



# PA TURNPIKE COMMISSION POLICY

*This is a statement of official Pennsylvania Turnpike Policy*

**NUMBER:** 2.20

**APPROVAL DATE:** 08-23-2016

**EFFECTIVE DATE:** 08-23-2016

**REVISED DATE:** 00-00-0000

**POLICY SUBJECT:**

Administration of Personnel

**RESPONSIBLE DEPARTMENT:**

Human Resources

**A. PURPOSE:**

To establish the Committee on Administration (COA) and the Committee on Personnel (COP) to manage Pennsylvania Turnpike Commission (Commission) compensation and complement structures. This policy outlines the membership and authority of the committees and grants the ability to establish and maintain administration operating guidelines.

**B. SCOPE:**

This policy creates the COA and COP to govern compensation and complement related recommendations for all Commission employees.

**C. GENERAL POLICY:**

**I. Committee on Administration (COA) -**

The COA shall consist of the following members:

- Chief Executive Officer (Chair)
- Chief Operating Officer
- Chief Financial Officer
- Chief Engineer
- Chief Information Officer
- Director of Human Resources
- Director of Diversity & Inclusion
- Chief Counsel (advisory only)

The COA replaces and eliminates the Administration Committee and the Operations Committee.

The COA is responsible for, but not limited to, the compensation actions listed below:

- Changes to the Administration Guidelines which may have significant financial impact
- Salary grade structure changes
- Salary budgeting
- Annual merit increase matrix
- Salary recommendations and adjustments (internal and external)
- Grade determinations and changes (filled, new and vacant)
- Reorganizations

II. Committee on Personnel (COP) -

The COP shall consist of 5 members appointed by the Chief Executive Officer and one non-voting member from Human Resources.

The COP replaces the Personnel Committee. The COP is responsible for, but not limited to, the complement actions listed below:

- New complement requests
- Requests to fill unbudgeted positions
- Intern and summer employment program approvals
- Pre-employment screening reviews

Recommendations from the COA and COP are then forwarded to the Commission for approval.

This policy delegates the creation and maintenance of the procedure and operating guidelines, referred to as the Administration Guidelines, to the CEO or his/her designee. The Administration Guidelines replace the current Salary Administration Policy and Procedures Manual. The Administration Guidelines are located on the intranet in the document library. The guidelines should be reviewed and updated on a semiannual basis.

II. **DEFINITIONS:**

Committee on Administration: The Committee on Administration (COA) is responsible for the review and approval of various actions affecting the compensation plan and organizational structure of the Commission.

Committee on Personnel: The Committee on Personnel (COP) is responsible for the review and approval of various actions affecting the complement of the Commission.

Administration Guidelines: The Administration Guidelines are the operating guidelines that outline the procedures and processes used to administer personnel actions for Management and Local 30 First Level Supervisory employees.

III. **PROCEDURES:**

The Human Resources Department is responsible for the Committees' scheduling and agenda. Meetings will be scheduled twice a month or as needed. Human Resources will provide the agenda to the members at least three days prior to the meeting.

There must be a quorum of at least four voting members (COA) or three voting members (COP) in attendance (either in person or electronically) to conduct the business of the Committee. All actions submitted to the Committee must be approved by at least four (COA) or three (COP) voting members in order to be forwarded to the Commission for approval. Members may not send substitute representatives.

*This Policy Letter supersedes all previous Policy Letters on this subject including the Salary Administration Policies and Procedures Manual.*