumulating 4 occurrences in a rolling 12-month period: Written Coaching
- After accumulating 6 occurrences in a rolling 12-month period: Written Warning
- After accumulating 8 occurrences in a rolling 12-month period: 1 day Suspension
- After accumulating 10 occurrences in a rolling 12-month period: Termination

#### **j. Other Attendance Policies**

You will not be eligible for holiday pay if you have an unscheduled absence the day prior to, the day of, and/or the day after a holiday. Jaunts reserves the right to require a medical clearance and/or verification from your health care provider any time you miss work due to medical reasons not protected by the FMLA. Absences due to qualifying reasons protected by FMLA will not be counted and will not result in the accumulation of occurrences, provided you comply with your responsibilities under FMLA.

Military leave will not be counted as an occurrence providing proper documentation.

Proper documentation and notification will be required for Jury Duty or any court summons.

Employees who display a pattern of absenteeism, tardies, or early leaves within the 12-month rolling period, or from year to year, may be subject to additional disciplinary action including possible termination.

## **4.2 NON-DISCRIMINATION, ANTI-HARASSMENT, AND ANTI-RETALIATION POLICY**

Jaunt is committed to a work environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, Jaunt expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, retaliation, and harassment.

It is Jaunt's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, member or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by Jaunt.

The purpose of this policy is to ensure that no one harasses another individual in the workplace, including while on Jaunt premises, while on Jaunt business (whether or not on Jaunt premises), or while representing Jaunt. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

Harassment generally is defined in this policy as unwelcome verbal, visual, or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures, or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts, or e-mails), or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state, or local laws.

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, and other verbal, visual, or physical conduct of a sexual nature when: submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of conduct that violate this policy include, without limitation:

1. unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar gestures, posters, or comments;
4. sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies;
5. propositions or suggestive or insulting comments of a sexual nature;
6. derogatory cartoons, posters, and drawings;
7. sexually-explicit e-mails, text messages, or voicemails;
8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;
10. conversation about one's own or someone else's sex life;
11. conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. teasing or other conduct directed toward a person because of the person's gender.

#### **a. Reporting Discrimination, Harassment, OR Retaliation**

Jaunt strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct they believe is contrary to Jaunt policies or who have concerns about such matters should file their complaints with their supervisor or Human Resources immediately. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident. If the employee's immediate supervisor is the source of the alleged harassment, the employee should report the problem to the supervisor's superior, Human Resources, or the CEO.

Individuals are not obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of one of the other Jaunt-designated representatives identified above. If the CEO is the subject of the complaint, employees may file their complaint with Human Resources or the Chair of the Board.

**Important Notice to All Employees:** Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. Failure to do so may affect an employee's legal rights.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, Jaunt strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

#### **b. The Investigation**

Every report of a complaint will be fully investigated, and corrective action will be taken where

appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

### **c. Responsive Action**

Misconduct constituting harassment, discrimination, or retaliation will be dealt with within the guidelines of the policy. Responsive action may include, for example, training, recommendation of counseling, and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as Jaunt believes appropriate under the circumstances.

### **d. Retaliation Prohibited**

In addition, Jaunt will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

## **4.3 TELECOMMUTING POLICY**

Jaunt considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Jaunt will allow eligible employees to work remotely up to two days per week subject to approval from the employee's supervisor and review by Human Resources. The schedule of those days will be determined by the employee's supervisor. Any telecommuting arrangement that allows an employee to work remotely more than two days per week must be approved by Jaunt's Chief Executive Officer. ***Telecommuting is not an entitlement, it is not a companywide benefit, and in no way changes the terms and conditions of employment with Jaunt.***

### **a. Procedures**

Any telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the telecommuter or the organization. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

### **b. Eligibility**

Individuals requesting telecommuting arrangements must have a satisfactory performance record. Before entering into any telecommuting agreement, the employee and supervisor, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- ***Employee suitability.*** The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.

- *Job responsibilities.* The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- *Equipment needs, workspace design considerations and scheduling issues.* The employee and manager will review the physical workspace needs and the appropriate location for the telework.
- *Tax and other legal implications.* The employee must determine any tax or legal implications under IRS, federal, state, and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and supervisor agree, and the Human Resource department concurs, a draft telecommuting agreement will be prepared and signed by all parties, and a three-month trial period will commence. At the end of the trial period, the employee and manager will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. A telecommuting agreement may be terminated at any time by Jaunt if, in Jaunt's determination, there is a change in the employee's eligibility or other business reasons for doing so.

#### **4.4 WHISTLEBLOWER PROTECTION POLICY**

A whistleblower is an employee who reports the illegal or wrongful activities of his or her employer or refuses to participate in those illegal or wrongful activities. It is Jaunt's policy to protect whistleblowers from retaliation, such as discharge or demotion when they report hazards, violations of laws, governmental fraud, waste, or abuse, or when they provide information to aid in an investigation of a violation, object to the violation, or refuse to participate in the violation. It should be noted that the employee is not eligible for protection if he or she knowingly provides knowingly false information.

#### **4.5 CLOSING POLICY**

When CAT services are operating, Jaunt must continue to provide public service in the urban area. Jaunt does not follow any local school system to determine level of service. Jaunt service levels will be determined by the CEO or a designated representative. If the conditions are deemed hazardous, the Inclement Weather procedures will then be in effect.

A status message will be shared through a variety of communication channels (radio, tv, website, social media, etc.) as early as possible to indicate if Jaunt services are closed or running a limited schedule based on the current and/or forecast weather and road conditions. While all inclement weather decisions are specific to the type and location of service all operators are expected to be available for work regardless of their typical assigned routes.

##### **a. Operators**

During inclement weather, all Operators are required to call the office before reporting for duty each morning to determine whether they are needed and to provide an alternate phone number if necessary. Jaunt will assess the service and operational needs throughout the day and will call Operators to work as required. Operators should remain available via telephone in case Jaunt should need to call. Employees should not assume Jaunt is closed or that they are not required to report to work. They should get clarification and confirmation from a supervisor first.

Certain services offered by Jaunt are critical and will continue to run to the maximum extent possible. If a driver is unable to safely travel to accomplish their assigned driving duties (after

making every reasonable effort to do so), they must notify Jaunt as soon as possible.

#### **b. Non-driving Staff**

All non-driving employees are expected to report to work, regardless of weather conditions, unless all of Jaunt's services are closed. Under adverse conditions, the CEO, or designated representative, will determine which services will continue and which essential personnel are needed to report to work and/or approve a remote work schedule for that day. Jaunt non-driving staff will be given a grace period to report to work based on existing conditions. This grace time is to be used only as required and approved.

Annual leave time will normally be used to make up any time lost to make up the normal work week. Employees must indicate on their timecards if they elect not to use leave.

### **4.6 TRAVEL POLICY**

Jaunt will reimburse individuals traveling on official Jaunt business for reasonable and necessary expenses incurred. All such trips must support the mission of Jaunt, receive the appropriate pre-approvals, and be carefully planned to ensure that expenditures are necessary, prudent, and as economical as possible. Upon completion of the trip, travelers must report and document claims for reimbursement. Details for travel can be found in the Employee Travel Procedures Guidelines. See the CFO for more information.

### **4.7 ACCEPTABLE USE POLICY**

#### **a. General Principles**

Information maintained by Jaunt is a vital asset that will be available to all employees who have a legitimate need for it, consistent with Jaunt's responsibility to preserve and protect such information by all appropriate means.

By definition, "Information Systems" include, but are not limited to, PC's, laptops and all associated hardware, communications equipment (telephones, cell phones, two-way radios, etc.), copiers, fax machines, printers, laptops, Mobile Data Computers (MDC), tablets, cameras, scanners, audio/visual equipment, Jaunt- authorized software and all network-related resources.

Access to information systems and networks owned or operated by Jaunt imposes certain responsibilities and obligations and is granted subject to local, state, and federal laws. Acceptable use is ethical, reflects honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation and harassment. Any personal documents or media files stored on Jaunt computers are the property of Jaunt and stored at the employee's own risk.

#### **b. Guidelines**

In making acceptable use of resources, you must:

- use resources only for authorized purposes.
- protect your username and system from unauthorized use. You are responsible for all activities with your username or that originate from the system while you are logged on.

Do not share your password with anyone other than IT staff, unless properly authorized. If you must reveal your password, request a new password from IT immediately.

- access only information that is your own, that is publicly available, or to which you have been given authorized access.
- inform IT staff and/or senior staff if you are exposed to information you deem offensive, intimidating or otherwise inappropriate to the work environment.
- notify IT staff and/or senior staff if you have access to information that you feel might be inappropriate or unnecessary in the scope of your authorized duties.
- keep all private information confidential.
- use only legal versions of copyrighted software in compliance with vendor license requirements and only those approved by the IT staff.
- having access to work materials and/or the Jaunt network while offsite is a privilege granted to employees to allow them to work successfully from home or in other locations. Employees must comply with all procedures outlined in this document.
- do not monopolize shared computers, transmit, or invite excessive data over the network or degrade services; do not waste disk space, printer paper, manuals, or other resources.
- use appropriate methods of transferring confidential or sensitive information.

In making acceptable use of resources, you must **NOT**:

- use Jaunt's information systems for personal gain.
- use another person's username, password, files, or data without appropriate authorization.
- allow any non-authorized person to use Jaunt information systems including connecting non-authorized equipment to them.
- use computer programs to decode passwords, access system or control information.
- attempt to avoid or undermine any system or network security measures.
- purposefully engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files or making unauthorized modifications to Jaunt data.
- use Jaunt systems for any political or religious causes, such as using electronic mail to circulate advertising for products or for or against political candidates, etc.
- represent Jaunt electronically (via email, fax, etc.) unless you are authorized to do so.
- install *any* software without proper authorization, including downloaded programs from Internet.
- make or use illegal copies of copyrighted software, music, videos, or other files or store them on Jaunt systems or transmit them over the Jaunt network.
- use information systems to display or transmit any material that could be construed as creating a hostile work environment, including sexually explicit or obscene images, messages, cartoons, or ethnic slurs, racial epithets, or anything that could be construed as harassment or disparagement of others based on their race, color, national origin, sex, age, disability, or religious or political beliefs.
- waste computing resources or network resources, for example, by intentionally placing a program in an endless loop, broadcasting unsolicited messages, printing excessive amounts of paper, or by sending/forwarding chain letters or unsolicited mass mailings or playing or downloading music, videos or other large files for personal use.
- use Jaunt's systems or networks for personal gain (not Jaunt business); for example, by selling access to your username or to Jaunt systems or networks, or by performing work for profit with Jaunt resources in a manner not authorized specifically by Jaunt Management.
- engage in any activity that does not comply with the General Principles represented above

### **c. Implementation**

Jaunt considers any violation of acceptable use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information from Jaunt systems allegedly related to unacceptable use, and to protect its network from systems and events that threaten security or degrade operations. Violators are subject to disciplinary action. Offenders also may be prosecuted under federal and/or state laws. Jaunt also reserves the right to monitor the use of Jaunt's technology. Employees are responsible for any charges incurred in their personal use of Jaunt's information systems, which may be deducted from their pay.

#### **4.8 DISCIPLINE POLICY**

Except as otherwise expressly provided for in this policy or other applicable rules, procedures, or regulations of Jaunt, this policy is intended to apply to all disciplinary matters. Jaunt reserves the right to suspend, terminate, or otherwise discipline any employee without resorting to any policy of progressive discipline policy if merited by circumstances and as determined in the sole and exclusive discretion of Jaunt. An employee may also be placed on a PIP in connection with a disciplinary action. An employee suspected of violating policy may be placed on Administrative Leave, with or without pay at the discretion of Jaunt, pending the outcome of an investigation. This provides Jaunt time to fully investigate the complaint. When a complaint is founded, disciplinary action may take any of the following forms and is not necessarily restricted to the order set forth below:

##### **a. Oral Warnings and Written Reprimands**

It is the responsibility of the immediate supervisor, in the first instance, to recognize and administer disciplinary cases.

Depending on the severity of the situation, supervisors may exercise two options. For a single, isolated occurrence, the employee may receive an oral warning and a counseling explaining the policy, procedure, and expectations regarding performance. If the situation is serious, or a recurring problem, the employee may receive a written reprimand that will include an explanation of the policy, procedure, and expectations regarding performance improvements. The written reprimand shall also include the consequences of their actions and consequences for failing to make the required changes.

##### **b. Suspension**

A supervisor, with the CEO's approval, may, for cause, suspend an employee without pay for a period not to exceed five workdays or seven calendar days, whichever is shorter, for any offense. Notice shall be given to the employee immediately, if possible, but not later than one day after the effective date of the suspension. The notice shall be in writing, stating the grounds for the suspension and its duration. Upon return to duty, the employee shall be counseled regarding performance expectations, and advised of future disciplinary consequences, up to and including termination, for failure to modify performance.

For a suspected offense against Jaunt policies which requires more than five days of investigation, an employee shall be suspended as indicated above. The supervisor shall consult with the Chief People Officer concerning the additional time needed, and shall notify the employee of any extension, which when added to the original suspension, shall not exceed 30 calendar days. During the investigation period, the supervisor shall document all facts and prepare a recommendation for action based on the employee's performance history, and the circumstances

of the current situation. The CPO, in consultation with the CEO, shall make a final determination regarding the action to be taken.

**c. Reduction in Pay**

As a disciplinary measure, a supervisor may recommend to the CEO that the pay of an employee may be reduced within the pay range for his or her position. If this action is taken, a written notice shall be sent to the employee stating the grounds for the action, the nature of the reduction, and the date when the employee may apply for reinstatement to the former pay step.

**d. Demotion**

Jaunt reserves the right to demote individual employees to lower-paid duties as circumstances may require.

