

## **Metro Board of Directors Statement on Actions Strengthening Oversight of Procurement and Executive Management Functions**

On November 20, 2025, the Metro Board of Directors unanimously adopted two motions strengthening the Authority's procurement and executive management functions—demonstrating our ongoing commitment to sound governance, transparency, and long-term financial stewardship.

As provided in the WMATA Compact, the Authority is governed by its Board of Directors, who are responsible for ensuring that Metro is managed effectively, efficiently, and with integrity. At a time when jurisdictions have come together through **DMVMoves** to address persistent and anticipated funding challenges, the Board took action to reinforce public confidence in Metro's leadership and financial decision-making.

The first motion reinforces Metro's commitment to fiscal responsibility and prudent financial risk management. Effective immediately, Management will bring new competitive procurements, sole-source contracts, and significant contract modifications - each of which meet specified thresholds - to the Board's Finance and Capital Committee for concurrence.

The second motion reaffirms the Board's role to provide oversight and ensure effective risk management and organizational stability. The Board's Executive Committee will have approval authority for the appointment and removal of all executives reporting directly to the GM/CEO, as well as the Chief Procurement Officer and the head of Government Relations but excluding the Chief of Staff. These changes are intended to ensure that Metro's senior-most leaders have the confidence and support of the Board.

Together, these actions reinforce Metro's institutional strength and ensure responsible stewardship of taxpayer resources. The Board remains committed to supporting cost-effective operational performance, strengthening public trust, and securing the long-term health and sustainability of America's transit system that nearly one million residents, workers, and visitors rely on each day.

**Motion 2025-01**

**Amendment to Resolution 2021-07  
"Amendment to Procurement Procedures Manual"**

Mr. McAndrew would like the Board to be aware that he will be offering an amendment to Resolution 2021-07 "Amendment to Procurement Procedures Manual."

I move to amend Resolution 2021-07 "Amendment to Procurement Procedures Manual" as follows:

Add two new WHEREAS clauses as follows:

WHEREAS, The Board of Directors is committed to continuing to improve the Authority's finance and administration functions, including procurement, grants management, budgeting, reporting, and risk management; and

WHEREAS, As part of this commitment, the Board desires to strengthen the Authority's commitment to full and open competition and to limit exceptions to this requirement;

I further move to add a new RESOLVED clause as follows:

*RESOLVED*, That Section 201(b) of the Procurement Guiding Principles (Attachment A) is deleted in its entirety and replaced with the following:

**General Manager & Chief Executive Officer.** Except for (1) new procurements in the amount of \$15 million or greater, (2) sole source contracts in the amount of \$500,000 or greater, and (3) change orders or modifications to existing contracts where the cumulative amount for the current and all prior modifications against the contract exceeds \$1 million or 10% of the original contract award amount, whichever is greater, the GM & CEO is delegated contracting authority. For the procurement actions excepted above, the GM & CEO shall bring such procurement actions to the Finance & Capital Committee of the Board for concurrence only after which the GM & CEO shall have contracting authority to issue a contract award or a change order/modification.

For procurements within the GM & CEO's contracting authority, the GM & CEO is authorized to initiate, award and modify procurements consistent with the approved Authority operating and multi-year capital budgets and is responsible for delegating contracting officer authority to qualified employees of the Authority and authorizing the re-delegation of authority to other qualified employees of the Authority; approving employee standards of conduct; approving Authority

procurement and related policies and procedures that augment Board procurement policy but only as authorized by the Board or this Procurement Policy, the initiation of procurement actions and awarding contracts in emergency situations; and reporting sole source and emergency contracts to the Board. The GM & CEO is also responsible for establishing a system for the timely review and approval of procurement actions, establishing policies and procedures for special agreements, and implementing procurement policies and procedures.

I further move that this amendment shall be effective immediately.

**PRESENTED AND ADOPTED: February 25, 2021**

SUBJECT: AMENDMENT TO PROCUREMENT PROCEDURES MANUAL

**2021-07**

RESOLUTION  
OF THE  
BOARD OF DIRECTORS  
OF THE  
WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY

WHEREAS, Pursuant to § 73 of the WMATA Compact, the Board of Directors previously established Chapter 1 (Board Approval, Delegation & Reprogramming Requirements) of the Procurement Procedures Manual (PPM) that requires Board approval for any substantive changes thereto; and

WHEREAS, The Board wishes to amend Chapter 1 of the PPM to streamline certain policies and procedures and to improve the efficiency and effectiveness of the procurement process; and

WHEREAS, For clarity of implementation, staff recommends separating Chapter 1 from the remainder of the PPM and renaming Chapter 1 "Procurement Guiding Principles"; and

WHEREAS, On July 23, 2020, the Board authorized the Chief Procurement Officer to establish procedures for the direct purchase of commercial off-the-shelf (COTS) products in an amount not to exceed \$50,000 per purchase order (Resolution 2020-27);

NOW, THEREFORE, be it

*RESOLVED*, That the Board of Directors adopts the amendments to Chapter 1 of the Procurement Procedures Manual as set forth in Attachment A; and be it further

*RESOLVED*, That Chapter 1 of the Procurement Procedures Manual shall be renamed "Procurement Guiding Principles" and shall be separated from the remainder of the Procurement Procedures Manual; and be it further

*RESOLVED*, That Section 301 of the renamed Procurement Guiding Principles, Commitment to Full and Open Competition, is amended to permit reasonable discretion in applying laws and regulations that may be applicable to federally funded procurements but not to non-federally funded procurements, and vice versa; and be it further

*RESOLVED*, That Section 306 of the renamed Procurement Guiding Principles, Review of Procurements by the Office of General Counsel, is amended to grant the General Counsel

**Motioned by Mr. Smedberg, seconded by Ms. Gidigbi-Jenkins  
Ayes: 7- Mr. Smedberg, Ms. Gidigbi-Jenkins, Mr. Goldman, Mr. McMillin, Mr. Letourneau, Mr. Bulger and Mr. Rouse**

the authority to determine, in his/her reasonable discretion, the appropriate scope of legal review throughout the procurement process; and be it further

*RESOLVED*, That Section 308 of the renamed Procurement Guiding Principles, Required Use of Procurement Audit Standards, is amended to include modern audit standards, such as those contained in the FTA Guidance for Procurement System Reviews; and be it further

*RESOLVED*, That Section 500 of the renamed Procurement Guiding Principles, Performance Measures, is amended to permit a range of remedies for non-performance or poor performance including liquidated damages (Section 501), forfeitures and monetary damages (new Section 502), and incentives (new Section 503); be it further

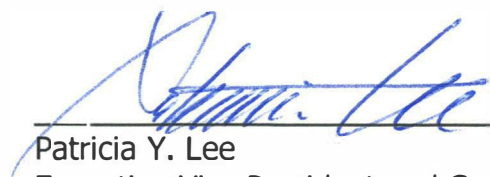
*RESOLVED*, That Section 602 of the renamed Procurement Guiding Principles, Restrictions, is renamed "Funding Restrictions" and is amended to apply to non-procurement actions, and new Section 603 Exemption is added to permit commercially reasonable practices in procurement actions, including insurance, liability, and indemnification provisions; and be it further

*RESOLVED*, That Section 700 of the renamed Procurement Guiding Principles, Policy Deviation, is amended to require Board of Directors approval for any substantial deviations from the policies set forth in the Procurement Guiding Principles; and be it further

*RESOLVED*, That Section 900 of the renamed Procurement Guiding Principles, Parts Bridging Program is rescinded, and replaced with new Section 900, Commercial Items, to implement the Board of Directors' prior authorization in Resolution 2020-27 to establish procedures for the direct purchase of commercial off-the-shelf products in an amount not to exceed \$50,000 per purchase order; and be it finally

*RESOLVED*, That this Resolution shall be effective 30 days after adoption in accordance with § 8(b) of the WMATA Compact.

