

**Reference:** HUMAN RESOURCES  
**Section:** WORK RULES  
**Title:** EMPLOYEE ACTIVITY  
**Policy Number:** 04-05-02  
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**I. PURPOSE**

The purpose of this policy is to define the position of the Niagara Frontier Transportation Authority and the Niagara Frontier Transit Metro System, Inc. (collectively referred to as “NFTA” or “Authority”) on the activity of employees in the workplace.

**II. POLICY**

All employees are expected to be at their assigned workstations during specified work hours. Employees may only leave their departments for the purpose of conducting Authority business, and notification of the employee's destination and purpose should be provided to the supervisor or Department Manager.