**e. Dismissal**

An employee may be dismissed for a single severe offense, including, but not limited to those listed below, for chronic poor performance, or a series of less severe offenses over an extended period of time.

**DISMISSAL IS AUTOMATIC WHEN:**

- an employee does not report to work for three consecutive workdays without notifying his or her immediate supervisor or designee; (In unusual cases in which the employee could not have contacted his/her immediate supervisor, reinstatement may be arranged by the CEO);
- an employee receives a confirmed positive test in accordance with Jaunt policy and/or the Substance Abuse Policy, Appendix A;
- an employee who refuses to submit to testing as required by Jaunt policy and/or the Substance Abuse Policy, Appendix A;
- an employee is in possession of an illegal substance or drug paraphernalia on Jaunt premises in violation of Jaunt policy and/or the Substance Abuse Policy, Appendix A.;
- an employee is in possession of an alcoholic beverage either opened or unopened in a Jaunt service vehicle;
- an employee is in possession of an open container of an alcoholic beverage on Jaunt premises, which includes the building, grounds, and personal vehicle if parked on Jaunt premises;
- an employee is convicted of a felony or any other work-related crime;
- an employee's actions leave a passenger unattended on a vehicle for longer than fifteen minutes or places a passenger's health in jeopardy; or
- an employee is in possession, custody, or control of a firearm or other deadly weapon on Jaunt premises which includes the building, grounds, vans, and personal vehicle if parked on Jaunt premises.

A copy of the disciplinary action taken against an employee, including a written memo documenting an oral reprimand and the counseling given, shall be placed in the employee's personnel file.

## HANDBOOK ACKNOWLEDGMENT AND DISCLAIMER

I \_\_\_\_\_, have received, read, understood, and agree to comply with the Employee Handbook for Jaunt, dated \_\_\_\_\_, and understand all the information presented. I have been given an opportunity to ask any questions I may have and have received satisfactory answers to all of my questions.

I understand that Jaunt has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time, with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the CEO of Jaunt. I also understand that any delay or failure by Jaunt to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of Jaunt or affect the right of Jaunt to enforce such rule, regulation, or procedure in the future.

I understand that this Employee Handbook in no way establishes or implies an employee contract. I understand that I am an employee "at will" which means that I am free to terminate my employment with Jaunt at any time, for any reason. Similarly, Jaunt may terminate me for any reason, or for no reason at any time.

I have read the policy on discrimination/harassment and understand that I have a duty to report to Jaunt all acts of discrimination/harassment that I either witness or am involved with. This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by Jaunt.

If I have any questions about the content or interpretation of this handbook, I will contact Human Resources. I agree to comply with, and enforce, ALL the rules, policies, and procedures set forth in the Employee Handbook for Jaunt.

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

Print Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Witnessed: \_\_\_\_\_

**APPENDIX A**

# Jaunt, Inc.

**Effective as of 10/09/2024**

Adopted by Jaunt, Inc. Board of Director on 10/09/24

# Table of Contents

- 1. Purpose of Policy.....50
- 2. Covered Employees.....50
- 3. Prohibited Behavior .....50
- 4. Consequences for Violations.....51
- 5. Circumstances for Testing.....51
- 6. Testing Procedures.....53
- 7. Test Refusals.....53
- 8. Voluntary Self-Referral.....54
- 9. Prescription Drug Use .....54
- 10. Contact Person .....55
- Attachment A: Covered Positions .....

## 1. Purpose of Policy

This policy complies with 49 CFR Part 655, as amended, and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

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

Portions of this policy are not FTA-mandated, but reflect Jaunt's policy. These additional provisions are identified by **bold text**.

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

All Jaunt employees are subject to the provisions of the Drug-Free Workplace Act of 1988.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify Human Resources no later than five days after such conviction.

## 2. Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in Part 655, section 655.4.

You are a covered employee if you perform any of the following:

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

See Attachment A for a list of covered positions by job title.

## 3. 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.

#### **4. Consequences for Violations**

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty, recommended to a Substance Abuse Professional (SAP), and subject to disciplinary action, including termination.

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties until the start of their next regularly scheduled duty period (but for not less than eight hours), unless a retest results in the employee's alcohol concentration being less than 0.02.

#### **Zero Tolerance**

Per Jaunt policy, any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be recommended to a SAP **and terminated from employment.**

#### **5. Circumstances for Testing**

##### **Pre-Employment Testing**

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

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

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

### Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when Jaunt has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

### Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

#### Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by Jaunt using the best information available at the time of the decision, will be tested.

#### Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene.
- (2) One or more vehicles incurs disabling damage and must be towed away from the scene.
- (3) The vehicle is a bus and is removed from operation.

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

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

in responding to the accident or to obtain necessary emergency medical care.

### Random Testing

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

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

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

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

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

## 6. Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

### Dilute Urine Specimen

If there is a negative dilute test result, Jaunt will conduct one additional retest. The result of the second test will be the test of record.

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

### Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. Jaunt guarantees that the split specimen test will be conducted in a timely fashion. **The employee is responsible for the cost associated with testing the split specimen.**

## 7. Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Jaunt.
- (2) Fail to remain at the testing site until the testing process is complete.
- (3) Fail to attempt to provide a breath or urine specimen.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or Jaunt for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or Jaunt's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, recommended to a SAP, and subject to disciplinary action, including termination.

## **8. Voluntary Self-Referral**

Any employee who has a drug and/or alcohol abuse problem and has not been notified of the requirement to submit to reasonable suspicion, random, or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the Human Resources who will refer the individual to a substance abuse counselor for evaluation and treatment.

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

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

## **9. Prescription 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 Human Resources. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.

## **10. Contact Person**

For questions about Jaunt's anti-drug and alcohol misuse program, contact the Chief of People and Operations.

Attachment A: Covered Positions  
Operators Mechanics Dispatchers

**Jaunt EXPOSURE CONTROL PLAN**

**I. INTRODUCTION**

The OSHA/VOSH 1910.1030 Bloodborne Pathogens Standard was issued to reduce the occupational transmission of infections caused by microorganisms sometimes found in human blood and certain other potentially infectious materials (OPIM). Although a variety of harmful microorganisms may be transmitted through contact with infected human blood, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV) have been shown to be responsible for infecting workers who were exposed to human blood and certain other body fluids containing these viruses, through routes like needle-stick injuries and by direct contact of mucous membranes and non-intact skin with contaminated blood/materials, in the course of their work.

Occupational transmission of HBV occurs much more often than transmission of HIV. Although HIV is rarely transmitted following occupational exposure incidents; the lethal nature of HIV requires that all possible measures be used to prevent exposure of workers.

This exposure control plan has been established by Jaunt in order to minimize and to prevent, when possible, the exposure of our employees to disease-causing microorganisms transmitted through human blood, and as a means of complying with the Bloodborne Pathogens Standard. All employees who are exposed to blood and OPIM as a part of their job duties are included in this program. (See II. Exposure Determination for a discussion of job categories and tasks that have been identified as having exposure.) This plan will be reviewed at least annually and updated as necessary by the Chief of People & Operations.

Copies of this plan are available for review by any employee in the office of the CEO. An employee may obtain a copy of this plan within 15 days of his/her request to the Chief of People & Operations.

Basic components of this exposure control plan include:

Exposure Determination Methods of Compliance Hepatitis B Vaccination Policy  
Procedures for Evaluation and Follow-up of Exposure Incidents Employee Training  
Recordkeeping Procedures

**II. EXPOSURE DETERMINATION**

All job categories in which it is reasonable to anticipate that an employee will have skin, eye, mucous membrane, or parenteral contact with blood or OPIM (listed below) will be included in this exposure control plan. Exposure determination is made without regard to the use of personal protective equipment.

Other Potentially Infectious Materials) (OPIM)

Body Fluids Other Materials

- Semen

- Any unfixed tissue or organ
- Vaginal Secretions (other than intact skin)
- Cerebrospinal fluid a human (living or dead)
- Pleural Fluid -HIV/HBV containing cell
- Pericardial Fluid tissue, cultures, organ cultures
- Peritoneal Fluid res, and culture medium
- Amniotic Fluid
- Any body fluid visibly contaminated with blood
- Saliva in Dental Procedures

#### ALL EMPLOYEES ARE EXPOSED

Blood, organs, or other tissues from experimental animals infected with HIV or HBV

#### LIST A

All employees in job categories listed here are included in the plan.

Operators

#### LIST B

#### SOME EMPLOYEES ARE EXPOSED

Job classifications in which some employees may have occupational exposure are included on this list. Since not all the employees in these categories are expected to incur exposure to blood or OPIM, the tasks or procedures that would cause these employees to have occupational exposure are also listed. The job classifications and associated tasks for these categories are as follows:

Service Coordinator Driving and cleaning vehicles Service Supervisor Driving and cleaning vehicles Operations Manager Driving

### III. METHODS OF COMPLIANCE

#### UNIVERSAL PRECAUTIONS

All blood or OPIM (as described in II. Exposure Determination) shall be handled as if contaminated by a bloodborne pathogen. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

Engineering and Work Practice Controls shall be used to eliminate or minimize employee exposure. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be used.

#### Hand washing and other General Hygiene Measures

Hand washing is a primary infection control measure which is protective of both the employee and the patient. Appropriate hand washing must be diligently practiced. Employees shall wash hands thoroughly using soap and water whenever hands become contaminated and as soon as possible after removing gloves or other personal protective equipment. When other skin areas or mucous membranes come in contact with blood or OPIM, the skin shall be washed with soap and water, and the mucous membranes shall be flushed with water, as soon as possible.

Hand washing facilities are available in the Jaunt facility. When exposure occurs at a distance from the facility, Operators are urged to use the nearest available facility. If there is no alternative facility available, Operators will utilize the antiseptic hand cleanser in the clean-up kit provided in each vehicle, followed by a soap and water wash as soon as it is feasible.

Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of exposure to blood or OPIM.

#### **IV. PERSONAL PROTECTIVE EQUIPMENT**

##### **General Guidelines**

All personal protective equipment will be provided, and disposed of by Jaunt at no cost to employees. Employees shall wear personal protective equipment when doing procedures in which exposure to the skin, eyes, mouth, or other mucous membranes is anticipated. The articles to be worn will depend on the expected exposure. Disposable latex gloves will be available at the Jaunt facility and in all Jaunt vehicles. The Operations Manager will be responsible for distribution. Employees with allergies to regular gloves may obtain hypoallergenic gloves.

Clean up kits will be provided in each vehicle and at the Jaunt facility. They contain disposable gloves as well as equipment for cleaning body fluid spills. Operators will be responsible on a daily basis for checking for the presence of the kits as part of the vehicle inspection process. Missing or damaged kits will be reported to the Operations Manager who is responsible for their replacement.

##### **Protection for Hands**

Gloves shall be worn when it can be reasonably anticipated that hands will contact blood or OPIM, mucous membranes, and non-intact skin such as in cleaning up after a passenger has a bodily fluid spill.

Disposable gloves will be replaced as soon as feasible when they are contaminated, torn, punctured, or when their ability to function as a barrier is compromised. They will not be washed or decontaminated for re-use.

Each vehicle's first aid kit will be equipped with a device to be used when giving CPR that offers some protection against secretions and backdrafts. Employees must use these devices when giving CPR unless it interferes unacceptably with the saving of a life. When such devices are used or missing, Operators must report this to the Operations Manager.

#### **V. HOUSEKEEPING**

##### **General Policy**

The workplace will be maintained in a clean and sanitary condition.

The following procedure must be followed when cleaning up after a body fluid spill:

1. Put on disposable gloves.
2. Absorb spill with dry chlorine absorbent.

Adopted by Jaunt, Inc. Board of Directors on 10/09/24

# FINANCIAL AND GRANTS MANAGEMENT POLICIES AND PROCEDURES

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**October 9, 2024**

Adopted by Jaunt, Inc. Board of Directors



# CONTENTS

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<b>PURPOSE</b> .....	<b>5</b>
<b>Organizational Chart</b> .....	<b>6</b>
Document Control and Retention .....	7
Financial Records .....	8
<b>ORGANIZATIONAL MANAGEMENT</b> .....	<b>8</b>
<b>Legal Authority</b> .....	<b>8</b>
Authorizing Resolution .....	8
Annual Certifications/Signature Procedures .....	8
<b>Governance</b> .....	<b>9</b>
Organizational Structure .....	9
Governing Board Bylaws .....	9
<b>Service Planning Engagement of Governing Board</b> .....	<b>9</b>
<b>Control Environment</b> .....	<b>10</b>
Assignment of Authority – Grantors Grants .....	10
Signature Policy .....	10
Division of Duties .....	10
Background, Reference, and Credit Checks .....	11
<b>Suspension/Debarment Policy</b> .....	<b>12</b>
<b>Lobbying Policy</b> .....	<b>12</b>
Conflict of Interest Policy / Code of Conduct .....	12
Ethics Policy .....	12
Computer Usage Policy .....	13
<b>Contract Management and Oversight</b> .....	<b>13</b>
<b>Guidelines Governing the Acceptance of Advertisements for Revenue</b> .....	<b>14</b>
<b>Guidelines Governing the Acceptance of Revenue In-Lieu of Local Match</b> .....	<b>14</b>
<b>GRANT ADMINISTRATION</b> .....	<b>15</b>
<b>Grant Application</b> .....	<b>15</b>
<b>Grant Award and Agreement Execution</b> .....	<b>16</b>

