



## EMPLOYEE RECRUITMENT & HIRING POLICY

Policy Number	Responsible Department	Effective Date	Approval
BOD 6.01	Board of Directors	January 22, 2026	<i>Board of Directors</i>

### I. PURPOSE:

The Rhode Island Public Transit Authority is a quasi-public corporation. The purpose of this Employee Recruitment & Hiring Policy is to ensure compliance with R.I. Gen. Laws §42-155 – Quasi Public Corporations Accountability and Transparency Act.

### II. POLICY:

This policy outlines the procedures followed by the Rhode Island Public Transit Authority's Human Resources Department when recruiting and hiring new employees.

RIPTA is committed to filling all vacant positions with the most qualified individuals, while also adhering to three fundamental principles:

- Implementation of RIPTA's approved *Affirmative Action/Equal Employment Opportunity (EEO) Plan*.
- Full compliance with Title VI of the Civil Rights Act, 12 USC 2000d and Section 504 of the Rehabilitation Act of 1973, as amended, 29 USC 79, ensuring non-discrimination on the basis of age, gender, race, religion, national origin, and disability.
- Full compliance with FTA Regulations "Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations", 49 CFR Part 655.

### III. PROCEDURES:

#### 1. Posting/Advertisement of Vacant Positions

In an effort to provide current employees with an opportunity for promotion and advancement, all vacant positions will be posted internally (with the exception of the CEO position). Job reclassifications, demotions, transfers and eliminations shall not constitute a vacant position and therefore, shall not be posted.

Upon approval from the CEO, the Human Resources Department will email a job posting to all RIPTA departments and union representatives. Individual departments will be directed to post these openings for one week (five working days). Job postings are posted on RIPTA's intranet for employees to view also. During the posting period, jobs may also be advertised externally in newspapers, websites or other publications.

Postings will include the position title; union representation, if applicable; job description; required qualifications; salary range; and closing date for application. Certain senior level positions (and positions without qualified internal applicants) may also be externally advertised.

## **2. Application Process**

Current employees in probationary status or newly promoted employees must wait six months before applying for a posted position. All other employees are eligible to apply for open positions.

Applicants must apply in writing, to the Human Resources Department, of their interest by the closing date stated in the posting. These applicants will be entered into a database in order to record basic contact information and to track the application process. The qualifications of all applicants will then be reviewed to determine those most closely meeting the qualifications of the position and to select a pool of candidates for interviews. This assessment is generally conducted by a representative from both the Human Resources Department and the department with the open position.

In an effort to provide current employees with opportunities for promotion and advancement, RIPTA shall give first consideration to current employees, but reserves the right to ultimately select the best qualified candidate and shall also have discretion to hire from outside any bargaining unit(s). Vacancies shall be filled on the basis of qualifications and ability. Where qualifications and ability of bargaining unit applicants are relatively equal, seniority will be considered by RIPTA.

External applicants will be required to undergo a thorough background check to include the following: Nationwide Background check, RI Bureau of Criminal Identification background check, driving record check, and applicable reference check.

### **3. Interview Process**

Applicants who possess at least the minimum job qualifications will be offered an opportunity for an interview. Interviewed applicants will receive written notification as to the outcome of the posting. Information concerning jobs filled and vacant, including job descriptions and salary ranges, is available in the Human Resources Department.

On the day of the interview, the applicant will fill out an Application Form, provide references, if requested, and sign a release form for background checks. A state driver's license record check and criminal background check is performed on all applicants in the interview pool.

The Interview Committee shall be comprised of at least two people and RIPTA reserves the right to ultimately select the most qualified candidate, whether internal or external.

### **4. Selection of Applicant**

Once a preferred candidate is identified, a national background check is performed, and job references (if required) are contacted. If the job opening is in the Finance Department, the applicant's credit history is also checked. If these background reviews prove satisfactory, the applicant is offered the position. A letter is then sent confirming job title, starting salary, union representation (if applicable) and the agreed upon start date.

RIPTA employment for Safety Sensitive positions (those positions where an employee's performance, or a lapse in their performance due to impairment, could result in direct and serious harm, injury, property damage, or death to themselves, co-workers, or the public), in addition to the requirements above, is contingent upon a pre-employment physical and a drug & alcohol screening to ensure that no physical disability or condition exists which may compromise safety or the applicant's ability to perform the physical requirements of the job.

Offers of employment for Safety Sensitive positions will be contingent upon:

- The applicant's ability to meet the physical requirements of the job as determined by the pre-employment physical examination; and

- The applicant's ability to pass the drug and alcohol screen.

The physical examination and drug and alcohol screen will be performed by a designated physician or health care provider at RIPTA's expense. All medical records and results of the pre-employment physical will remain confidential.

5. Unsuccessful Recruitment

If background reviews or references prove to be unsatisfactory, or if the preferred candidate turns down the employment offer, RIPTA will proceed down the list of qualified candidates. If the list is exhausted, the position may also be re-posted or re-advertised.

**IV. ASSIGNMENT OF SALARY & EMPLOYEE BENEFITS FOR NEW HIRES**

Employment offer letters are accompanied by a packet of employee information, including policies, health, dental and vision benefits, life insurance and pension plans.

New employees must report to the Human Resources Department on their first day of employment to sign up for benefit plans, assign beneficiaries, and complete a W-4 (taxpayer identification form) and I-9 Form (Proof of Residency).

Employees are assigned an employee identification number and provided with an employee ID card. Employee information (including employee number, position, date of hire, rate of pay, employee address, and selected benefit options), is entered into the HRIS system and forwarded to the Payroll Department for acceptance.

Salary is assigned based on established wage tables. Represented (union) positions are assigned salaries and step increased based on negotiated wage tables. RIPTA also maintains a wage table for non-represented employees.

Employees may return to the Human Resources Department any time they desire to change benefit options or designated beneficiaries.

## **V. TRAINING**

Training, if required, is coordinated by the Human Resources and Training Departments. Safety and Environmental training, if applicable, is scheduled by the Safety & Security Department. Individual directors and other departmental supervisors are responsible for informing new employees of other company policies.

## **VI. RECORD KEEPING**

### **1. Employee Files**

RIPTA's Human Resources Department is responsible for maintaining secure employee files. These files include payroll authorizations, benefit selections, disciplinary notes, evaluations, training records, commendations and other related information.

### **2. Employee Medical Files**

RIPTA's Human Resources Department is responsible for all employee medical documentation. These files are kept in separate secured file cabinets with limited access.

### **3. Drug and Alcohol Screening Records**

Drug and Alcohol screening records and files are maintained in a separate, secure cabinet. The only person with access to these files is the RIPTA's Human Resources Chief Compliance Officer.

### **4. Recruitment Records and Information**

Information concerning jobs filled and vacant, including job descriptions and salary ranges are in the HR Department and available upon request.