Reviewed as to form and legal sufficiency,

  
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Patricia Y. Lee  
Executive Vice President and General Counsel

# ATTACHMENT A

Washington Metropolitan Area Transit Authority  
Board Approval, Delegation & Reprogramming Requirements  
Adopted By the Authority Board of Directors  
September 24, 1992

Revised: July 24, 1997, September 27, 2007, June 25, 2009, July 16, 2009, June 23, 2011,  
April 7, 2014, November 19, 2015

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## PROCUREMENT GUIDING PRINCIPLES

### SECTION 100 – GENERAL

101. **Purpose.** These Guiding Principles set forth the Procurement Policy guidance and requirements that will govern the Washington Metropolitan Area Transit Authority (“Authority”) procurement activities, budget reprogramming activities, non-procurement activities, and conduct of personnel engaged in those activities. These Guiding Principles augment the Authority Compact, Section 73, as amended, which sets forth the general policy guidance and requirements that affect Authority procurements and approvals.
102. **Procurement Regulations Background.** The Authority’s Procurement Policy, as defined herein, establishes the broad framework for its Procurement Regulations. The Regulations consist of the Procurement Policy approved by the Authority Board of Directors (“Board”), and procedures that are developed and issued by the Chief Procurement Officer (CPRO) and approved by the General Manager/Chief Executive Officer (GM/CEO).
103. **Certification of Procurement System.** The Authority Procurement System is fully certified by the U.S. Department of Transportation (DOT), Federal Transit Administration (FTA), to carry out the Authority’s procurement functions, in accordance with federal guidelines and Authority policy. However, certain functions identified in DOT/FTA Circulars 4220.1F and 5010.1D, as amended, may require approval or concurrence by the FTA Administrator.
104. **Reference to Statutes or Regulations.** Reference in the Authority’s Procurement Policy to any federal state, or local statute, regulation, or circular or other guidance, shall be deemed to include any revision, amendment, or replacement therein, effective after the date of the adoption of this Policy by the Board.

### SECTION 200 – RESPONSIBILITY AND AUTHORITY

201. **Responsibility.** With respect to this Policy, the following responsibilities apply:
  - (a) **Board of Directors.** The Board is responsible for approving procurement policies; approving deviations from procurement policy; authorizing the GM/CEO to initiate, award and modify procurements consistent with the approved Authority operating and multi-year capital budgets; delegating contracting officer authority to the GM/CEO; authorizing the GM/CEO to delegate contracting officer authority and authority to approve procurement initiation and award activities to subordinate officials of the Authority.

- (b) **General Manager/Chief Executive Officer.** The GM/CEO is delegated unlimited contracting authority. The GM/CEO is authorized to initiate, award and modify procurements consistent with the approved Authority operating and multi-year capital budgets and is responsible for delegating contracting officer authority to qualified employees of the Authority and authorizing the re-delegation of authority to other qualified employees of the Authority; approving employee standards of conduct; approving Authority procurement and related policies and procedures that augment Board procurement policy' approving, only as authorized by the Board or this Procurement Policy, the initiation of procurement actions and awarding contracts in emergency situations; and reporting sole source and emergency contracts to the Board. The GM/CEO is also responsible for establishing a system for the timely review and approval of procurement actions, establishing policies and procedures for special agreements, and implementing procurement policies and procedures.
- (c) **Chief Procurement Officer.** The Chief Procurement Officer (CPRO) shall be a full participatory member of the Executive Leadership Team. The CPRO, with approval by the GM/CEO, is responsible for developing and issuing procurement procedures to implement Board procurement policies; establishing a system to select, recommend, appoint, and delegate Contracting Officer authority; preparing quarterly reports for presentation by the GM/CEO to the Board; acting in appointed capacity as Contracting Officer. The Chief Procurement Officer may appoint authorized representatives for the purpose of assisting the Contracting Officers in providing technical guidance to the Contractor or otherwise assisting in the administration of the contract. In limited circumstances, authority representatives may be delegated restricted contracting authority.
- (d) **General Counsel.** The General Counsel shall have responsibility for: providing legal counsel regarding procurement matters within WMATA, including to the Chief Procurement Officer, contracting officers and others, involved in the procurement process; assigning a cognizant attorney in the Office of General Counsel (COUN) for each WMATA procurement; reviewing and approving procurement policies and procedures within WMATA, and ensuring they are consistent with all applicable laws and regulations and effectively fulfill the needs and purposes of WMATA; and ensuring appropriate legal review at all appropriate steps of a procurement. The General Counsel may delegate within COUN any or all of the foregoing authorities and responsibilities. At least one attorney within the Office of the General Counsel shall have experience in procurement of information technology products and services.
202. **Delegation of Authority.** On June 28, 1991, the GM/CEO delegated contracting officer authority to the Director, Office of Procurement (subsequently designated as Chief Procurement Officer), and thereby separated procurement from other functional responsibilities.
203. **General Manager/Chief Executive Officer Authority (Emergency Situations).** Notwithstanding the approval requirements in § 600 of this Procurement Policy, the GM/CEO has the authority to incur obligations in emergency situations, and will report back to the Board on all emergency procurements within 60 days of the action. "Emergency" is defined as a situation (such as a flood, epidemic, riot, equipment failure, or other reasons declared by the GM/CEO) that creates an immediate threat to the public health, welfare, or safety. The existence of an emergency condition creates an immediate need for supplies, services, or construction which cannot be met through normal procurement methods, and the lack of which

would seriously threaten either the health or safety of any person, the preservation or protection of property, or the continuation of necessary Authority functions.

- 204. General Manager/Chief Executive Officer Authority (Special Agreements).** The GM/CEO has the authority to develop policies and procedures for special agreements which include but are not limited to: utility contracts, marketing agreements, employee benefits contracts, contracts for the purchase, sale or lease of real property, and insurance contracts.

### **SECTION 300 – COMPETITION REQUIREMENTS**

- 301. Commitment to Full and Open Competition.** WMATA shall conduct procurements using full and open competition. WMATA shall take into account and give effect to competition requirements that are contained in any statute, regulation or guidance that applies to grant funds used in the procurement.