<b>Grant Reporting</b> .....	<b>16</b>
<b>Preparing Requests for Reimbursement from Grantors</b> .....	<b>17</b>
<b>Grant Revenue Receipt and Recording</b> .....	<b>17</b>
<b>Grant Recordkeeping and Auditing</b> .....	<b>17</b>
<b>Timely Distribution of Funds</b> .....	<b>18</b>
<b>Period of Performance</b> .....	<b>18</b>
Period of Performance Extensions .....	18
<b>Award Close-Out and Grant Termination</b> .....	<b>18</b>
<b>Disposition Policies and Procedures</b> .....	<b>18</b>
Definitions .....	19
Disposition of FTA Funded Tangible Personal Property .....	19
Methods of Disposition of Tangible Personal Property .....	19
<b>FINANCIAL MANAGEMENT AND ACCOUNTING POLICIES</b> .....	<b>20</b>
<b>Multi-year Financial Plan</b> .....	<b>20</b>
<b>Budget Development</b> .....	<b>20</b>
<b>Adequate Financial Resources Policy</b> .....	<b>20</b>
<b>Grant Budgeting and Accounting</b> .....	<b>21</b>
<b>Multi-Year Grant Budgeting and Accounting</b> .....	<b>21</b>
<b>Budget Revisions and Amendments</b> .....	<b>21</b>
<b>Structure of Accounts</b> .....	<b>22</b>
<b>Governmental Generally Accepted Accounting Principles</b> .....	<b>22</b>
Direct / Indirect Cost Recognition and Recovery .....	22
Expense Assignment Methodology .....	22
<b>Determination of Allowable Costs and Expenses</b> .....	<b>24</b>
Travel policies/procedures .....	24

<b>Invoicing for Purchase-of-Service Arrangements</b> .....	<b>26</b>
<b>Fare Policy + Collection and Security</b> .....	<b>26</b>
Ticket and Pass Sales and Collection .....	26
Fare Collection Risk Management .....	26
<b>Check Receipts</b> .....	<b>27</b>
<b>Deposits for Fare Revenue</b> .....	<b>27</b>
<b>Purchasing Authorization and Approval</b> .....	<b>27</b>
Purchase Authorization .....	27
Purchasing Process for Over \$10,000 .....	28
<b>Payments made by Wire Transfer</b> .....	<b>28</b>
<b>Purchases by Credit Card</b> .....	<b>28</b>
Authorization .....	29
Controls .....	29
Eligible Uses of Jaunt Credit Cards .....	29
Ineligible Uses of Jaunt Credit Cards .....	29
Monthly Reconciliation .....	30
Terminated Cardholders .....	30
Use of Personal Credit Card .....	30
<b>Petty Cash</b> .....	<b>30</b>
<b>Bill Payment</b> .....	<b>31</b>
Accounts Payable .....	31
<b>Payroll Preparation and Timekeeping</b> .....	<b>31</b>
<b>Bank Reconciliation</b> .....	<b>31</b>
<b>Reconciliations of Other General Ledger Accounts</b> .....	<b>32</b>
<b>Financial Reporting</b> .....	<b>32</b>
Month-End .....	32
Accruals .....	33
Audit Adjustments .....	33
Annual Financial Statements .....	33
<b>Annual National Transit Database</b> .....	<b>33</b>
<b>Audit</b> .....	<b>33</b>

# PURPOSE

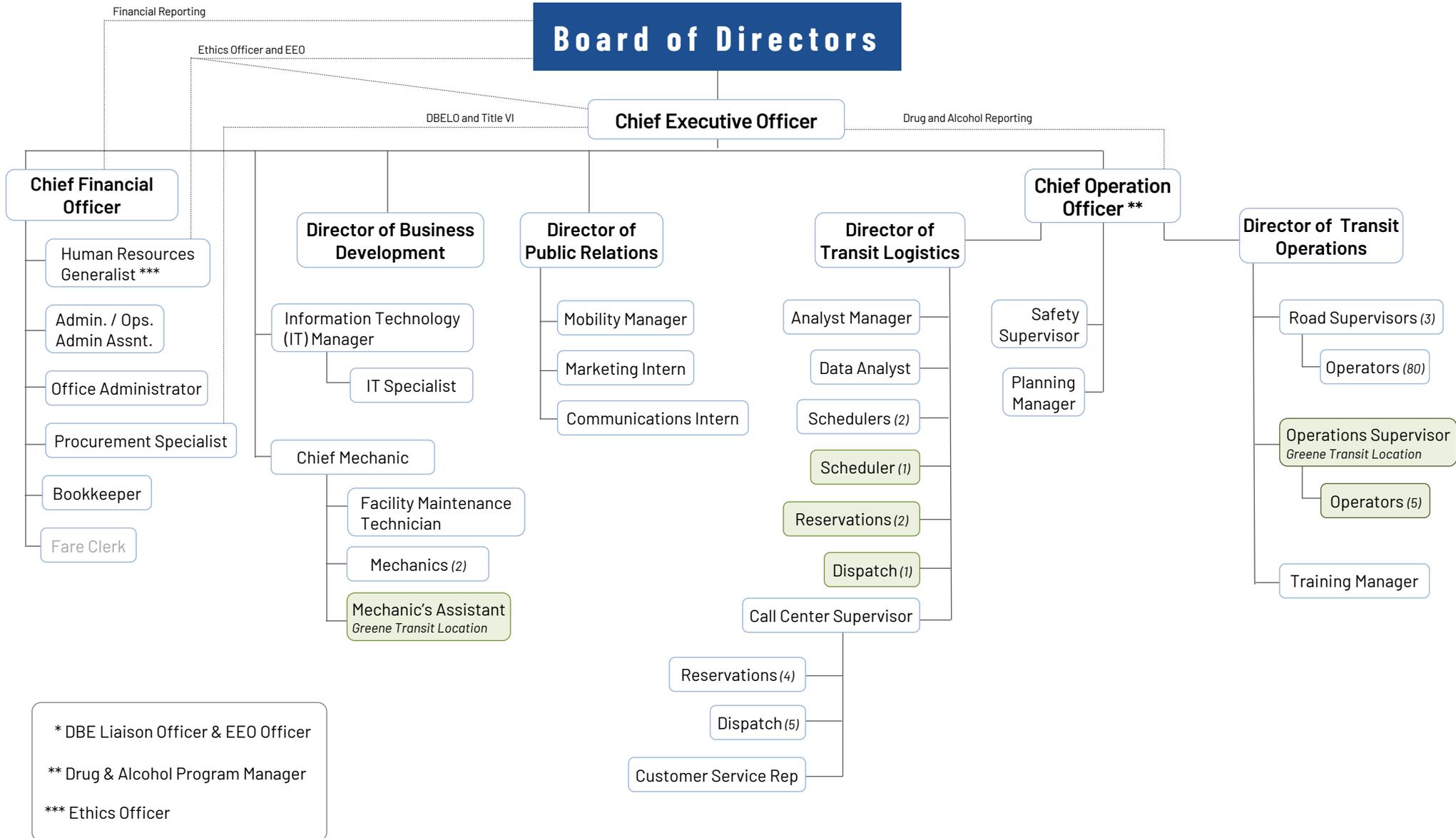
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The policies and procedures discussed herein address various grant, financial, and accounting functions. These policies and procedures are designed to enhance financial accountability and transparency, protect the assets and viability of the organization, and ensure compliance with respect to the use and administration of funds received from the Federal Transit Administration (FTA), the Virginia Department of Rail and Transportation (DRPT), and Charlottesville Area Transit (CAT) (collectively referred to as "Grantors"), as well as those funds received from local government sources.

Grantors grant programs have requirements with which Jaunt, Inc. must comply so as to continue to be eligible for grant funding. As a sub-recipient of federal funding, Jaunt, Inc. must demonstrate to the Grantors the legal, technical, and financial capacity to manage and administer grants. Financial ability includes the ability to match and manage the Grantors grant funds, cover cost and operating deficits, financially maintain and operate DRPT/FTA funded facilities and equipment, and conduct and respond to applicable audits.

The policies contained herein outline Jaunt, Inc.'s procedures regarding application, acceptance, budgeting, accounting and administration of the Grantors grants, as well as compliance with FTA/U.S. Department of Labor requirements.

# ORGANIZATIONAL CHART



\* DBE Liaison Officer & EEO Officer  
 \*\* Drug & Alcohol Program Manager  
 \*\*\* Ethics Officer

## **Document Control and Retention**

In accordance with 2 C.F.R. § 200.333, Jaunt, Inc. retains all financial records, supporting documents, and statistical records pertinent to a Federal or State award, including, but not limited to: personnel, time, payroll, audit, tax, vendor, client and accounting records for a period no less than five (5) years, or three (3) years from the date of submission of the final expenditure report, whichever is longer. If any litigation claim, negotiation, audit, or other action involving the records has been started before the expiration of the 3 year period, the records are retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular 3 year period, whichever is later. All tax records are maintained for a 7-year period. All records, both digital as well as hard copy, are stored in a manner which allows them to be both secure, as well as easily accessible to, authorized staff only. Hard copies are kept in locked files and access is restricted on electronic copies to the CEO, CAO, COO, and CFO.

## **Financial Records**

All financial records associated with the Grantors' grants are retained for a minimum of five years or three years beyond grant close-out, whichever is longer. This includes all personnel, time, payroll, audit, tax, vendor, client, and accounting records.

All financial records associated with the procurement of vehicles and equipment purchased with DRPT/FTA grants will be retained for a minimum of five years or three years beyond the end of DRPT's title lien on the vehicle/equipment, whichever is longer. This includes all vehicle maintenance and repairs records.

All financial records associated with the development of a facility financed with DRPT/FTA grants will be retained for a minimum of five years or three years beyond final DRPT/FTA payment for construction, whichever is longer.

# ORGANIZATIONAL MANAGEMENT

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## LEGAL AUTHORITY

### Authorizing Resolution

To be eligible for Grantors funding, Jaunt, Inc. is authorized by its Governing Board, Jaunt Board of Directors, to apply for and receive funding. This is affirmed when the appropriately authorized person signs the authorizing resolution form included in the DRPT grant application package. This form is submitted annually to DRPT as required and is also maintained in Jaunt, Inc. files.

Annually, at a regularly scheduled meeting of the Board of Directors, the Board shall pass a resolution authorizing the Chief Executive Officer to sign the DRPT grant application package on behalf of the Board of Directors and Jaunt, Inc.

### Annual Certifications/Signature Procedures

Federal and State grant awards require applicants and grantees to certify they are in compliance with or will comply with a variety of laws and regulations. As a sub-recipient of federal and state transit funds Jaunt, Inc. signs and submits certifications and assurances on an annual basis with its grant application to the Grantors. The Chief Executive Officer is responsible for updating Jaunt, Inc. annual certifications and assurances (C&A) and securing the proper signatures/approvals including both the approval of the Board of Directors and its legal counsel.

The C&As are filed according to the following procedure:

#### **ANNUALLY, IN DECEMBER, THE CHIEF EXECUTIVE OFFICER SHALL:**

1. Review the list of C&As received from FTA and compare them with the C&As from the previous year;
2. Forward the C&As to the attorney for review and signature;
  - If there are reports to be filed in conjunction with the C&As, the Chief Executive Officer completes the applicable reports for submission to the Grantors;
3. Upon concurrence from the attorney (and a signed Opinion of Counsel), the Chief Executive Officer secures approval and signature on the C&As from the person authorized to act on behalf of the transit agency Chief Executive Officer;
4. Compiles the approved C&As and applicable reports for submittal to the Grantors;
5. Submits the C&As to Grantors with the application;
6. Maintains a file with all of Jaunt, Inc.'s past and present C&As.

## GOVERNANCE

The governing body for Jaunt, Inc., Jaunt Board of Directors, has the legal and fiduciary responsibility of the organization (Virginia Public Service Company, Virginia Code Title 56). The transit agency's governing body is representative of the community and provides advice that is balanced with community-based perspectives and board governance expertise. The Board meets regularly, the second Wednesday of each month, to actively engage staff and conduct business in an open and transparent manner. All members of the Governing Board adhere to the conflict of interest section of its governing bylaws.

### Organizational Structure

The Governing Board for Jaunt, Inc. is the Jaunt Board of Directors. The governing body is governed by the agency's articles of incorporation, by-laws, and the Commonwealth of Virginia State Statutes.

As outlined in the agency's Articles of Incorporation or By-laws, Board members are appointed by each locality as respective shareholders of the Virginia Public Service Corporation.

### Governing Board Bylaws

The Jaunt By-Laws govern the internal administration and regulation of the affairs of Jaunt, Inc. Governing Board. As the Governing Board for the transit system, the Board of Directors is responsible for the delegation to the CEO for all policy decisions, financial management, and hiring of the transit management.

The by-laws for Jaunt's Board of Directors can be provided upon request.

## SERVICE PLANNING ENGAGEMENT OF GOVERNING BOARD

Jaunt's Board of Directors receives monthly service performance reports. Annually, typically as part of the budget development process, the Board is provided an assessment of the specific services in the region. Accounting for staff's recommendations, the Board provides concurrence with staff on how to implement future services.

For new service planning, the Board is provided an overview of the proposed project. This is in the form of an addition to the Transit Development Plan. The Board provides its initial input and direction. Then, after staff has engaged the public, it provides final input and direction prior to implementation.

The Board of Directors is directly involved in the development, assessment, and formation of the Goals, Objectives and Recommendations of Jaunt's Transit Development Plan Major Update. And, adopts the major update once completed every six years.

**ANNUALLY, THE BOARD WILL REVIEW AND APPROVE THE ORGANIZATIONAL STRUCTURE.**

# CONTROL ENVIRONMENT

## Assignment of Authority – Grantors Grants

The CEO and their designee are authorized to execute agreements and contracts with the Grantors.

## Signature Policy

The following individuals are authorized to sign checks for Jaunt, Inc.

- Chief Executive Officer
- Chief Operating Officer
- Executive Committee members of the Board of Directors

The following individuals are authorized to sign contracts that significantly financially obligate Jaunt, Inc.

- Chief Executive Officer
- Chief Operating Officer
- Director of Business Development

The following individuals are authorized to conduct an electronic funds transfer on behalf of Jaunt, Inc.

