

Policy, Legislative and Administration Committee
Management Exchange Program

Executive Summary

- A Management Exchange Program has been designed for the purpose of gaining or lending expertise that will enhance organizational performance.
- Non-represented employees from the Washington Metropolitan Area Transit Authority (WMATA), the Federal Government, private or public agencies within the region are eligible to participate.
- Participants shall maintain their employment status, pay and benefits with the lending organization.
- There are four (4) types of exchanges covered by this Program:

As a WMATA participant with expertise needed by another organization

As a WMATA participant assigned to receive expertise from another organization

As a participant from another organization assigned to WMATA to gain expertise

As a participant from another organization assigned to WMATA to bring expertise

- Agreement between the Head of the lending or receiving organization and the General Manager, WMATA or his/her designee is required. The assignment also must be agreed to in writing by the participant.
- A Memorandum of Understanding (MOU) for each participants' exchange will be executed to describe the goals and objectives, length of the assignment, and terms of reimbursement and other details.

Budget:

- The budget impact depends upon the type of exchange.
- WMATA will be responsible for the cost of salary and benefits for the following two types of exchanges:
 - When an employee from another organization is loaned to WMATA to bring expertise, WMATA will reimburse the lending organization, or
 - When a WMATA employee is loaned to another organization to gain expertise, WMATA will be responsible for the cost.