- 302. Restrictions on Procurements Not Using Full and Open Competition or Excluding Sources.** Under certain circumstances, it may be appropriate to conduct a procurement using: (a) full and open competition after exclusion of sources; or (b) other than full and open competition. Procurements not using full and open competition will be reported to the Board on a quarterly basis. Such approaches may be used only after written approval of both the General Counsel and the Chief Procurement Officer of an appropriate Determination and Findings (“D&F”) – who shall approve such approaches only upon a determination that the procurement cannot reasonably be accomplished using full and open competition without exclusion of sources. WMATA procurement personnel and counsel shall comply strictly with WMATA restrictions and, to the extent applicable, federal restrictions on procurements conducted not using full and open competition or excluding sources.

- 303. Prohibition Against Organizational Conflicts of Interest.** WMATA shall analyze each planned acquisition in order to identify and evaluate potential organizational conflicts of interest as early in the acquisition process as possible, and avoid, neutralize, or mitigate potential conflicts before contract award. In any instance in which WMATA first becomes aware of an organizational conflict of interest after contract award, it shall conduct a review to determine whether the organizational conflict of interest was reasonably foreseeable and should have been identified by the contractor prior to award. In an instance where WMATA first becomes aware of an organizational conflict of interest after award, the Chief Procurement Officer may in his/her discretion terminate the contract or if reasonable possible, take appropriate steps to avoid, neutralize or mitigate such organizational conflict of interest.

(a) Definition. An “organizational conflict of interest” means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to WMATA, or the person’s objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage. An organizational conflict of interest occurs when any of the following circumstances arise:

- i. Lack of Impartiality or Impaired Objectivity. When the contractor is unable, or potentially unable, to provide impartial and objective assistance or advice to the recipient due to other activities, relationships, contracts, or circumstances. Such an OCI would occur, for example, if the service the contractor is to perform under a contract with WMATA might involve that contractor in evaluating its own performance or the performance of an affiliate under another WMATA contract.

- ii. Unequal Access to Information. The contractor has an unfair competitive advantage through obtaining access to nonpublic information during the performance of an earlier contract. Such an OCI would occur, for example, if the contractor's service under a prior contractor gave it access to non-public, proprietary information of a company competing with it for a subsequent contract. It merits note that relevant case law makes clear that no unfair competitive advantage is created by an offeror's prior performance of particular requirement. WMATA is under no obligation to equalize other offerors with an incumbent by providing information in the hands of the incumbent due to prior performance of the requirement.
  - iii. Biased Ground Rules. During the conduct of an earlier procurement, the contractor has established the ground rules for a future procurement by developing specifications, evaluation factors, or similar documents. To ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bid and/or requests for proposals shall be excluded from competing for such procurements.
- (b) Identifying and Addressing Organizational Conflicts of Interest. The contracting officer and cognizant COUN attorney shall analyze every planned procurement to determine whether there is an opportunity for any actual or apparent conflict of interest. A clause requiring offerors to identify any potential or actual organizational conflict of interest shall be included in all solicitations, absent a written determination by the contracting officer and the cognizant COUN attorney that there is no opportunity for an actual or apparent conflict of interest and such a clause is not necessary for the procurement. In any instance where a potential or actual organizational conflict of interest is identified, the procurement shall be reviewed by the Chief Procurement Officer and the General Counsel. The Chief Procurement Officer shall be responsible for ensuring that such organizational conflict of interest is appropriately avoided, neutralized or mitigated. The Chief Procurement Officer shall not act to address an organizational conflict of interest without written concurrence from the General Counsel.

**304. Prohibition Against Personal Conflicts of Interest.** No employee, officer, agent, or board member, or his or her immediate family member, partner, or organization that employs or is about to employ any of the foregoing may participate in the selection, award, or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of those previously listed has a financial or other interest in the firm considered or selected for award. This provision is applicable to individuals serving on a Technical Evaluation Team.

**305. Prohibition on Provisions within Solicitation That Unduly Restrict Competition.** WMATA shall not include in a solicitation any feature that unduly restricts competition. Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

- (a) Excessive Qualifications. Imposing unreasonable business requirements for bidders or offerors;
- (b) Unnecessary Experience. Imposing unnecessary experience requirements for bidders and offerors.

- (c) Improper Prequalification. Using prequalification procedures that conflict with the prequalification standards described in the WMATA Compact, the WMATA Procurement Policy, or the FTA Circular 4220.1F.
- (d) Retainer Contracts. Making a noncompetitive award to any person or firm on a retainer contract with the recipient if that award is not for the property or services specified for delivery under the retainer contract.
- (e) Excessive Bonding. Requiring a bonding that far exceeds the requirements described in state or local law or those described in FTA Circular 4220.1F.
- (f) Brand Name Only. Specifying only a “brand name” product without allowing offers of “an equal” product, or allowing “an equal” product without listing the salient characteristics that the “equal” product must meet to be acceptable.
- (g) In-State or Local Geographic Restrictions. Specifying In-State or local geographical preferences, or evaluating bids or proposals in light of in-State or local geographic preferences, even if those preferences are imposed by state or local laws or regulation except as permitted by FTA Circular 4220.1F.
- (h) Restraint of Trade. Supporting or acquiescing in noncompetitive pricing practices between firms or between affiliated companies. Questionable practices would include, but not be limited to submissions of identical bid prices for the same products by the same group of firms, or an unnatural pattern of awards that had the cumulative effect of apportioning work among a fixed group of bidders or offerors.
- (i) Arbitrary Action. Taking any arbitrary action in the procurement process.
- (j) Excessively Specific Qualifications. Development of specification and evaluation criteria which unnecessarily favor a particular contractor.
- (k) Arbitrary Contract Splitting. Splitting larger procurements into multiple smaller procurements to evade competition requirements at certain ordering thresholds.

**306. Review of Procurements by the Office of General Counsel.** The General Counsel shall be responsible for ensuring appropriate legal review at all appropriate steps of a procurement. The Chief Procurement Officer also shall have responsibility for ensuring that procurement personnel seek the involvement of counsel at appropriate junctures. The General Counsel and the Chief Procurement Officer shall develop and implement written procedures to give effect to the foregoing.

**307. Independent Cost Estimate Required.** WMATA shall perform a cost or price analysis in connection with every procurement action including contract modifications before receiving bids or proposals. The cost estimate shall be included with the procurement record submitted to the cognizant COUN attorney for review.

- (a) Equipment and Supplies. Contracting officers shall ensure preparation and documentation of equipment estimates using appropriate sources – such as published price lists; prices from past competitive procurements updated with inflation factors; and pricing data from other agencies that obtained competitive bids for the same equipment or supplies. In the case of specialized equipment, care must be taken that the source of the estimates is not disproportionately obtained from one supplier.

- (b) Professional Services. Contracting officers shall ensure preparation and documentation of estimates for professional services using appropriate sources, such as past competitive procurements updated with inflation factors, published price lists such as Federal Supply Schedules, and pricing data from other agencies that obtained competitive bids for the same professional services. The Authority may also consider obtaining a professional cost estimate by a firm not interested in the final procurement if cost and price estimates are not reasonably available from other sources.
- (c) Construction. In some cases, cost estimates may be difficult to obtain or may lie outside the competence of Authority personnel. Contracting officers shall ensure preparation and documentation of cost estimates using appropriate sources, such as prior WMATA construction projects awarded competitively; and pricing data from other agencies that obtained competitive bids for similar construction work. A design firm may already be under contract, or may be engaged, to perform this service. In some cases, the Authority's in-house personnel who have participated in design or past construction efforts may be the most professional and reliable cost estimators.