- Chief Executive Officer
- Chief Financial Officer

## Division of Duties

The following is a list of personnel who have responsibilities within the financial functions of the organization:

### Governing Board:

1. Reviews monthly and annual financial reports.
2. Reviews and approves annual budget at its June meeting, or earlier, and as needed for revisions.
3. Reviews and approves grant applications.
4. Reviews and approves multi-year financial plans (including those included in service and capital planning studies).

### Ethics Officer:

1. Serves as the organization's internal control point for ethics and improprieties, allegations, complaints, and conflicts of interest.

2. Develops corporate ethics statements, policies and supporting forms/acknowledgements.
3. Conducts investigations pursuant to complaints and allegations of ethical wrongdoing or conflicts of interest.
4. Develops and maintains confidential procedures for the handling and processing of complaints and allegations.
5. Designs and conducts annual training for staff and Board of Directors.
6. Reports to Jaunt CEO or Board President, as appropriate.

### Chief Executive Officer

1. Reviews and approves all financial reports.
2. With input from the Board Chair, Chief Financial Officer, and other Executive Officers, develops the annual budget.
3. Reviews and approves budget modifications that do not exceed the approved sum budget.
4. Reviews monthly reports from staff.
5. Engages with Grantors and other outside agencies in required and appropriate policy planning activities.
6. Reviews and approves all service plans and changes.
7. Monitors compliance with federal and state regulations.
8. Reviews and recommends all policies for approval by Jaunt Board of Directors.
9. Reviews all vouchers and invoices for those checks which require his or her signature.
10. Reviews and approves all contracts for goods and services that will exceed \$10,000 over the year.
11. Authorizes all inter fund transfers.
12. Approves all grant reimbursement requests.

### Chief Operating Officer:

1. With CEO and CFO, Manages the assets.
2. Reviews all vouchers and invoices for those payments which require his or her signature.

### Chief Financial Officer:

1. Manages annual budget development process.

2. Develops financial and grant related policies.
3. Reviews all formal finance and Human Resources procedures.
4. Manages annual audit.
5. Prepares all financial reports.
6. Prepares and submits regulatory reporting.
7. Serves as the grant management agent for capital grants.
8. Prepares all operating and capital grant reimbursements.
9. Reviews all receipts and disbursements.
10. Supervises and reviews the payroll, reviews payroll tax returns.
11. Submits requests for inter-fund transfers.
12. Maintains and reconciles the general ledger monthly.
13. Checks all reimbursement requests against receipts provided.
14. Performs all bank reconciliations.
15. Prepares and files annual 1099 and 1096 forms.
16. Coordinates all Finance Committee meetings.

**Procurement Specialist:**

1. Manages all regulatory compliance related to each division.
2. Monitors contracts.

**Bookkeeper:**

1. Reviews and accepts all receipts for general ledger entry.
2. Prepares accounts payable vouchers and produces checks.
3. Prepares the payroll, reviewing for correct payee, hours worked, and check amount.
4. Posts agency service billing to accounting program.
5. Makes deposit for cash and checks as needed.
6. Prepares cash receipts log, posts to General Ledger.
7. Manages the petty cash fund.
8. Reconciles the statement of credit card deposits and service charges.

**Fare Clerk:**

*(position currently not filled as fare collection has been temporarily suspended)*

1. Oversees submission of cash from operations on a daily basis.
2. Counts cash on a daily basis and compares with daily driver ridership reports.
3. Counts cash from fare media sales on a daily basis and compares with fare media sales log.
4. Processes credit card payments for fare media.
5. Accepts payment and makes change for fare media sales on a daily basis.
6. Maintains control over unsold fare media (tickets and passes).

**Administrative/Operations Assistant:**

1. Prepares maintenance vouchers.
2. Processes checks.
3. Assists with special projects.
4. Files.

**Transit Operators:**

*(fare collection is temporarily suspended)*

1. Monitor vehicle and fare security during his or her shift.
2. Maintain the use of technology to record daily ridership count reports, including trips by fare type.

**Background, Reference, and Credit Checks**

Every candidate for employment at Jaunt, Inc. that will have some form of responsibility and/or access to Jaunt’s financial and grants management processes is subject to a basic background check, as a condition of employment. This investigation may include a review of motor vehicle records and contacting references provided by the candidate. All candidates for financial, information technology, management positions, and other financial information-sensitive positions will also be subject to a criminal background check.

The Criminal Record Check (CRC) includes a 10-year history. Candidate histories will be assessed on a case by case basis for the nature, number and severity of infractions. Additional consideration is given based

on the recency and circumstances of any convictions. Additional checks may be made at the point of any promotion or change in role.

Finance and senior staff positions will require a credit check to screen for signs of financial distress that might indicate the risk of theft or fraud, or lack of fitness for being responsible for Jaunt's financial health. Candidates must not have bad debt. Bad debt is defined as a debt:

- that has been referred for collection,
- has a balance past due more than 60 days,
- has been written or charged off by the creditor.

Bad debt does not include debt that is:

- more than five years old,
- the result of the candidate's student loan obligations,
- incurred through extensive medical care for the candidate or his or her immediate family or dependents.

Bad debt that exceeds 10 percent of the salary of the position being filled will be considered bad debt regardless of the timeframe.

These screenings are intended to help protect Jaunt's assets, mitigate risk, and avoid potential negligent hiring lawsuits, for those employees who will be involved in the management of federal and DRPT funds.

## SUSPENSION/DEBARMENT POLICY

To ensure that only responsible individuals participate in the management of contracts and financial assistance awards with the federal government and to protect Federal and DRPT funded projects from fraud, waste, and abuse, Jaunt, Inc. must certify that its officers, directors, or employees with management or supervisory responsibilities are not listed on the GSA's System for Award Management at [www.SAM.gov](http://www.SAM.gov) suspension and debarment list.

Suspension – A disqualification from government contracting and subcontracting for a temporary period of time (no longer than twelve months) because a company or individual is suspected of engaging in criminal, fraudulent, or seriously improper conduct. Suspension is to be used on an interim basis pending debarment proceedings.

Debarment – An exclusion from government contracting and subcontracting for a reasonable, specified period of time (usually three years) because an individual or vendor failed to perform, or their performance was inadequate.

## LOBBYING POLICY

In accordance with 49 C.F.R. §20, Jaunt, Inc. does not permit the use of Federal or DRPT funding to pay any [person](#) for [influencing or attempting to influence](#) an officer or employee of any [agency](#), a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions: the awarding of any [Federal contract](#), the making of any [Federal grant](#), the making of any [Federal loan](#), the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

## Conflict of Interest Policy / Code of Conduct

In accordance with Board policy and related legislation, no employee, officer, agent, immediate family member, or Board member of the agency shall participate, without full disclosure and participation consent provided, in the selection, award, or administration of a contract supported by Federal and/or State funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of the following has a financial or other interest in the firm selected for award:

- The employee, officer, agent, or Board member,
- Any member of his/her immediate family,
- An organization that employs, or is about to employ, any of the above.

## Ethics Policy

Purpose – Because it is imperative that officials and employees of Jaunt Inc. maintain the highest possible standards of ethical conduct in their transaction of public business, such standards must be clearly defined and published. The following Code of Ethical Standards includes standards of the Federal Transit Administration.

Relationships – In all procurement matters relating to Jaunt, Inc., no transit employee, official, or agent,

including any member of an evaluation committee for a Jaunt, Inc. project, shall participate, without full disclosure and participation consent provided, in the selection, award, or administration of a contract between Jaunt, Inc. and a private business if a conflict of interest, real or apparent, would be involved. Such a conflict would exist when an employee, officer, or agent of Jaunt, Inc.; any member of his/her immediate family; his or her partner; or an organization which employs, or is about to employ, any of the above; has a material financial or other interest in a firm selected for award of a contract.

**Gifts and Gratuities** - It is Jaunt, Inc. policy that no official or employee of Jaunt, Inc. shall seek or accept, directly or indirectly, any gift, service, favor, employment, engagement, compensation or economic opportunity from a contractor or subcontractor which would improperly influence a reasonable person in his or her position to depart from the faithful and impartial discharge of his or her public duties. No Jaunt, Inc. official or employee may use his or her position to secure or grant unwarranted privilege, preferences, exemptions, or advantages for himself or herself, any member of his or her immediate household, any business entity in which he or she has a financial interest, or any other person.

**Violations** - Violation of JAUNT, Inc.'s ethics policy by any employee shall subject the individual to disciplinary action up to and including discharge as determined by the CEO or Board of Directors.

## **Computer Usage Policy**

Annually, the Information Technology (IT) Manager will review and update the Technology Usage Policy. During the annual Spring Roadeo each employee will receive a copy of the updated Technology Usage Policy and sign a statement acknowledging receipt and compliance.

Any usage of JAUNT, Inc. equipment and/or services unrelated to direct business activities of the Agency is expressly prohibited. JAUNT, Inc. forbids use of its equipment or internet connection to promote personal political or religious beliefs, solicit or advertise, engage in private business interest, participate in harassment or discrimination of any kind, violate or infringe on the rights of others, be involved in deliberate propagation of harmful computer code, violate copyright or licensing laws, or be part of any illegal activity.

The equipment provided and all contents thereof are the property of JAUNT, Inc. Users understand that all information transferred to and from this equipment is the property of JAUNT, Inc. and should be considered as available for management, and possible public, review. The user has no expectation that internet usage history is private. JAUNT, Inc. retains the right to monitor activity on its equipment and to review incoming and outgoing communications for appropriateness without prior notice or warning.

Employees may not install, download, store, print, view, or redistribute files on JAUNT, Inc. equipment that are not directly related to their job or JAUNT, Inc. business activities. An automatic exception will be made for storing and displaying the photographs used as "wallpaper" to provide an individual touch to the computer, provided the photograph is in compliance with all other sections of this policy. Employees are not to modify JAUNT, Inc. hardware or software in an attempt to foil any security or monitoring measure that the agency puts in place.

Employees understand that these means of productivity and communication are a privilege exclusively for professional activities during work hours. The Chief Executive Officer may allow employees to utilize JAUNT, Inc. equipment or to access the internet for personal improvement or non-business needs outside of established business hours, provided that usage is consistent with the standards of employee conduct for the department during business times.

Violations of any of these stipulations may result in reduction, limitations, or termination of computer and internet privileges without notice. If so warranted, infractions may involve disciplinary action, suspension, termination, or even legal redress. All disciplinary action shall be pursuant to JAUNT, Inc. Personnel Policy.

## **CONTRACT MANAGEMENT AND OVERSIGHT**

Jaunt, Inc. monitors each contract for quality in fulfilling the contract requirements as well as compliance with FTA requirements. The Chief Executive Officer is responsible for reviewing each contract and determining specific monitoring requirements based on type of contract and funding utilized.

Contracts are awarded only to responsible

contractors. To ensure that Jaunt, Inc. is not doing business with vendors who have been suspended, debarred, ineligible, or voluntarily excluded from participation in federally assisted transactions or procurements, a search is performed on the U.S. General Services Administration (GSA) Excluded Parties Listing System (EPLS) via the System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov) is used to confirm eligibility.

## **GUIDELINES GOVERNING THE ACCEPTANCE OF ADVERTISEMENTS FOR REVENUE**

Jaunt, Inc. does not accept advertisements on its vehicles and/or facilities in exchange for revenue.

## **GUIDELINES GOVERNING THE ACCEPTANCE OF REVENUE IN-LIEU OF LOCAL MATCH**

Jaunt, Inc. may establish an arrangement with any non-local entity for the provision of non-federal matching source of funds for Grantors grant programs. Upon consent from the applicable locality, these revenues will be considered "local match" in-lieu of the locality providing program matching funds directly.

# GRANTS ADMINISTRATION

## GRANT APPLICATION

The DRPT/FTA generally issues annual grant applications at the following times:

<b>PROGRAM</b>	<b>APPLICATION PACKAGE RELEASED</b>	<b>APPLICATIONS DUE TO DRPT/FTA</b>
S. 5307 (CAT submits split letter)	Early October	February
S. 5311 (CTP)	Early January	February
S. 5311(f)	Early January	February
S. 5310, 5316, 5317	Early January	February
State Maintenance Assistance Program	Early January	February
State Transportation Demand Management	Early January	February

Preceding the release of each application, Jaunt, Inc. determines which projects and services will be included in that year's application, based on the Jaunt Transit Development Plan (TDP); particularly the implementation plan, vehicle replacement plan and financial plan.

Grant application packages are received electronically from DRPT/FTA. Included in each is a timetable for the processing and completion of the application along with specific instructions on how to complete each section.

1. Receive Application Package and Organize - Upon receipt of each application package, the Chief Executive Officer reviews the entire package for general application requirements and determines the best approach to delegate development of portions of the application. The Chief Executive Officer also develops a timeline for preparation, public notice, and submission to the Jaunt Board of Directors for review and approval before submission to DRPT/FTA.
2. Prepare Application - Tasks involved in preparing the grant application include:
  - a. Compile narrative, statistical and financial information to justify a grant award.
  - b. Determine the amount of matching funds needed for the grant application and identify potential sources of matching funds.
  - c. Secure a commitment of matching funds from each source.
  - d. Secure approval of the grant project from the MPO (if in an urbanized area) assurances that will have to be signed as part of the application.

- e. Finalize budget with Chief Executive Officer and Finance Committee.
  - f. Prepare all procurement documents, when applicable.
3. Secure Public Input and Board Approval - Once the grant application is completed, the following procedures are followed:
- a. Forward the complete grant application package to the Jaunt Board of Directors with a request to be scheduled on the agenda for an upcoming Board meeting. Depending on the complexity and commitment of the grant, the Board is provided a minimum of two weeks to review the grant. Grant applications must be approved by the Board of Directors before the application is submitted to DRPT/FTA.
  - b. The public hearing is advertised at least 15 days in advance, normally in early December. In early January, if possible, within 15 days prior to grant submission, a public hearing is scheduled regarding the proposed grant application presented to the Board of Directors.
  - c. The date and time of the public hearing for the grant application is advertised in English and Spanish versions by postings in the local newspaper and announcements are posted in English and Spanish versions in various places throughout Jaunt and its partner agencies (if permissible). Electronic postings in English and Spanish versions are sent to various local media vendors and will be posted on Jaunt's website.
  - d. The public is encouraged to ask questions and/or make comments. Jaunt, Inc. considers all public comments before finalizing the grant application. A public hearing is held and all comments received are addressed before the application is submitted to DRPT/FTA.
  - e. A copy of the initial grant application package is made available for public review upon request, and, if revised, the final grant application is also made available.

