August 29, 2016

VIA E-MAIL

Mr. Cecil Palmer

RE: 16-FOIA-205 Request for HR Policies/Procedures

Dear Mr. Palmer:

We are in receipt of your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On August 15, 2016, we received your request for copies of the policies and procedures issued by Metra’s Human Resources department in PDF format (“Request”).

In response to your Request, Metra’s Human Resources Department is providing you with the following policies and procedures:

- Acting Assignment Policy, effective 9/12/2012;
- Bereavement Leave Policy, effective 5/20/2014;
- Drug & Alcohol Policy, effective 5/20/2015;
- Employee Blood Donation Leave Policy, effective 1/18/2013;
- Family Medical Leave Policy, effective 6/26/2015;
- Identity Protection Policy, effective 6/23/2014;
- Internship & Cooperative Education Programs Procedure, revised 2/24/2016;
- Jury Duty Leave Policy, effective 5/20/2014;
- Personal Appearance Policy, effective 5/20/2014;
- Promotion & Lateral Transfer Policy, effective 2/24/2016;
- Rest Breaks (formerly Breaks Policy), revised 8/12/2014;
- School Visitation Policy, effective 1/18/2013;
- Secondary Employment Policy, effective 1/18/2013;
- Supplemental Time Off Policy (formerly Administrative Leave Policy), revised 6/25/2015;
- Temporarily Working From Home Policy, effective 8/29/2014;
- Victims Economic Security and Safety Act Policy, effective 1/18/2013;
- Voting Leave Policy, effective 1/18/2013;
- Work Schedules for Exempt Employees Policy, effective 9/6/2013;
• Work Schedules Policy, revised 3/6/2013; and
• Workplace Violence Policy, effective 1/18/2013

If I can be of further assistance to you, please do not hesitate to contact me.

Sincerely,

Kathleen E. Haton
Freedom of Information Officer
foia@metrarr.com
FOIA Hotline #312-663-3642

Attachments