**308. Required Use of Procurement Audit Standards.** The Chief Procurement Officer, with the concurrence of the General Counsel, shall create and maintain processes consistent with the procurement audit standards (e.g. checklists) contained in the FTA Guide for Procurement System Reviews (including any amendments)

**309. Procurement Training.** Under the direction and control of the GM/CEO, the Chief Procurement Officer and the General Counsel shall prepare and implement an annual training plan for ensuring that procurement personnel and attorneys in the Office of General Counsel understand and adhere to applicable procurement policies and procedures, and are fully trained to perform their duties with regard to Authority procurements.

#### **SECTION 400e- CONTRACTING WITH DISADVANTAGED BUSINESS ENTERPRISES (“DBE”)**

**401. Contracting with Disadvantaged Business Enterprises (“DBE”).** The Authority will take all steps to ensure that minority owned firms and women-owned businesses are offered opportunities to compete for contracts as prime contractors or subcontractors wherever possible. Affirmative steps shall include:

- (a) Ensuring DBE's are solicited whenever they are potential sources;
- (b) When economically feasible, dividing requirements into smaller tasks or quantities to permit maximum participation by DBEs;
- (c) Where the requirements permits, establishing contract delivery schedules that encourage participation by DBE;
- (d) Using the services and assistance of the Small Business Administration and the Department of Commerce; and
- (e) Requiring the prime contractor to take the necessary steps to ensure the maximum opportunity for DBE subcontractors, in accordance with the Authority's triennial DBE goal.

#### **SECTION 500 – PERFORMANCE MEASURES**

- 501. Liquidated Damages Provisions.** Liquidated damages provisions may be included in any Authority contract for supplies, services, and construction, where the Authority is likely to incur a direct or indirect economic loss if completion of the contract is delayed.
- 502. Forfeiture and Monetary Damages Provisions.** Authority contracts may include clauses that provide for negative consequences, to include pecuniary losses, when the conditions for which are clearly stated. Appropriate examples could include delays, late deliveries, non-conforming goods, performance failures of all types, statutory recoveries and unallowable costs.
- 503. Incentive Provisions.** Authority contracts may include specific rewards, such as monetary incentives, for accelerated or superior performance, where the benefit to the Authority is direct and measurable or otherwise appropriate in the judgment of the Contracting Officer.

**SECTION 600e- BOARD APPROVAL, DELEGATION AND REPROGRAMMING REQUIREMENTS**

**601. Board Approval, Delegation and Reprogramming Requirements.**

ACTION DESCRIPTION	DELEGATED AUTHORITY
A. Procurement Initiation, Award & Modifications	The GM/CEO is authorized to initiate, award and modify procurements consistent with the approved Authority operating and multi-year capital budgets.
B. Operating Budget Adjustments	Board approval is required if Operating Budget actions require an adjustment to the total Operating Budget.
C. Capital Budget Reprogramming	<p>Board Approval is required for:</p> <ul style="list-style-type: none"> <li>• Initiation of any new capital project not within the current approved Capital Budget; or</li> <li>• Any budget adjustment which would cause the Authority to be required to issue an form of debt; or</li> <li>• Any increase to the total approved budget for the current or any future budget year; or</li> <li>• Any reprogramming actions over 5% of the approved total annual capital budget on an annual cumulative basis between existing projects; thereafter, the GM/CEO will seek additional reprogramming amounts in increments which he/she shall determine to increase the total GM/CEO authority.</li> </ul> <p>The GM/CEO is authorized to approve reprogramming actions requiring Board approval on an emergency basis provided that the Board Finance and Administration Committee is immediately notified of such actions.</p>
D. Additional Staff Positions	The GM/CEO may approve the addition of staff positions provided that the funding is available within the annual budget.

E. Insurance Payments Related to Property and Operating Losses	Insurance payments related to property and operating losses may be applied to the Budget for projects created to repair or replace the asset and the total operating and capital budgets may be increased to reflect these funds without specific Board approval provided that the Board is notified.
F. Reimbursable Projects	The GM/CEO may approve Reimbursable Projects with participating jurisdictions and state governments and make the corresponding change to the total reimbursable program budget, provided such project does not exceed \$500,000 and all costs for any required additional staff positions are included in project funding.
G. Other Reprogramming Actions	The GM/CEO is authorized to approve all other reprogramming actions not requiring approval of the Board.
H. Other Non-Procurement Activities	Board approval is required for the non-procurement activities shown in the table below. The GM/CEO is authorized to approve all other non-procurement activities including international travel provided the activity does not require Board approval under the Compact.

## NON-PROCUREMENT ACTIVITIES REQUIRING BOARD APPROVAL

Jurisdictional Operating/Capital Agreements	Financial	Real Estate	Other
<ul style="list-style-type: none"> <li>• Reimbursable Agreements over \$500,000</li> <li>• Fare Buy down Agreements*</li> <li>• Capital Funding Agreements*</li> </ul>	<ul style="list-style-type: none"> <li>• Bonds/Letters of Credit/Commercial Paper*</li> <li>• Public-Private Financing*</li> <li>• Tax Lease Closeouts*</li> <li>• Banking Services**</li> <li>• Finance Leases*</li> <li>• Parking Surcharge Agreements*</li> </ul>	<ul style="list-style-type: none"> <li>• Joint Development Agreements</li> <li>• Amendments to Joint Development Agreements having one of the following:                             <ul style="list-style-type: none"> <li>- Value over \$500,000</li> <li>- Change in composition of developer or assignment</li> <li>- Change in term</li> <li>- Change in proposed elements</li> </ul> </li> <li>• Connection Agreements that vary from adopted policy</li> <li>• Sale/Acquisition of property valued over \$1 million</li> </ul>	<ul style="list-style-type: none"> <li>• Agreements requiring the Authority to indemnify the counterparty</li> <li>• Collective Bargaining Agreements</li> <li>• Noncharter mass transit services requested by other entities</li> <li>• Nonannual State or Federal Grants with match requirements</li> </ul>
<p>* Indicates Board of Directors approval required by the WMATA Compact.</p> <p>** This was previously delegated to the GMGR in Board Resolution #93-17. The Board of Directors hereby re-delegates the power to the GM/CEO to handle banking services consistent with the requirements of Compact § 69(a) in a manner that most efficiently services the needs of the Authority.</p>			

**602. Funding Restrictions.** Procurement and Non-Procurement actions shall not be split to avoid threshold approval, or to avoid any other Authority procurement policies and procedures authorized by this Procurement policy. Further, no action, except as expressly authorized by this Procurement Policy or Authority procurement policies and procedures, shall be executed prior to receiving funding and management approval, and when applicable, Board approval.

**603. Exemption.** Procurement actions, as delegated elsewhere in this policy and when undertaken by a Contracting Officer, may include commercially reasonable practices for insurance, liability and indemnification, as appropriate.

### SECTION 700 – POLICY DEVIATION

**701. Policy Deviation.** Any substantial deviation from the policies stated herein shall require approval by the Board, unless the change is required by Federal law or regulation in which case the policies will be deemed superseded. Deviation from Compact requirements is not authorized unless superseded by Federal law. Deviations from FTA policies shall be in accordance with DOT/FTA Cir. 4220.1F, as amended.