## GRANT AWARD AND AGREEMENT EXECUTION

It is the responsibility of the Chief Executive Officer to forward the grant agreement to the Chief Financial Officer for preparing the accounts in Jaunt, Inc.'s accounting system and prepare the processing

documentation needed for reimbursements. The Chief Executive Officer must be aware of target dates for grant approval by DRPT/FTA and anticipates the receipt of grant awards and agreements in advance of their arrival for appropriate review and execution.

The Chief Executive Officer reviews the grant award and agreement to ensure that it is accurate and to determine if the award differs substantially from the grant application. The grant award package normally contains a letter of award and a grant project budget. The grant agreements are downloaded and saved accordingly.

If applicable, the Chief Executive Officer notifies the staff attorney of any special award conditions and receives his or her concurrence they are acceptable.

The Board of Directors is informed of all grant awards and agreements received by the Chief Executive Officer. If a grant award or agreement requires concurrence from the governing board prior to execution, the Chief Executive Officer coordinates the placement of the grant award on the Board agenda of a proceeding meeting after the award is received to formally request execution of the grant agreement.

Because it is anticipated the Board of Directors adopts a resolution authorizing the Chief Executive Officer to execute the grant award, the Chief Executive Officer signs the grant agreements.

## GRANT REPORTING

The Chief Executive Officer is responsible for ensuring that all grant funds are expended in accordance with specific grant regulations and is responsible to ensure that any fiscal and programmatic reporting requirements are adhered to.

These reports are compiled by Chief Executive Officer using financial, asset, and operating data from the following sources:

- Financial Data - Great Plains financial system
- Operating Data - Trapeze scheduling software
- Asset Inventory - Fleetio vehicle and asset management system

Jaunt, Inc.'s goal is to submit operating and capital reimbursements within forty-five (45) days of completion; however, certain conditions may require a later submission process; primarily the closure of the fiscal year to ensure accuracy.

## **PREPARING REQUESTS FOR REIMBURSEMENT FROM GRANTORS**

Requests for reimbursement of Federal and DRPT funds are prepared, if possible, on a monthly basis by the Chief Financial Officer, and approved by the Chief Executive Officer. Procedures for submitting these requests are:

The allowability and accuracy of coding of costs entered onto the Great Plains accounting software is reviewed on an ongoing basis by the Chief Financial Officer. Monthly reports are generated by the CFO from this software that assigns the costs to their applicable funding sources (e.g. 5307 operating, 5311 operating, individual capital awards, Mobility Manager award, Intern award). Allowable operating costs are assigned to the applicable grants based on a proportionate share of cost per hour, and/or the proportionate share of direct operating cost per hour (such is the case for costs assigned to services provided under NEMT type contracts).

The CFO is responsible for preparing the operating reimbursements for 5307 and 5311 awards, to Charlottesville Area Transit and DRPT, respectively. Supporting documentation for the 5307 operating requests include: a summary spreadsheet of the prior period costs, the allowable and apportioned current period costs, and the balance left in the award, by line item; subtracted urban fare revenues and reimbursement calculations; and copies of invoices. The CEO reviews and approves the reimbursement request. The CFO submits the request to the finance staff at CAT via email. Supporting documentation for the 5311 operating award requests include: a summary spreadsheet of the prior period costs, the allowable and proportioned current period costs, and the balance left in the award by line item; subtracted rural fare revenues and reimbursement calculations; service hours and passenger trips per locality for the period with cumulative amounts; and general ledger reports of the allowable costs for the period. The CEO reviews and approves the reimbursement request.

The Chief Financial Officer is responsible for preparing the individual capital award reimbursement requests. Supporting documentation for the capital award reimbursement requests include: tracking spreadsheets for the life of the award listing prior requests and current details by line item, general

ledger reports for the period, and copies of invoices for the costs.

Approved requests are made online through the DRPT OLGA System for 5307 operating funds and capital awards, and in writing to CAT.

Copies of each request and supporting documentation are maintained electronically in the grant file. Receipt of reimbursements is tracked off-system via Excel spreadsheets

## **GRANT REVENUE RECEIPT AND RECORDING**

When reimbursement requests are approved, the income is recognized in the appropriate month on the general ledger by the Chief Financial Officer. When notice of grant revenues are received, the funds are transferred electronically and credited to a grant accounts receivable account code.

Jaunt complies with the mandated timeline of receipt of federal funds and disbursement to vendors, in accordance with 2 CFR 200.305 Payment.

The Chief Financial Officer reviews grant revenues periodically to ensure proper recognition. At the end of each fiscal year, the Chief Financial Officer reviews each grant program to accrue the earned revenue to be received after the end of the fiscal year from the Grantors.

## **GRANT RECORDKEEPING AND AUDITING**

Jaunt maintains the reports for review by auditors and the Grantors. The Chief Financial Officer reviews grant revenues periodically to ensure proper recognition. At the end of each fiscal year, the Chief Financial Officer reviews each grant program to accrue the earned revenue to be received after the end of the fiscal year from the Grantors.

- Financial reports should be maintained on file until all audits have been accepted by the grantor or for five fiscal years whichever is longer. The Chief Executive Officer consults the records retention schedule when planning to destroy grant records.
- All Jaunt, Inc. grants are subject to periodic review by the Board of Directors and annual audit by independent auditors. Jaunt, Inc. makes grant files and supporting information available for annual audit review.

- All state and federal grant funds will be included in Jaunt, Inc. annual single audit report prepared by the Chief Financial Officer.
- Any auditors or officials representing the grantor agencies that request access to grant records should be directed to the Chief Financial Officer to determine authorization. All audits are performed by third party auditors. However, the grantor agency may elect to monitor the grant program to possible include sending a representative to discuss the program and review records which would be allowable.
- Annual audit reports are submitted to Grantors within 9 months after close of fiscal year.

## **TIMELY DISTRIBUTION OF FUNDS**

Jaunt, Inc. utilizes planning and communication between program and finance staff to ensure compliance in timely distribution of FTA and DRPT funds. Request for FTA/DRPT reimbursement is customarily submitted after payment is made to outside vendors, unless the amount is prohibitive. The latter instances typically involve large capital award purchases, such as rolling stock. When reimbursement requests are paid to Jaunt before vendor payment is made, Jaunt ensures that payment is made to the vendor within 72 business-day hours of receipt of the reimbursement from DRPT.

## **PERIOD OF PERFORMANCE**

The Period of Performance for Grantors' grants is defined as the period of time during which the Grantee/Contractor is expected to complete the grant activities outlined in their proposal and grant agreement. The Period of Performance also establishes the timeframe of execution of project activities and period when expenses may be incurred and reimbursed. Absent a defined period, it will be assumed the period of performance is the most applicable fiscal year.

The Period of Performance for DRPT/FTA grants begins on the date that the grant is approved by the Virginia Commonwealth Transportation Board and ends on the last day of the performance period unless otherwise stated in the grant agreement. Depending on the type of grant the end date may be 12 months – 36 months. The Period of Performance is stated in the grantee letter.

## **Period of Performance Extensions**

If the grant funds cannot be expended during the Period of Performance, a Period of Performance Extension may be requested through OLGA. Extensions are intended to provide additional time for projects that have made reasonable progress to expend funds, invoice and seek reimbursement. By extending a Period of Performance it allows the project to remain in compliance with the terms of the grant agreement which must be done 90 days prior.

If, during monthly reviews of budget status, grant expenditures within two months of the end of the Period of Performance are found to be behind year-to-date budget, the Chief Executive Officer submits a request for a Period of Performance extension to DRPT/FTA. The request is prepared by Chief Executive Officer with pertinent documentation.

## **AWARD CLOSE-OUT AND GRANT TERMINATION**

Jaunt, Inc. maintains close communication with the DRPT/FTA to ensure all parties are aware when grants expire and the transit system does not incur expenditures with no funding source. When grant funds are sub-granted (pass-through) to other agencies, the contract agency should include a statement that "payment for services is contingent upon receipt of grant funds."

DRPT/FTA grant awards are closed out following the Period of Performance for which funds were awarded (non-capital grants), following purchase of the vehicle or equipment for which the funds were awarded (non-facility capital grants), or following the completion of the facility or the expenditures of the grant funding, whichever comes first (facility capital grants). Except in the case of facility development, DRPT/FTA grant funds are to be expended and grant close-out initiated within three years of the initial grant award. Initiating grant close-out is the responsibility of Chief Executive Officer, following a review each grant's status at the end of each quarter.

## **DISPOSITION POLICIES AND PROCEDURES**

The purpose of these guidelines is to provide Jaunt with the procedure for disposing of vehicles or equipment. Guidelines must follow FTA Circular 5010.1D.

Funds derived from the disposal of transit vehicles or equipment originally purchased with Federal Transit Administration (FTA) or Virginia Department of Rail and Public Transportation (DRPT) funds will be retained by Jaunt and used to further support Jaunt's public transportation operations. The proceeds from the disposal of damaged vehicles or equipment that have not met their useful life and their insurance settlement can be used only for the replacement of the vehicle/equipment.

The Common Grant Rules require grantees to establish the fair market value of the equipment. This may be done by obtaining an appraisal, soliciting bids, insurance settlements, or reviewing previous costs paid for similar items in similar condition. Other methods are allowable to establish fair market value, however, in all cases the expectation is the method used would be an objective one where Jaunt would not "predetermine" the outcome of the valuation based on the \$5,000 threshold.

## Definitions

"Fair Market Value" means the most probable price which equipment or supplies should bring in a competitive and open market at the time of the disposal.

"Net proceeds from the sale of surplus or excess property" means the amount realized from the sale of property no longer needed for transit purposes less the expenses of any actual and reasonable selling and fixing-up expenses.

"Straight Line Depreciation" means the method by which the value of Jaunt equipment is depreciated (reduced) over its service or useful life as a percentage of its cost.

## Disposition of FTA Funded Tangible Personal Property

Project property to be replaced must have achieved at least the minimum useful life per FTA, DRPT, or Generally Accepted Accounting Principles.

Rolling Stock: With respect to rolling stock originally funded by Federal Transit Administration (FTA) funds, any disposition before the end of its service life requires prior DRPT approval. In addition, if rolling stock is removed from service and disposed of before the end of its useful life, the return to FTA is the

greater of the FTA share of the unamortized value of the remaining service life per unit, based on straight line depreciation of the original acquisition cost, or the Federal share of the sales price (even though the unamortized value is \$5,000 or less).

Equipment and Supplies over \$5,000 value: After the service life of equipment is reached, equipment with a current market value exceeding \$5,000 per unit, or unused supplies with a total aggregate fair market value of more than \$5,000, may be retained or sold, with reimbursement to FTA of an amount calculated by multiplying the total aggregate fair market value at the time of disposition, or the net sale proceeds, by the percentage of FTA's participation in the original acquisition.

Equipment and Supplies less than \$5,000 value: Equipment with a unit market value of \$5,000 or less, or supplies with a total aggregate market value of \$5,000 or less, may be retained, sold or otherwise disposed of with no obligation to reimburse FTA, providing the useful service life requirements have been met.

## Methods of Disposition of Tangible Personal Property

After establishing fair market value for any project property, Jaunt may dispose of these items most advantageous to the organization whether that advantage be price received, speed of disposal, or any other factor advantageous to Jaunt.

Approved methods for the disposition of surplus or obsolete tangible personal property shall include:

1. trade-in as part of a new procurement;
2. transfer or sale to other public agencies;
3. transfer to non-profit agencies or organizations consistent with established legal parameters;
4. sale by auction open to the public;
5. solicitation of sealed bids;
6. disposal through scrapping;
7. posting for sale in a newspaper or online;
8. reselling to the original vendor;
9. private sale to known interested party.

# FINANCIAL MANAGEMENT AND ACCOUNTING POLICIES

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The fiscal year for Jaunt, Inc. is from July 1 to June 30 of the following calendar year.

## MULTI-YEAR FINANCIAL PLAN

The Chief Executive Officer develops a six-year financial plan, as part of its Transit Development Plan (TDP), which is required for funding under DRPT/FTA. The Chief Executive Officer presents the six-year financial plan to the Board of Directors annually. This financial plan is based on planned service changes and identified funding sources and is used as a basis for the annual grant application to Grantors as well as for the development of the annual budget.

## BUDGET DEVELOPMENT

Jaunt, Inc. prepares an annual budget that updates the TDP financial plan, based on TDP service implementation milestones and changes in available funding. The annual budget is prepared at the beginning of the fiscal year/in preparation for the annual grant application to DRPT/FTA.

The process for developing the annual budget includes:

1. Chief Executive Officer notifies staff when it is time to begin the process to develop next year's budget and provides instructions and process timeline.
2. Chief Executive Officer reviews organization's goals, objectives, and TDP/Strategic Plan for implementation activities scheduled in the upcoming year.
3. Chief Executive Officer reviews status of open grants from FTA/DRPT for current funding and reviews most recent grant application package to anticipate timeline for next grant application cycle.
4. Chief Executive Officer consults other staff to program specific budget needs for the upcoming year.

5. Chief Financial Officer prepares prior-year actual, current budget, and projections for next year payroll needs at current service levels and provides to Chief Executive Officer.
6. Chief Executive Officer, assisted by the Chief Financial Officer and Chief Operating Officer:
  - a. reviews the previous year budget to determine needed adjustments to each line item, including overhead costs and costs attributable to specific programs;
  - b. estimates revenues and sources for upcoming year;
  - c. makes adjustments accordingly to expenditures and revenues for the projected fiscal year's budget;
  - d. projects capital budget needs according to replacement schedule and expansion needs as identified in the TDP;
  - e. documents assumptions used in preparing the budget (for example, assumes available funding, increases in fuel prices, increased insurance expenses, more operator overtime, etc.);
7. Chief Executive Officer prepares budget recommendation for submission to Board of Directors by the Fall before the upcoming fiscal year.

## ADEQUATE FINANCIAL RESOURCES POLICY

Jaunt, Inc. bases its funding needs on providing a level of service that is supported in part by contributions from the local governments of the area it serves. Budgets are developed and approved by the various locales six months before the start of the fiscal year. If a local government cannot contribute the promised funding, Jaunt will make the necessary cuts in the service to that area to maximize the funding still available. For short term funding shortages, not covered by service reduction, unrestricted funding will be used, only to the extent necessary.

## GRANT BUDGETING AND ACCOUNTING

- Each capital or special grant award is assigned a unique general ledger account code to record all fiscal transactions.
- Jaunt, Inc. enters the necessary budget accounts upon Board of Directors approval.
- All expenditures are supported by adequate documentation as required by the grantor agency, the Single Audit Act, 2CFR Parts 200 and the State Single Audit Implementation Act.
- Jaunt, Inc. charges all expenditures to appropriate chart of account line items.
- Jaunt, Inc. is responsible to maintain accurate grant budgets and ensure all grant expenditures and revenue transactions are coded to the appropriate accounts.

## MULTI-YEAR GRANT BUDGETING AND ACCOUNTING

Grants are often accepted by Jaunt, Inc. that continue into the following fiscal year(s). Grants that continue into the next fiscal year, once the actual grant budget balances are determined after the end of the fiscal year, the new fiscal year budget is amended to include the remaining grant balances.

## BUDGET REVISIONS AND AMENDMENTS

A mid-year budget revision or amendment may be necessary when the revenues unexpectedly increase or decrease, or expenditures are accruing at a faster rate than budgeted. Grants are often amended to shift allocated funds from one cost category to another, increase or decrease the grant budget, change the grant period or to alter the programmatic requirements.

Any amendment that alters the total grant revenues should be prepared by the Chief Executive Officer and submitted to the Chief Financial Officer and subsequently reviewed by the Finance Committee. This budget amendment requires Board of Directors approval.

The budget cannot be legally amended after the end of the fiscal year to incorporate previous amendments approved by the grantor; therefore, Jaunt, Inc. uses

caution to ensure no grant funds are expended prior to approval and appropriation by the Board of Directors.

### General budget amendment procedures include:

The Chief Executive Officer and Chief Financial Officer review the budget status on a monthly basis and compares actual expenditures to budgeted amounts by line item.

- If revenues unexpectedly increase or decrease, or expenditures are accruing at a faster rate than budgeted, the Chief Executive Officer and Chief Financial Officer identify where adjustments are required and where corresponding adjustments are needed to balance the budget.

If needed, a budget revision/amendment request is prepared by Chief Executive Officer and submitted to Board of Directors for review and approval.

If needed, a DRPT/FTA grant budget revision/amendment request is prepared by Chief Executive Officer and submitted per DRPT/FTA instructions.

The following budget amendments can be initiated solely by the authority of the Chief Executive Officer:

- Salary position title changes, including change to salary.
- Updates to salary position numbers.
- Carryovers with continuing line items within division.
- Transfer of general fund within maximum approved budget total.
- New accounts for existing grants.
- Technical corrections, miscoding of account numbers.
- Reclassifications of revenues.
- Addition of a line item.
- Carryovers with new line items.
- Line item transfers to other line items.
- Transfer of salary savings to other line items.
- New and recurring expenses.

The following budget amendments require approval from the Board of Directors:

- New positions that cause an overall budget increase.
- New commitments (contracts & maintenance agreements) that cause an overall budget increase.

- Transfer of LGIP funds to meeting emergency program needs and/or critical services (approval only needed by the Chair of the Finance Committee).
- Revenue increases/decreases for established programs that increase the overall budget.
- New grants that require general fund money.

## STRUCTURE OF ACCOUNTS

The Jaunt, Inc. Chart of Account numbers contain three segments with the following structure: XXX-XXXX-XXX. The first segment denotes fund type (i.e. capital grant, operating expenses, accident fund); the second segment denotes the natural class (i.e., supplies, salaries, equity, income, expense); and the third segment, when needed, denotes project (i.e. specific capital grant). The Jaunt, Inc. Chart of Accounts can be provided upon request.

## GOVERNMENTAL GENERALLY ACCEPTED ACCOUNTING PRINCIPLES

It is Jaunt, Inc. policy to adhere to any restrictions imposed by its Grantors; therefore, Jaunt, Inc. employees are expected to bring to the attention of the Ethics Officer any instances of non-compliance.

When Jaunt, Inc. is expending federal and state funds, prior written approval from the Grantors agency is required for the purchase of:

- Capital expenditures for land or buildings
- Pre-award costs

In accordance with federal regulations, Jaunt, Inc. does not request federal funds to pay for the following costs:

- Bad debt expense
- Contingencies
- Contributions or donations to others
- Entertainment expenses
- Fines and penalties
- Interest, fundraising and other financial costs (other than generally acceptable banking fees)
- Any disallowed expenses for meals and travel over state policy
- Any other expenses as deemed ineligible by the Chief Executive Officer

## Direct / Indirect Cost Recognition and Recovery

All direct costs incurred to support a grant funded program are funded from the operating budget, the grant budget, or from new appropriations authorized by the Board of Directors.

Indirect costs incurred to support grant funded services are reported for reimbursement. These indirect costs are charged to each respective grant budget expenditures account in monthly increments. The Chief Executive Officer is responsible for indirect cost calculations related to the transit services based on the grant type and required central services utilized by the grant. Jaunt, Inc. does not currently use an indirect cost methodology to charge costs to its grants. However, if a plan is developed and/or changes are made to this plan, it is resubmitted to Grantors for approval.

Indirect cost expenditures and revenues are analyzed at the end of each year and reclassified, if necessary, to prevent overstatement of revenues and expenditures amount funds. Indirect costs to grants are assessed in accordance with an approved cost allocation plan that was developed in accordance with 2 CFR part 200

## Expense Assignment Methodology

As an organization formed by the region's localities for the sole purpose of providing public transportation, all of Jaunt's activities are dedicated to providing regional public transit services. Thus, Jaunt has only one cost objective, and does not have any centralized cost services that result in the allocation of indirect costs. The organization's main responsibilities in this area are to put in place the necessary internal controls to accumulate, segregate, and assign resources to the organization's respective services based on the changing service needs and availability of resources. This document addresses how expenses and revenues among the various localities, as well as between the various grant programs, are accounted for and assigned to individual services and as a single organization.

Jaunt's expense and service assignment methodology was first developed in 1995 based on current best practices for rural transit systems. While there have been some adjustments with the expansion of services over the years, the fundamentals of assigning expenses based on service hours remains unchanged.

The methodology is reviewed annually by Jaunt staff and documented as part of its annual budget processes.

Jaunt’s resource distribution to individual services is predicated on a per service hour basis. Because approximately 75% of Jaunt’s operational expenses are in salaries and fringes, allocating on a per service hour basis equitably captures relevant costs.

Resource distribution for urban, rural demand response and commuter route services begins during the budgeting process with a projection of service hours for each service in each locality is developed. All of Jaunt’s expenses and resources are accounted for and assigned to each service based on its percentage of projected service hours. Both operation and administration expenses are assigned across each locality, including the separation between urban and rural. Jaunt’s adopted budget reflects the sum of all anticipated levels of service, including the correlating service hours, and expenses and resources needed to implement the planned services.

During the actual fiscal year, administrative and operation expenses are recorded each month, and then assigned to each service according to their proportionate share of the sum service hours. This allows for all expenses to be tied back to the General Ledger. Reimbursement requests for related grants are calculated by applying the proportionate percentage of the specific service(s) related to the grant to the overall expenses. An example of this procedure is provided later in this document.

### Expense Assignment Procedures

Almost all Jaunt expenses are assigned to one of three main General Ledger accounts: Administration, Operation, or Capital. Some smaller grants, such as the Mobility Management program have their own GL account because of the very specific and identifiable costs associated with the service and grant. Each month, once all expenses are entered into the General Ledger, a percentage that represents the proportionate share of the overall service hours is applied to develop a grant reimbursement request. These calculations include passenger fares, human service agency payments, trips and hours (see figure 1 below). All expenses and revenues are reconciled with General Ledger each month. The final reimbursement for the fiscal year, typically for the month of June, reflects adjustments in expenses or services hours as reconciled by the full year’s audit.

**Total Allowable Public Transit Expenses: \$6,092,515**  
**Service Hours: 125,564**



Paratransit/5307 Service Hours: 70,135

$$70,135 / 125,564 = 55.85\%$$

$$55.9\% \times \$6,092,515 = \$3,405,715$$

Rural/5311 Service Hours: 55,429

$$55,430 / 125,564 = 44.14\%$$

$$44.1\% \times \$6,092,515 = \$2,686,800$$

Figure 1 - Example of how expenses are assigned using FY18 audited data

For the audited fiscal year of 2018, the allowable expenses totaled \$6,092,515. Service hours totaled 125,564. For the 5307 paratransit/urban grant Jaunt operated 70,135 service hours, or 55.9 percent of the total service hours. For the 5311 rural demand response and commuter service grant Jaunt operated 55,430 service hours, or 44.1 percent of the total service hours. Based on Jaunt's expense assignment methodology it assigned \$3,405,715 to the delivery of the 5307 paratransit/urban services and \$2,686,800 to the delivery of the 5311 rural services.

## **DETERMINATION OF ALLOWABLE COSTS AND EXPENSES**

As per 2 CFR 200.403 in order to qualify as allowable, all costs and expenses charged by Jaunt, Inc. to a federal or state award, or against program income generated with the use of federally funded assets must meet the following criteria:

- Be necessary and reasonable for the performance of the federal or state award and be allocable thereto under these principles.
- Conform to any limitations or exclusions set forth in these principles or in the federal and state awards as to types or amount of cost items.
- Be consistent with policies and procedures that apply uniformly to both federal and state- financed activities of Jaunt, Inc.
- Be accorded consistent treatment.
- Be determined in accordance with generally accepted accounting principles (GAAP).
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period.
- Be adequately documented.

Allowable costs must be necessary, reasonable, allocable, and must conform to a federal or state award's terms and conditions.

As per 2CFR 200.404, Jaunt, Inc. defines reasonable costs as those that would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost, and is ordinary and necessary for the operation of Jaunt, Inc. for the proper and efficient performance of the federal and state award.

As per 2 CFR 200.405 only those costs that have an objective in accordance with the relative benefits received are chargeable or assignable to federal or state awards.

Unallowable costs are not charged to any federal or state awards, or against program income generated with the use of federally funded assets. Unallowable costs include: alcohol, goods or services for personal use, housing and personal living expenses, most lobbying costs, travel costs over the GSA per diem limits, proposal costs, bad debt costs, contributions and donations, entertainment costs, fines and penalties, membership costs in organizations whose primary purpose is lobbying,

### **Travel policies/procedures**

In accordance with federal and state regulations, Jaunt, Inc. will reimburse individuals traveling on official Jaunt business for reasonable and necessary expenses incurred. Jaunt, Inc. employees may be reimbursed for the reasonable and necessary expenses they incur while traveling on official Jaunt business. The use of federal and state funds to accommodate personal comfort, convenience, and taste is not permitted. All such trips must support the mission of Jaunt, receive the appropriate pre-approvals, and be carefully planned to ensure that expenditures are necessary, prudent, and as economical as possible. Transportation during travel, whether by public transportation, privately owned auto, Jaunt- owned vehicle, or for hire conveyance, shall be over the most direct and economical route.

Upon completion of the trip, travelers must report and document claims for reimbursement following the guidelines described below.

### **Source of Funds**

Travel costs may be paid from Federal, State or Program funds.

Federal, State and Program Funds: Expense limits are reimbursed as per the U.S. General Services Administration's Meals and Incidental Expense (M&E) per diem allowances found at <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>.

A prorated amount of travel (75%) is reimbursed for the first and last travel days during a business trip. The M&E per diem must correspond to the location specified for the overnight lodging. Meals provided by

the travel venue must be deducted from the MI&E per diem.

Pro-rations of MI&E rates can be found at: <https://www.gsa.gov/travel/planbook/perdiem-rates/mie-breakdown>.

### **Pre-approvals**

For all travel pertaining to Jaunt business, an employee must have the pre-approval of his/her supervisor. Travel for executive level staff must be pre-approved by the Board President. For travel that will be funded through RTAP, documentation must be submitted to DRPT that includes lodging, conference registration, per diem, and transportation for pre-trip approval. All travel is subject to the following restrictions:

- Maximum reimbursement rates for hotel rooms and meals are limited to rates in the effective edition of the State Travel Guidelines.
- Air, bus and train fares must be booked at the lowest available coach rates.
- Any increase to these fares after approval of the request must be submitted to DRPT prior to the program for approval (RTAP funding only). Fare increases will not be accepted after the approved program.
- Estimated luggage fees should also be itemized, as necessary.
- Registration fees should also be listed in the request.
- Rental car fees are not eligible for reimbursement unless it is demonstrated that the location of the program and lodging make public transportation, shuttles or walking inaccessible or inappropriate.
- Mileage is not reimbursable through RTAP.

### **Documentation**

All travel requires receipts for hotel, transportation, and conference registration receipts.