### SECTION 800 – REPORTS

- 801. Reports.** The GM/CEO shall periodically report to the Board new contracts awarded on a sole source or emergency basis pursuant to the provisions of the Compact. Regular progress reports (submitted to the Contributing Jurisdictions/Board) will be enhanced to include significant contract activity (significant initiations, awards or modifications) and the status of awarded vendors in the Disadvantaged Business Enterprise (“DBE”) and Small and Local Business (“SLBP”) Programs.

#### **SECTION 900 – COMMERCIAL ITEMS**

- 901. General Purpose.** To facilitate the purchase of any item, other than real property, in an amount not to exceed fifty thousand dollars (\$50,000) per purchase order that is of a type customarily used, available, or offered for sale, lease or license to the general public.
- 902. Support Services.** Installation, maintenance, repair, training or other services if procured in support of a commercial item, regardless of whether these services are provided by the same source or at the same time as the commercial item.
- 903. Waiver of Competition Requirements.** Where an item or service is of a type offered and sold competitively in substantial quantities in the commercial marketplace as evidenced by published catalog or established market prices without modification and in the same form as sold in the commercial marketplace.
- 904. Combinations and Modifications.** Combinations of items (e.g. “kits”) and minor modifications of items may be made to meet Authority requirements, provided they do not significantly alter the function or essential physical characteristics.
- 905. Method of Acquisition.** The Chief Procurement Officer (CPRO) may determine the most efficient and expeditious methods for purchase, order and delivery of commercial items.

#### **SECTION 900 – PARTS BRIDGING PROGRAM**

- 901. General Purpose.** ~~The Parts Bridging Program sets forth temporary measures, effective through December 31, 2017, necessary to correct deficiencies arising from existing conditions that cannot be adequately addressed through normal procurement methods.~~
- 902. Responsibility.** ~~The Chief Procurement Officer (CPRO) shall determine, on an exception basis, those spare parts that will be included within the Program and the duration of non-federal contract that will be required within the Program such that any part purchased under this Program will have a defined end date for return to normal procurement methods may resume.~~
- 903. Waiver of Procurement Requirements.** ~~Where the CPRO has approved a determination and findings for enrollment of a part and a vendor(s) in this Program, and OMBS has identified non-federal funds sufficient to finance the proposed contract term, all procedural requirements established in this procurement policy shall be in applicable to the initial purchase of that part from the approved vendor. In no case may an initial purchase exceed a two-year term. In no case may a part be enrolled in this Program more than one time.~~
- 904. Enrollment of Parts.** ~~The CPRO may enroll a part and associated vendor(s) in the Program for any of the following justifications:~~

- (a) ~~**Safety Critical.** The Deputy General Manager, Operations (DGMO) has determined the part is critical to maintaining the safety of the passenger system and identified a single vendor or limited vendor(s) as an approved source for the part.~~
- (b) ~~**Proprietary.** DGMO has determined that only the original equipment manufacturer (OEM) part meets the essential criteria necessary to maintain overall system integrity.~~
- (c) ~~**Qualified.** DGMO has determined that this part meets the essential criteria in terms of form, fit or function necessary to maintain overall system integrity.~~
- (d) ~~**Warranty.** Program office has determined only one source will maintain continuation of warranty coverage necessary for this part (or component of which the part is a sub-component or replacement part).~~
- (e) ~~**Interoperability.** Program office has determined that WMATA has overlapping requirements that are dependent upon continued use and availability of this part from one vendor to the exclusion of other parts and vendors.~~
- (f) ~~**Combination.** Program office has determined that this source provides enhanced value to WMATA through a synergy of convenience and efficiency that offers overall best value when this part is acquired as a group or set included with other parts (e.g. overhaul "kits").~~

~~**905. Competition.** The goal of the Program is to purchase needed parts without regard to procurement policies, it being the Board's determination that this program is intended to address an unusual and compelling urgency to restock parts; however, where appropriate (i.e. more than one approved source/vendor) limited competition shall be employed to purchase the part.~~

~~**906. Procedures.** When any part, component, or sub-component is determined and found to be eligible for enrollment into the Program based upon any of the determination and findings (D&F) conditions of paragraph 904 above Procurement and Program shall take action to:~~

- (a) ~~**Restock.** Immediately enter into a contract with approved vendors to restore parts availability of this item above minimum stock requirements, including reorder quantities as necessary, for a period not to exceed two years.~~
- (b) ~~**Resource.** Utilizing strategic sourcing methods, the requirement will be advertised for fair and open competition for a multiple award indefinite delivery indefinite quantity (IDIQ) contract eligible for federal grant reimbursement.~~
- (c) ~~**Resolve.** Offeror/part combinations will be conditionally entered upon a Qualified Parts List (QPL) subject to verification by third-party labs, demonstrated success with other transit properties, or WMATA-approved testing and certification procedures, as determined appropriate by DGMO.~~

~~**907. Policy Deviations.**~~

- (a) ~~It is the objective of this Program that within two years of enrollment in the Program, any specific part, component or sub-component will emerge on WMATA's QPL as either eligible for Federal reimbursement or documentation will be available to request a waiver from the Federal Transit Administration (FTA) of those federal requirements which prevent entering into a compliant contract eligible for reimbursement.~~

~~(b) — Any policy or procedure deviations must therefore be in accordance with FTA enabling legislation, 49 U.S.C. § 5325(a) requiring FTA grant recipients to conduct all procurements financed under 49 U.S.C. Chapter 53 in a manner that provides full and open competition (including Buy America compliance); FTA Master Agreement Requirements; FTA Circulars 4220.1F and 5010.1; and the OMB “Super Circular” 2 C.F.R. 200.~~

~~**908. — Reports.** The CPRO shall report to the Board of Directors, in accordance with other quarterly reporting metrics, the number of parts line items enrolled in the program, which of the six (904 a through f) justifications were sought, and the progress toward completion and final resolution under 906 above.~~

**PRESENTED AND ADOPTED: November 20, 2025**

**Motion 2025-02**

**Amendment to Resolution 2007-09  
"Revisions to the Personnel Policies and Procedures Manual"**

Mr. Smedberg would like the Board to be aware that he will be offering an amendment to Resolution 2007-09 "Revisions to the Personnel Policies and Procedures Manual."

I move to amend Resolution 2007-09 "Revisions to the Personnel Policies and Procedures Manual" as follows:

Add a new WHEREAS clause as follows:

WHEREAS, Currently, there are a number of executive and senior management vacancies and the Board of Directors desires to help contribute to organizational and financial stability to the Authority;

I further move to add a new RESOLVED clause as follows:

*RESOLVED*, That the Executive Committee of the Board of Directors shall have approval authority for the appointment and removal of all executive positions and/or functions that directly report to the General Manager & Chief Executive Officer on the effective date of this motion (except for the Chief of Staff), as well as the Chief Procurement Officer or the highest ranking official having procurement authority, and the head of the office of Government Relations or equivalent position; and be it further

I further move that this amendment shall be effective immediately and shall control over any conflicting language in any prior resolution or motion, including Resolution 2012-31.