### **Requesting Reimbursement**

If a purchase cannot be made using Jaunt credit card, travelers may seek reimbursement for their expenses only after the completion of their trip, and no longer than two weeks after the trip ends. To request reimbursement for expenses incurred while traveling on Jaunt business, travelers must fill out an Expense Reimbursement Form, include all supporting documentation, and submit reimbursement form, including supporting documentation to their supervisor.

### **Personal Auto Mileage**

Keep track of the odometer reading at the beginning and end of the trip. Calculate the current mileage rate on the expense reimbursement form. Travelers are encouraged to use company vehicle when traveling. Transportation during travel, whether by public transportation, privately owned auto, Jaunt owned vehicle, or for hire conveyance, shall be over the most direct and economical route. Travelers should also seek the least expense mode of travel and the least expensive travel fares.

### **Meals**

Per diem is allocated according to the GSA limits for the nearest city being traveled to. The Jaunt credit card should not be used for meals while traveling.

### **Hotel or Lodging**

Hotel reservation may be secured with a credit card or by a pre-paid deposit using GSA limits for the nearest city being traveled to. All receipts must be retained. Jaunt will not pay for in room movies or other entertainment expenses.

### **Transportation**

Cost competitive transportation must be arranged using the most expeditious means of transportation commensurate with the nature and purpose of the trip. Airline tickets, parking, airport shuttles, taxicabs, tolls and other fees related to business travel are reimbursable and should be paid in the most convenient manner. All receipts must be retained.

### **Other Expenses**

Tips to bellhops, maids, waiters, etc. and photocopying costs, and other such similar miscellaneous expenses must be listed separately on the travel reimbursement form and are subject to evaluation. All receipts must be retained.

### **Non-reimbursable travel expenses**

- Charge for non-canceled hotel reservations.
- Fees associated with social or non-mandatory activities at conferences such as tours, sports activities, etc.
- Lost or stolen articles.
- Alcoholic beverages.
- Inordinately expensive meals and lodging.
- Damage to personal vehicles, clothing, or other items.
- Charges to gain entry to a locked vehicle.

- Movies charges to hotel/motel bills.
- All expenses related to personal negligence of the traveler, such as fines (including parking fines, speeding tickets, etc.).
- Entertainment expenses.
- Towing charges.
- Travel expenses related to family member or companions (including child care).

## INVOICING FOR PURCHASE-OF-SERVICE ARRANGEMENTS

Jaunt, Inc. does not contract for Purchase-of-Service or Third Party operations.

## FARE POLICY + COLLECTION AND SECURITY

*FARE COLLECTION TEMPORARILY SUSPENDED.*

Cash and farebox revenues are maintained in a secure location within an access-controlled office.

It is the intent of Jaunt, Inc. not to put any of its employees in a position that might cause injury to them or to put them in a situation that might cause suspicion of their handling of farebox collections.

Fares may be paid by cash or check. All passengers must pay the appropriate fare upon boarding, subject to the published policy of fare amounts.

Cash fare must be paid with exact change only. Drivers are not to make change for passengers. It is the responsibility of the passenger to have correct change and passengers are notified in writing of this policy as part of the fare policy. Drivers inspect each fare in order to verify the correct fare was paid.

Drivers maintain a tally of passenger boardings and fare types, which is turned in to the Fare Clerk at the end of each day and reconciled with fares collected. All passengers are counted by the driver and noted on his/her trip report.

If there is a discrepancy between fares counted and driver reports, the driver is notified of the discrepancy. If discrepancies continue with any driver, disciplinary action is taken.

A receipt for all fares and tickets is prepared for the Fare Clerk. The total recorded is turned into the Chief Financial Officer.

The Fare Clerk confirms the totals and records the amount in the receipt book. The Fare Clerk completes a bank deposit slip and prepares the deposit for delivery to the bank.

## Ticket and Pass Sales and Collection

Tickets and passes are sold by drivers on board vehicles and at the Jaunt, Inc. customer service office. The Fare Clerk retains an inventory of all tickets and passes. The actual passes and tickets are kept in a secured location within an access-controlled office. Pre-printed tickets and passes are ordered with control numbers

- Drivers obtain tickets and passes for on-board sales by contacting the Fare Clerk. When tickets and passes are distributed or sold, their control numbers are recorded in the ticket/pass sales logs by the Fare Clerk who also notes the date, staff taking delivery of the tickets/passes, and value. Tickets are sold by the book only.
- Demand-response passengers purchase tickets either on-board or at Jaunt's office.
- Cash from ticket sales is recorded in the ticket sales log and placed in a secure location.
- Free ride tickets are distributed from time to time to various individuals and/or groups to promote Jaunt, Inc. These tickets will be stamped with an expiration date. These tickets are non-transferable and cannot be reused. The following persons are authorized to distribute free ride tickets: Chief Operations Officer or their designee.
- Tickets are collected by the driver, punched, initialed, and turned in daily with cash fares and a copy of the trip sheet.
- Passes are examined by the driver for validity, including expiration date and any qualifications of the passenger (such as reduced fare ID or student ID for reduced fare/student passes), and recorded on the trip sheet. Invalid passes are not accepted.
- The Fare Clerk reconciles the control numbers of tickets and passes collected with tickets and passes sold/distributed.

## Fare Collection Risk Management

Jaunt, Inc. currently predominantly collects cash fares but is beginning to also offer a cloud-based automated fare (AFC) system via mobile ticketing

(Routematch Pay). The mobile ticketing platform offers monitoring, data collection, and secure access through web portals. In addition to leaving a clear paper trail, this service is reducing the need for drivers to collect cash from riders, reducing boarding time, the risk of theft, and the need to transport cash to the bank for deposits.

Precautions to minimize cash risk include:

- Fare bags are deposited into locked safe by drivers
- Daily fare reports from scheduling software are reviewed by Fare Clerk against Driver reconciliations for accuracy
- Cash that has been reviewed is kept in a locked room awaiting deposit
- Deposits slips are reviewed by bookkeeper before deposit is made
- Deposits are made in a timely fashion

## CHECK RECEIPTS

The Office Administrator receives all incoming mail and distributes accordingly. All checks received by the Bookkeeper are recorded in the general ledger which states the account code to which the income is attributed, immediately stamps "for deposit only," and endorsed. The Administrative/Operations Assistant then scans a copy of the check for retention on the data server.

The Administrative/Operations Assistant prepares a deposit slip and deposits the funds into the agency's account. The validated deposit slip is filed. All check copies are filed according to the month received.

A deposit not forwarded or mailed to the bank is locked in a cabinet in an access-controlled office. No deposit is to be locked for more than 24 hours, or the next applicable bank business day.

## DEPOSITS FOR FARE REVENUE

Deposits are made as needed. The deposit slip for cash is prepared by the Fare Clerk at the time of counting farebox and ticket sales revenue.

- Bus fares are listed on the "Farebox Receipts" spreadsheet.
- Totals are calculated for each bus along with a grand total received.
- The deposit slip for checks is prepared by the Fare

Clerk.

- To the extent possible, deposits are made at a different time each day.

## PURCHASING AUTHORIZATION AND APPROVAL

The Chief Executive Officer shall delegate purchasing authority to Jaunt management as to ensure the efficient and accountable purchasing of approved services and materials. This requires that the employees involved at every step of the purchasing process take full responsibility for understanding Jaunt's policies and procedures regarding purchasing and vendor relations. Purchasing decisions are business decisions made on behalf of Jaunt and therefore should be made with the utmost consideration for what is in the best interest of Jaunt and in compliance with federal and state regulations. Following policy and procedure ensures that appropriate business processes occur when dealing with outside vendors.

### Purchase Authorization

The positions listed below have specific purchasing authority up to \$10,000 and, unless otherwise revoked, shall be allowed to make purchases without prior authorization within their respective accounts:

Chief Executive Officer – No financial or Account limitations.

Chief Operations Officer – No financial or account limitations.

Chief Financial Officer – No financial or account limitations.

Director of Public Relations – Purchasing specific to printing, media buys and marketing expenditures.

Office Administrator – Purchasing specific to materials and expenses of meetings, office supplies, uniforms.

Road Supervisors – Purchasing related to driver support and supplies. Training Manager – Purchasing related to safety, training and staff support.

Director of Transit Logistics – Purchasing related to reservations, scheduling, and dispatch support and supplies.

Director of Transit Operations – Purchasing related to driver support and supplies.

Information Technology Manager – Purchasing specific to materials and expenses of technology

Chief Mechanic – Purchasing specific to vehicle and facility maintenance, including parts and equipment.

Each purchaser shall seek purchasing approval from their supervisor for all purchasing over \$10,000, or that are made outside of the scope of their responsibilities identified above. A purchase authorization can be verbal or in writing, and should include:

1. Origin of the purchase request (staff and purpose)
2. Initial cost estimated (and documented source)
3. Approved method of payment
4. Endorsement of a procurement process
5. Budget line item or grant funding source

Once a purchase is complete, if a documented procurement method was used, the purchase folder shall include all procurement related documentation (applicable for purchases over \$10,000), a signed invoice or receipt showing approval by an authorized signatory and, if provided by the vendor, a copy of the delivery manifest (or a signed statement of service or product delivery confirmation is a manifest is not provided).

For purchasing of on-going services, purchase authorization shall be defined as part of the on-going services procurement and agreement.

### **Purchasing Process for Over \$10,000**

- Purchaser develops a scope of work, procurement methodology and approximate cost estimate.
- Purchaser searches for sources, obtains quotes, and prepares purchasing documentation according to Jaunt’s procurement policy.
- Purchaser must consult the appropriate budget and/or grant to ensure sufficient funds are allocated and that the item(s) to be purchased meet the budget and/or grant scope.
- Purchaser receives invoice from vendor via email, or surface mail. All invoices and receipts must be digitally copied and stored as directed by the Chief Financial Officer.

- Purchaser codes invoice/receipts with G/L account code, scans document, and submits the completed purchase to bookkeeper.
- At the time an invoice/receipt and appropriate documentation is received, the Bookkeeper shall enter them as a voucher into Great Plains software.
- Chief Financial Officer reviews G/L coding before internal approval and payments are issued.
- Scanned/prepared vouchers and supporting documentation are sent to Chief Operating Officer for review and approval. They validate the legitimate business purpose of the transaction and that all appropriate procurement steps have been completed.
- After approval, checks are printed for signature by an authorized signatory.
- Proof of payment (check stub)/documentation is returned to bookkeeper for final digitalization and storage. A hard copy of the check stubs, invoices/receipts and appropriate supporting documentation will be stored for a period as necessary to satisfy the compliance inquiries by Jaunt’s funding agencies.
- Payments are issued via postal mail or electronic funds transfer.

### **PAYMENTS MADE BY WIRE TRANSFER**

The Chief Executive Officer can request and execute a wire transfer of funds over \$15,000. This request is prepared by the Chief Financial Officer and then signed by the Chief Executive Officer, and approved by the chair of the Finance Committee or a member of the Executive Committee. The Chief Financial Officer monitors the transfer of funds and maintains the appropriate records of this transaction. In the absence of the Chief Executive Officer, or in dire emergencies, the Chief Financial Officer (with approval of the Finance Committee Chair) can authorize and execute wire transfers.

### **PURCHASES BY CREDIT CARD**

It is the policy of Jaunt, Inc. to allow the use of a credit card by authorized employees for certain expenses as outlined below. The Chief Executive Officer is responsible for any credit cards and for the use of those cards. Personal use by Jaunt credit cards is

prohibited.

The Chief Financial Officer selects a company to use to obtain the necessary credit cards and establishes a line of credit with that company. Consideration is given to a company who can meet the general purchasing needs of the transit system and the billing and payment requirements of the agency. At this time, Jaunt has selected to extend its banking relationship with SunTrust bank to establish a credit limit.

## Authorization

The Chief Executive Officer may authorize the use of a credit card by transit system employees to make a purchase on behalf of the agency. If an employee makes a purchase by credit card that is not approved as a business purchase by the Chief Executive Officer, the employee is personally liable for the amount of the purchase. A purchase by credit card must otherwise comply with all status, rules, or agency policy applicable to agency purchases.

- The Chief Executive Officer has assigned purchasing authority in designated areas to specific employees for the purpose of obtaining goods and services necessary to the agency's business and advancement of its mission. These employees are authorized to pursue new purchasing relationships and finalize and execute purchase agreements in accordance with the Jaunt procurement policy, subject to Federal, State, and Local regulations. Employees must be certified annually by the Procurement Manager for training on policies, procedures, and regulatory updates. Approval for amounts that are in excess of those listed must be obtained from the employee's supervisor. Purchasing by each individual is tracked monthly and unusual purchasing behavior is reported to their supervisor and the Chief Executive Officer. Individual purchasing patterns are analyzed annually in order to make any necessary changes to thresholds and assigned purchasing authority.
- The Chief Executive Officer may, at any time and without notice to the employee, cancel credit card use authorization for any employee.
- The agency's Auditor shall review credit card use randomly.
- If it is determined that the credit card used is not in the best interest of the agency, the Chief Executive Officer may discontinue credit card privileges.

- When applying for a credit card, the Chief Financial Officer will complete and sign the application for credit, after request is approved.

## Controls

The Chief Operating Officer will approve or deny each credit card issuance.

- To ensure sufficient funds available, pre-approval is required to purchase against a capital grant for any purchase over \$3,000.00.
- Each manager is responsible to make sure that any charges are authorized expenditures and that adequate monies are available within the agency's approved budget.
- All existing purchasing policies apply to purchases made on a credit card.
- All receipts must be obtained by the persons using the card and presented to the Bookkeeper coded to the correct General Ledger account for credit card bill reconciliation.
- If a fraudulent charge is identified, the credit card holder is responsible for resolution.
- Card holders are responsible for ensuring refunds are credited to their cards for any returned goods.
- Card holders are to notify the Chief Financial Officer immediately in the event of a lost card; the Finance Manger will cancel the card.

## Eligible Uses of Jaunt Credit Cards

The credit card may be used for:

- All hotel, transportation, parking, and airfare costs related to pre-approved Jaunt Inc. travel.
- The purchase of supplies, services and/or materials when purchase of the items by credit card is more time and cost efficient than if purchased by invoice, or required by the vendor.
- Any costs preapproved by the employee's supervisor.

## Ineligible Uses of Jaunt Credit Cards

The credit card may not be used for:

- Personal purchases. Absolutely no intentional personal use of the credit card is allowed, even if the intent is to re-pay the Agency at a future point.
- Meal expenses during travel.

- Gasoline for any personal vehicle.
- Cash advances.

Any unallowable expenses charged on a card will be the responsibility of the employee making the purchase. It is each card holder's responsibility to ensure that only reimbursable expenses are charged on a card.

## Monthly Reconciliation

Jaunt receives a monthly billing statement identifying purchases. Each employee is required to submit the proper receipt within five working days to the Bookkeeper to pay the bill.

- The Bookkeeper will reconcile the monthly statement. If a receipt cannot be provided the credit card holder must provide a signed "Missing Receipt Affidavit" identifying vendor, items purchased, location of purchase, date, and reason for lost receipt. If the purchase is questionable or an unreasonable amount, the Chief Executive Officer may deny submitting a "Missing Receipt Affidavit" in-lieu of the actual receipt. A pattern of lost receipts may result in loss of credit card privileges.
- Staff is encouraged to turn in credit card receipts as they are obtained. Each cardholder will receive an individual statement per monthly billing cycle. All receipts on the statement must be submitted to the bookkeeper within 48 hours of receipt of monthly statement. If receipts are not submitted to the Bookkeeper in time for payment, the card may be suspended, until said receipts are received.
- Payments are only made once the monthly statement has been produced by the credit card company, for the full amount of the statement. No interim payments are to be made during a statement cycle.

## Terminated Cardholders

A credit card held by an employee must be turned into the Chief Financial Officer prior to termination.

## Use of Personal Credit Card

Use of personal credit cards is discouraged, but from time to time, for the convenience of Jaunt, Inc. as determined by the Chief Executive Officer, employees may be allowed to use their personal credit cards

to make purchases for Jaunt, following the same purchase approval and process as stated earlier in this section.

If a personal credit card is used for travel, employees must include a valid copy of all receipts in a travel/expense reimbursement request. An approved request form must be used with a signature of approval from one of the authorized signatories listed in this document. Each receipt shall also be approved by signature by the signatory. Each travel expense shall clearly identify on the receipt the account code and purpose of the related travel.

If a personal credit card is used for Jaunt purchases of materials or services, employees must first seek approval from the Chief Executive Officer or one of the signatories listed in this document. All purchases must follow the same purchase approval and process stated in this section. A clear reason why a personal credit card was used must be included in the expense request. Personal credit cards should not be used for Jaunt expenses in order to gain Personal Credit Card Points or Travel Miles.

## PETTY CASH

The amount in the initial petty cash fund will be set at \$175.00. The petty cash fund will be used for small, incidental department expenses when it is infeasible or impractical to use normal purchasing means. Petty cash should be used in this manner only when necessary.

The Bookkeeper will be responsible for

- Approving requests for petty cash and issuing cash to the requesting individual.
- Obtaining receipt of purchase from the requesting individual.
- Petty cash transaction documentation.
- Reconciliation of transactions with remaining balance.
- Development of a detailed report of all transactions.
- Requesting fund replenishment from the bank when the balance is depleted to approximately \$175.
- Report of all instances of loss of funds to the Chief Executive Officer. Each transaction will be documented with the following information:

- Name of requesting individual, date, purpose, amount requested, amount issued, actual cost, amount returned following the purchase, receipt for the purpose, signature of the individual, and appropriate account to which the purchase should be charged.
- Once the audit is completed and the reimbursement request approved, a check will be prepared for fund replenishment. The check is made payable to the Administrative/ Operations Assistant. The check will be cashed, the cash will be returned to the petty cash fund, and the transaction will be documented and filed.

check and supporting documentation to the board member for review and signature. Artificial splitting of reimbursement items to circumvent the second signature threshold is not permitted.

- After the checks have been signed, they are mailed with appropriate remittance.
- The Chief Financial Officer reviews all documentation with respect to account coding and makes any changes, if necessary, by Journal Entry.
- Supporting documentation is filed by the Bookkeeper in appropriate vendor files.
- A list of all payments over \$15,000 will be sent to the Chair of the Finance Committee on a monthly basis.

## BILL PAYMENT

### Accounts Payable

Accounts payable is responsible for timely and accurate payment of all vendor invoices while complying with Jaunt, state, and federal policies, procedures, and regulations.

- Mail is opened and date stamped daily by the Office Administrator and distributed.
- Vendor invoices that need to be approved by a manager are distributed to those managers, all other invoices are given to Bookkeeper.
- The employee responsible for ordering the product or service checks the validity of the invoice against the contract/proposal/bid/work accomplished/ delivered (which must be reported with the invoice) in accordance with the Jaunt procurement policy.
- The responsible employee will mark the invoice with the proper chart of accounts code.
- When appropriate, backup documentation must be provided (e.g., receipts, order confirmations, or packing slips - which should not be mistaken as invoices).
- Vendor statement balances should not be used to generate payment. Individual unpaid invoices should be requested and verified before paying.
- Prepared vouchers will be given to the COO or Director of Business Development for approval.
- Checks will be signed by Chief Executive Officer.
- Checks in excess of \$15,000 require a second signature from a Jaunt Executive Committee Board member. A Jaunt, Inc. staff person will bring the

## PAYROLL PREPARATION AND TIMEKEEPING

- Hourly employees must clock in and out electronically on a daily basis.
- If an error needs to be corrected, the employee must make a note on the timecard and a supervisor will make the correction.
- Timesheets are to include specific time spent on breakout codes, such as training.
- Timesheets are approved by his/her supervisor.
- Changes to employees' payroll master file, if necessary, are made by the Bookkeeper and reviewed by the Chief Financial Officer.
- The Bookkeeper processes the payroll and the Chief Financial Officer approves it.
- Direct deposit is required, no paper checks will be issued.
- Paystubs are retrieved electronically via the Employee Self-Service portal.

## BANK RECONCILIATION

Bank statements are to be received and reviewed by the Chief Financial Officer and reconciled with the transactions. When reconciling the bank accounts, the following items should be considered:

- A comparison of dates and amounts of deposits as shown on the bank statements with the general ledger.
- A comparison of bank transfers to be certain that both sides of the transactions have been recorded on the books.

- An investigation of items rejected by the bank, i.e., returned checks or deposits.
- A comparison of wire transfers dates received with dates sent.
- A comparison of canceled checks with the disbursement journal as to check number, payee and amount.
- An accounting for the sequence of checks both from month to month and within a month.
- An examination of canceled checks for authorized signatures, irregular endorsements, and alterations.
- A review and proper mutilation of voided checks.
- At the close of the fiscal year, investigate and write off checks which have been outstanding for more than three months.
- The accounting software tracks the reconciliations and hard copies are retained for 1 year.
- Liabilities - These accounts are described as accounts payable, payroll tax liabilities, loans and mortgages payable, and amounts due to others.
- Accounts Payable - The balance in this account should equal amounts owed to vendors at the end of the accounting period and the aging report.
- Payroll Tax Liabilities - The amounts in these accounts should equal amounts withheld from employee paychecks as well as the employer's portion of the expense for the period that has not been remitted to the government authorities.
- Due to Others - If there are any amounts owed to others at the end of the period they should be recorded and the correct balance maintained in the general ledger accounts.
- Income/Revenues - These accounts are described as income from grants, fares, purchase-of-service contracts, sale of advertising on vehicles, contributions, (in-kind contributions), etc.
- Income - The amounts charged to the various cash accounts should be reconciled with funding requests, funders reports, draw down schedules, etc.
- Expenses - These accounts are described as expense line items.

## RECONCILIATIONS OF OTHER GENERAL LEDGER ACCOUNTS

Each month the Chief Financial Officer reviews the ending balance shown on balance sheet accounts such as the cash accounts, accounts receivable, accounts payable, and deferred revenue. The Chief Financial Officer reviews the schedules of accounts receivable and deferred revenue and the aging of accounts payable to support the balances shown on the balance sheet.

- Assets - These accounts include cash, petty cash, pre-paid, property, equipment and fixtures, security deposits, and intangible assets.
- Cash - The balances in cash accounts should agree with the balances shown on the bank reconciliations for each month.
- Petty Cash - The balance in this account should always equal the maximum amount of all petty cash funds. The current amount equals \$175.
- Pre-paid - The amounts in these accounts should equal advance payments paid to vendors at the end of the accounting period.
- Property, Equipment & Fixtures - The amounts in this account should equal the totals generated from the audited depreciation schedules. When additional purchases are made during the year, the balances in the accounts may be updated accordingly.

## FINANCIAL REPORTING

Financial statements are prepared and maintained to assist in monitoring revenue and expenditures. Financial statements are presented to programs administered by Jaunt, Inc. on a monthly basis.

### Month-End

The month-end process is as follows:

1. After the General Ledgers are updated, the Chief Financial Officer reports income and expense to the Chief Executive Officer for each program by the 20th day of each month.
2. The Chief Executive Officer reviews the Income and Expense Statement to verify that it is complete and accurate.
3. If errors are detected, the Chief Executive Officer instructs the Chief Financial Officer to record any necessary journal entries.
4. To resolve errors the Chief Financial Officer prints an updated Income and Expense Statement.
5. Income and expenses are reported to the Board of

Directors as part of the Chief Executive Officer's report.

6. Year-end report will follow the same procedures as the month-end reporting and include all year-end income, expenses, and adjustments.

## Accruals

The procedures for accruals are as follows: (This process will be made in accordance with Great Plains accounting software)

1. The deadline for processing Cash Receipt, Accounts Receivable, Accounts Payable and Payroll accruals is 31 July. The deadline for Grant accruals and inventory adjustments is July.
2. After all accruals are posted, the Chief Financial Officer updates the Income and Expense Statement for each program.

## Audit Adjustments

During the audit process, the procedures for audit adjustments are as follows:

1. Auditors prepare adjusting journal entries and present them to the Chief Financial Officer.
2. The Chief Financial Officer reviews the journal entries and posts, and reviews final trial balance.

## Annual Financial Statements

The procedures for preparing and maintaining annual financial statements are as follows:

- After the final General Ledgers are completed for the year, the Chief Financial Officer prepares the final Income and Expense Statement and Balance Sheet for each program.
- Expenses for each program are reviewed against revenue for each program (reimbursement requests).

## ANNUAL NATIONAL TRANSIT DATABASE

Jaunt is a "Full Reporter" to the National Transit Database (NTD). This means it must report data to NTD monthly and annually, and adhere to all of the data collection, validation and reporting requirements of the regulation.

## AUDIT

An annual audit is conducted in accordance with Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards or other external auditing standards. The purpose of the audit is to attest to the fairness of management's assertions in the financial statements or to evaluate whether management has efficiently and effectively carried out its responsibilities.

The Chief Financial Officer is responsible for initiating the annual audit process by July of each year. The audit is conducted by an outside auditing firm. The Chief Financial Officer is responsible for preparation of all necessary audit schedules. The on-site portion of the audit is completed by early October of each year and submitted to DRPT/FTA and Charlottesville Area Transit within nine months after the end of the fiscal year.

The basic requirements for the financial reporting model include the presentation of certain basic financial statements as well as a management's discussion and analysis (MD&A) and certain other required supplementary information (RSI).

The basic financial statements include:

- Government-wide financial statements;
- Fund financial statements; and
- Notes to the financial statements;
- Management's Discussion and Analysis.

MD&A should include:

- A brief discussion of the basic financial statements, including the relationships of the statements to each other, and the significant differences in the information they provide. It should also include an analysis to assist readers in understanding why measurements and results reported in fund financial statements either reinforce information in government-wide statements or provide additional information.
- Condensed financial information derived from government-wide financial statements comparing the current year to the prior year. The elements included in the analysis are below:
  - Total assets, distinguishing between capital and other;

- Excess (deficiency) before contributions to term and permanent endowments or permanent fund principal, special and extraordinary items, and transfers;
  - Contributions;
  - Special and extraordinary items;
  - Transfers;
  - Change in net assets;
  - Ending net assets;
  - Total liabilities, distinguishing between long-term and other;
  - Total net assets, distinguishing between types;
  - Program revenues, by major source;
  - General revenues by major source;
  - Total revenues;
  - Program expenses, at a minimum by function;
  - Total expenses.
- An analysis of the government’s overall financial position and results of operations to assist users in assessing whether financial position has improved or deteriorated as a result of the year’s operations.
  - An analysis of balances and transactions of individual funds.
  - An analysis of significant variations between original and final budget amounts and between final budget amounts and actual budget results for the general fund (or its equivalent).
- A description of significant capital assets and long-term debt activity during the year, including a discussion of commitments made for capital expenditures, changes in credit ratings, and debt limitations that may affect the financing of planned facilities or services.
  - A discussion by governments that use the modified approach to report some or all of its infrastructure assets.
  - A description of currently known facts, decisions, or conditions that are expected to have a significant effect on financial position (net assets) or results of operations (revenues, expenses, or other changes in net assets).

Following the completion of the audit, the Chief Executive Officer meets with the Chief Financial Officer to discuss any audit findings and develop a plan and timeline for rectifying any identified problems. It is the responsibility of Chief Executive Officer to ensure that the problems are addressed prior to the next audit.

The audit is presented to the Finance Committee for review and recommendation for adoption. The Board of Directors must adopt the final audit prior to transmission to Grantors.