**Motioned by Mr. Smedberg, seconded by Ms. Rai**

**Ayes: 6- Ms. Santos, Mr. Smedberg, Mr. McAndrew, Ms. Rai, Dr. Hadden Loh and Mr. Alcorn**

**SUBJECT: REVISIONS TO THE PERSONNEL POLICIES AND PROCEDURES MANUAL**

**2007-09**  
**RESOLUTION**  
**OF THE**  
**BOARD OF DIRECTORS**  
**OF THE**  
**WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY**

WHEREAS, The WMATA Compact provides that the General Manager is responsible for all activities of the Authority, subject to the Board of Director's policy direction; and

WHEREAS, The Board of Directors holds the General Manager fully accountable for the successful operation of the Authority, and recognizes that the General Manager requires the flexibility to recruit, appoint, and remove Executive Management employees to accomplish the policy directives established by the Board of Directors and his own initiatives; and

WHEREAS, In order to obtain highly-qualified executives, the General Manager must be able to act swiftly and decisively in a competitive labor market; and

WHEREAS, Consistent with the WMATA Compact, the Board of Directors would like to give the General Manager the flexibility to recruit, appoint and remove Executive Management employees (WMATA Officers), excluding the Board Secretary, the General Counsel and the Inspector General, and the latitude to determine the compensation packages for such Executive Management employees, including salaries, based on market considerations and consistent with the approved budget; and

WHEREAS, The Personnel Policies and Procedures Manual (PPPM) requires amendment to provide the General Manager with the appropriate latitude; now, therefore be it

*RESOLVED*, That PPPM Policy No. 4.1 is revised, as shown in Exhibit A, to authorize the General Manager to (1) recruit, appoint and remove Executive Management employees, excluding the Board Secretary, the General Counsel and the Inspector General, and (2) determine the terms and conditions of the compensation packages for such Executive Management positions, including salaries, based on market considerations and consistent with the approved budget; and be it further

*RESOLVED*, That the General Manager is authorized to make any further changes to WMATA's policies and procedures that are necessary to effect this Resolution; and be it finally

*RESOLVED*, That this Resolution shall be effective immediately.

Approved as to form and legal sufficiency,

  
\_\_\_\_\_  
Carol B. O'Keeffe  
General Counsel

**Washington Metropolitan Area Transit Authority  
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**I. POLICY**

The Authority has established various categories of employment to assure that the work of the Authority is performed in the most effective and cost efficient manner and in accordance with all applicable laws and regulations. The purpose of this policy is to define the employment categories and the Fair Labor Standards Act (FLSA) exemption status of Authority employees. The Board of Directors' changes to any Personnel Policy that affect employment categories and/or employment conditions shall supercede the provisions of this and all other WMATA Personnel Policies, which may address employment categories and/or employment conditions.

**A. Employment Groups**

An employee is any person hired by the Authority and on its payroll on a salaried or a wage basis, who is not a consultant or contractor for the Authority. There are two (2) employment groups at the Authority:

1. Represented Employee - any employee who is within a unit of employees represented by an exclusive bargaining representative and whose terms and conditions of employment are set forth in their respective collective bargaining agreements.
2. Non-represented Employee - any employee who is not within a unit of employees represented by an exclusive bargaining representative.

Pursuant to the FLSA, employees are classified as exempt or non-exempt.

3. The exempt group includes any executive, administrative, outside sales or professional employee as defined under the FLSA. These employees are not required to be paid overtime for work performed in excess of forty (40) hours in a work week.
4. The non-exempt group includes any employee who does not qualify as an executive, administrative, outside sales, or professional employee as defined under the FLSA. These employees are required to be paid overtime at the rate of one and one-half times their regular rate of pay for all hours worked beyond forty (40) hours in the work week, in accordance with federal wage and hour laws.

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**B. Employment Categories**

1. Regular Employees - employees hired by the Authority to work on a regular basis for no specific duration and entitled to certain Authority benefits as indicated below. Employees in this category are subject to all Authority Personnel Policies and Procedures. The types of regular employees are as follows:
  - a. Full-time Regular Employee - an employee hired to work a regular bi-weekly work scheduled of 75 hours or 80 hours, and who receives benefits and accrues leave. Each regular weekly work schedule in the biweekly period shall not exceed 40 hours. Full-time regular employees, in some circumstances, may have a bi-weekly work schedule of less than 75/80 hours, but not less than 60 hours. The regular bi-weekly work schedule, if less than 75/80 hours for positions filled by employees in this category, shall be approved by the Director, Officer of Human Resource Management Services (HRMS). Employees in this category may work in either FLSA exempt or non-exempt positions as defined above.
  - b. Part-time Regular Employee - an employee hired to work up to 29 hours per week on a regular basis, who is paid on an hourly basis, and receives only those benefits prescribed by law and prorated leave accruals. An employee hired to work less than 20 hours per work week is not entitled to prorated leave accruals. A part-time regular employee is not eligible to participate in the WMATA Retirement Plan; however, this type of employee is eligible to participate in the WMATA Defined Contribution Retirement Plan and the Authority's Deferred Compensation Program.
  - c. Executive Management Employee - a regular employee subject to certain special employment polices, employment policies, procedures and conditions as defined in Section C.
  - d. Senior Management Employee - a regular employee subject to certain special employment policies, procedures and conditions as defined in Section C.

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2. Temporary Employees - any person hired by the Authority to work for a specified or unspecified period of time with other than a full-time or part-time regular status who is entitled to limited or none of the employee benefits provided to regular employees, as indicated below. Employees in this category are subject to all Authority Personnel Policies and Procedures, except as indicated in Section C. The types of temporary employees are:
  - a. Full-time Temporary of Long-term Duration - an employee hired to work a regular bi-weekly work schedule of 75 hours or 80 hours, but not less than 60 hours, without regular status, for an undefined period of time but not less than a 12 month/365 day duration, unless funding designated for the employee's position becomes unavailable or is otherwise terminated. The employee is entitled to all statutory and Authority benefits provided for full-time regular employees except severance and participation in the WMATA Retirement Plan. This employee is eligible to participate in the WMATA Defined Contribution Retirement Plan and the Authority's Deferred Compensation Program.
  - b. Full-time Temporary of Limited Duration - an employee hired to work full-time, as described above, for a specified maximum period of 365 calendar days or less to carry out a specific assignment or project. This employee is entitled to statutory benefits and leave accruals.
  - c. Part-time Temporary of Limited Duration - an employee hired to work up to 29 hours per work week for a specified maximum period not to exceed 12 months to carry out a specific assignment or project. This employee is entitled to statutory benefits.
3. Intern - a high school or college student working at the Authority on a work-study or other formal program for credit, experience and/or pay for a limited period of time. Rate of pay is based on educational level. When the intern is paid by the Authority, the intern will be treated as a temporary employee for benefit purposes. The Director, HRMS is responsible for determining which temporary category will apply to a particular type of intern. As noted above, the length and type of assignment will determine benefit entitlement.

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C. Employment Conditions

Non-represented employees have the right to resign at any time. Likewise the Authority is not obligated to guarantee continued employment under any circumstance. A non-represented employee's job performance and/or conduct is expected to be fully satisfactory. The employment conditions and polices applicable to the various employment categories are:

1. Regular Employees - may be dismissed only for cause (except for Executive and Senior Management employees). Cause for dismissal includes, but not limited to, job performance and/or conduct by an employee, which is less than fully satisfactory. A long, but not all-inclusive list of examples of actions, inactions, behavior, conduct and performance which can constitute cause for disciplinary action, up to and including dismissal, is found in Personnel Policy No. 1.6, Disciplinary Actions.

For employment conditions for Executive Management Employees and Senior Management Employees, reference C.2.

The first year of employment for a new employee in a full-time or part-time regular position is a probationary period. Current full-time regular and current part-time regular employees who move to a different position because of a voluntary promotion, transfer, demotion or because of a disciplinary demotion are subject to a probationary period of one year

Successful completion of the one-year, new employee probationary period or of the designated probationary period for an employee who changes positions, is attained when a performance evaluation indicating that the employee's performance evaluation is fully satisfactory or better, as defined by whatever performance evaluation system is in force and applies to that employee, is received by the Office of HRMS. Successful completion of probation is not automatically achieved at the end of an employee's probationary period. If the supervisor is unable to assess performance at the end of a probationary period, the supervisor may request that the probationary period be extended for a period not to exceed 90 calendar days. The request for extension must be in writing with the concurrence of the Office Director and must be approved or disapproved by the Director, ODEV, who will inform the Director, HRMS of

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the decision. The reason for the extension must be a valid, job-related concern including, but not limited to, remediation, extended sick leave, or other circumstances when it is in the best interests of the Authority. Requests for exceptions to the 90-day maximum extension period must be directed to the Assistant General Manager, Department of Workforce Development (AGM, WFDA) by the appropriate Officer/Department Head. Exceptions may be approved by the AGM, WFDA.

A newly hired probationary employee may be separated from the Authority at any time without cause and has no eligibility under Personnel Policy No. 1.7, Employee Dispute Resolution. Separation must be recommended by the Office Director, with the concurrence of the Director, HRMS.

A current employee who is probationary because of a voluntary move to a different position or because of a disciplinary demotion has no recourse under Personnel Policy No. 1.7, Employee Dispute Resolution, for matters pertaining to performance during the probationary period unless the employee is terminated by the Authority. The employee is subject to Personnel Policy No. 1.6, Disciplinary Actions, and has rights under Personnel Policy No. 1.7, Employee Dispute Resolution, for non-performance related matters during the probationary period.

2. Executive and Senior Management Employees - are special categories of Regular employees subject to special conditions and requirements.
  - a. Executive Management Employees - are the officers of the Authority. Executive management employees serve in positions that are designated as Executive Management positions by the Compact, the Board of Directors and/or the General Manager (GMGR). Incumbents of these positions serve at the pleasure of the GMGR and may be separated/terminated at any time, with or without cause. Executive Management employees are subject to WMATA Personnel Policies except as noted in C.2.c.

The GMGR may recommend Executive Management Positions to the Board of Directors. All such positions must be approved by the Board of Directors. With the exception of the Board Secretary, the General Counsel and the Inspector General, the GMGR is authorized to recruit, appoint and remove Executive Management employees and to determine

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the terms and conditions of the compensation packages for such Executive Management Positions, including salaries, based on market considerations and consistent with the approved budget. Executive Management positions approved by the Board of Directors are listed in Addendum 1 to this policy.

- b. Senior Management Employees – employees in positions that have been designated “Senior Management” by the GMGR because the nature of the position demands extreme confidentiality, and/or the position is tasked with carrying out policy directives, and/or the position has an indirect reporting relationship to the incumbents of these positions may be separated/terminated at any time, with or without cause. Senior Management employees are subject to WMATA Personnel Policies except as noted in C.2.c.

Senior Management positions designated by the GMGR are listed in Addendum 1 to this policy.

- c. Special Conditions and Requirements - Both Executive Management and Senior Management positions/employees are entitled to the benefits and working conditions provided to regular employees and are subject to WMATA Personnel Policies, unless otherwise directed by the Board of Directors, with the following exceptions:
  - 1) Internal job posting for the recruitment of candidates is not required;
  - 2) Incumbents receive 27 annual leave days every January 1<sup>st</sup> and shall initially receive a prorated number of annual leave days during the first calendar year of service in the Executive or Senior Management category based on the date of hire, or the date of promotion/transfer, into the category. Incumbents may accumulate and carry over not more than 45 days from one calendar year to the next; and
  - 3) Incumbents do not have access or rights to the provisions of Policy No. 1.7, Employee Dispute Resolution.

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- 4) The GMGR is authorized to establish the compensation packages for Executive Management employees, except the Board Secretary, the General Counsel and the Inspector General, based on market considerations and the approved budget and to establish the separation conditions and benefits for Executive and Senior Management employees, as well as for employees of other categories, who are separated from the Authority.

Terms of any employment contract approved by the Board of Directors for Executive and Senior Management employees, as well as for employees, supercede this policy.

The AGM, WFDA shall maintain a current list of all Board approved "Executive Management" positions and positions designated "Senior Management" by the GMGR. The Board of Directors shall be provided a copy of the current list of Executive Management and Senior Management positions at least annually.

If an existing regular position with an incumbent is designated an "Executive Management" or "Senior Management" position, the incumbent shall be notified of the change in the position status. If the incumbent is offered and accepts the newly designated executive management or senior management position, the employee is subject to employment conditions for an "Executive Management" or "Senior Management" employee as outlined herein. If the incumbent declines the newly designated executive management or senior management position, the affected employee shall vacate the position and may be placed in a vacant position for which he or she is qualified on non-competitive basis. In the event the affected employee is unable to find a position for which he or she is qualified within three (3) months of the designation, the employee will be separated from the Authority under provisions of Personnel Policy No. 4.6, Reduction-In-Force.

3. Temporary Employees - employees who are hired and work, on an other than regular basis, at the convenience of the Authority and subject to the following conditions based on type of employee within the category.

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- a. Full-time Temporary of Long-term Duration - is not covered by Personnel Polices No. 1.6, Disciplinary Actions, and No. 1.7, Employee Dispute Resolution, but is subject to other WMATA Personnel Policies and Procedures, except for the benefit limitations previously noted in B.2. This employee is not entitled to severance or separation benefits and is subject to termination without cause or notice. In accordance with Personnel Policy 4.5, *Termination From Employment*.
  - b. Full-time Temporary of Limited Duration - is not covered by Personnel Polices No. 1.6 Disciplinary Actions, and No. 1.7, Employee Dispute Resolution, but is subject to other WMATA Personnel Polices and Procedures. This employee is not entitled to WMATA employee benefits, except for leave accrual, and is entitled only to statutory benefits. This employee is not entitled to severance or separation benefits and subject to termination with or without cause or notice in accordance with Personnel Policy 4.5, *Termination From Employment*.
  - c. Part-time Temporary of Limited Duration - is entitled only to statutory benefits and is subject to the same conditions described in 3.b, above, except that no leave accrual is allowed. Individuals on assignment from temporary agencies are the employees of the agencies and are not Authority employees.
4. A retiree in the WMATA Retirement Plan or a retiree in the WMATA Defined Contribution Retirement Plan is not eligible for rehire by the Authority in any employment category. In the event it becomes necessary to retain the services of a retiree to perform a specific or unique scope of work for a specified duration, such services will be retained through a procurement action in accordance with the Authority Procurement Regulations for professional and technical consultant contracts. Reference The WMATA Procurement Manual.

D. Consultants and Contractors

Consultants and contractors, whose responsibilities are covered by letter agreement or contract, are not employees of the Authority and receive no benefits.

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**II. RESPONSIBILITY**

The AGM, WFDA is responsible for general administration of this policy.

**III. AFFECTED EMPLOYEES**

All non-represented employees.

<b>CATEGORY</b>	<b>DEFINITIONS &amp; SPECIAL CONDITIONS</b>	<b>DURATION</b>	<b>BENEFITS</b>
Full-Time Regular	Works full-time: 75 - 80 hours per two-week period in an approved position. Subject to one-year probationary period.	Unlimited	All statutory and WMATA benefits, in force during time of employment. Covered by Personnel Policies & Procedures (Policy Manual).
Part-Time Regular, 20-29 hours per week	Works less than full time, between 20 and 29 hours per week in an approved position. Subject to one-year probationary period.	Unlimited	Entitled to pro-rated annual and sick leave. Receives other statutory benefits (e.g., Social Security) only as required by law.
Part-Time Regular, less than 20 hours per week	Works less than 20 hours a week in an approved position. Subject to one-year probationary period.	Unlimited	Covered only by statutory benefits such as Social Security.

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<p>Full-Time Temporary, Long-Term Duration</p>	<p>Works full-time for an undefined period of time in a position authorized for long-term temporary appointment.</p> <p>Duration may be governed by available funding of the specific position or work to be performed. Subject to termination with or without cause or notice.</p>	<p>Normally at least 366 calendar days &amp; indefinite further duration, unless funding ceases in less than 366 days, or employee is otherwise terminated.</p>	<p>All statutory and WMATA benefits, except severance pay or participation in WMATA Retirement Plan. Participation in Defined Contribution Retirement Plan. No eligibility under Personnel Policy 1.7 or others as specified in Policy Manual.</p>
<p>Full-Time Temporary, Limited Duration</p>	<p>Works for 365 calendar days or less in a full-time position authorized for limited-duration temporary appointment. Subject to termination with or without cause or notice.</p>	<p>365 days or less, or until otherwise terminated.</p>	<p>Entitled only to statutory benefits; annual and sick leave.</p>
<p>Part-Time Temporary (less than 37.5 hours per week)</p>	<p>Works less than full time on a particular project for a period not to exceed 12 months.</p>	<p>365 days or less, or until otherwise terminated.</p>	<p>Entitled only to statutory benefits.</p>
<p>Intern</p>	<p>Must be a high school, college, or graduate student whose work at WMATA forms a recognized part of his/her academic program.</p>	<p>Duration of Academic Program.</p>	<p>If paid by the Authority, same as temporary employee. To be determined by Director, HRMS.</p>

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<p>Executive Management</p>	<p>The GMGR is an Executive Management employee selected by the Board and serves at the Board's pleasure. An incumbent will tender a resignation when requested by the Board. Executive Management positions are approved by the Board. Incumbents are selected by the General Manager (GMGR) and are approved by the Board. All serve at the pleasure of the GMGR and the incumbents may be separated/terminated by the GMGR with or without cause. Terms of any employment contract approved by the Board supersede this policy.</p>	<p>Unlimited</p>	<p>Entitled to all statutory and WMATA benefits, but incumbents (other than GMGR) serve at the pleasure of the GMGR. No eligibility under Personnel Policy 1.7 herein. 27 days annual leave credited on January 1<sup>st</sup> of each year while employed here. Prorated 27 days credited for 1<sup>st</sup> calendar year on date of hire/promotion/transfer to this category.</p>
<p>Senior Management</p>	<p>Positions designated Senior Management by the General Manager because of the extreme confidential nature of positions. Reports to GMGR or Officer. Can be separated/terminated with or without cause.</p>	<p>Unlimited</p>	<p>Entitled to all statutory and WMATA benefits. Incumbents can be separated/terminated with or without cause. No eligibility under Personnel Policy 1.7 herein. 27 days annual leave credited as above.</p>

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**ADDENDUM 1**

**Executive & Senior Management Positions**

**1.0 Purpose**

To provide a list of positions designated as executive and senior management.

**2.0 Executive Management Positions**

General Manager  
Chief of Staff  
General Counsel  
Assistant General Manager, Chief Engineer/Project Management  
Assistant General Manager, Customer and Media Communications  
Assistant General Manager, Finance/Chief Financial Officer\*  
Assistant General Manager, Planning and Joint Development  
Assistant General Manager, System Safety & Risk Management  
Assistant General Manager, Workforce Development & Administration  
Board Secretary  
Chief Information Officer  
Chief, Metro Transit Police Department  
Chief Operating Officer, Bus Service  
Chief Operating Officer, Community Transportation Services  
Chief Operating Officer, Operations Support  
Chief Operating Officer, Rail Service  
Inspector General

**3.0 Senior Management Positions**

Auditor General  
Chief Engineer, Facilities  
Chief Engineer, Systems  
Chief Engineer, Vehicles  
Chief, Operations Liaison  
Comptroller  
Deputy Chief Technology Officer  
Deputy General Counsel  
Director, ADA Programs

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**3.0 Senior Management Positions** *(continued)*

Director, Administration (CEPM)  
Director, Administrative Programs and Services  
Director, Business Planning and Project Development  
Director, Blue and Orange Line Service  
Director, Civil Rights  
Director, Compensation and Benefits  
Director, Construction  
Director, Customer Communications  
Director, Customer Service  
Director, Elevator and Escalator Maintenance  
Director, Employee and Labor Relations  
Director, Human Resource Management Services  
Director, Infrastructure Renewal Program  
Director, Intergovernmental Relations  
Director, Joint Development and Management  
Director, Management & Budget Services  
Director, Marketing and Advertising  
Director, Metro Access Service  
Director, Operations Control Center  
Director, Operations Planning and Administrative Support  
Director, Organizational Development  
Director, Passenger, Vehicle, Fire/Life Safety and Emergency Management  
Director, Plant Maintenance  
Director, Public Affairs  
Director, Quality Assurance  
Director, Rail Reliability and Technical Services  
Director, Red Line  
Director, Yellow and Green Line Service  
General Superintendent, Bus Maintenance  
General Superintendent, Bus Transportation  
General Superintendent, Car Maintenance  
General Superintendent, Track Structure and System Maintenance  
Managing Director, Procurement and Materials  
Principal Deputy General Counsel  
Treasurer  
Executive Secretary to the General Manager  
Principal Deputy General Counsel

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**4.0 RESPONSIBILITY**

The Assistant General Manager, Workforce Development and Administration, or his/her designee, is responsible for maintaining and issuing a current list of executive and senior management positions.

- \* Designated as both Comptroller and Treasurer for Compact purposes. These functional responsibilities are delegated within the Department of Finance.