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## Alameda-Contra Costa Transit District

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### Administrative Regulation No. 208A: Memorial Plaques

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**Issuing Officer:** General Manager  
**Date of Adoption:** 11/1/2016  
**Most Recent Amendment:** N/A  
**See Also:** N/A

**Subject Category:** Section 200, Human Resources  
**Subsection:** General  
**Control Department(s):** Human Resources

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#### I. PURPOSE

The purpose of this Administration Regulation is to set forth the process for placing the names of employees who pass away while actively employed on a memorial plaque. The memorial plaques will provide a centralized and uniform means of honoring deceased employees who have worked for the Alameda Contra Costa Transit District (District) and are located at the Emeryville Division, Richmond Division, Seminary Division, Hayward Division, Central Maintenance Facility, and at the General Office Building.

#### II. PERSONS AFFECTED

Active employees who pass away and former employees who pass away within two years prior to the adoption date of this regulation, subject to certain criteria specified herein.

#### III. DEFINITIONS

“**Memorial Plaque**” means a perpetual commemorative wall-mounted tribute located at each major District facility that bears the names of active and former District employees who passed away.

“**Name Plates**” are small metal plates etched with the name of the deceased employee.

#### IV. REGULATION

##### A. Administration of the Memorial

Memorial plaques are administered by the Marketing & Communications Department. Notwithstanding anything to the contrary herein, the final decision regarding addition of any name to the Memorial Plaque shall be made by the General Manager.

##### B. Who Is Memorialized

###### 1. Active Employees:

- a. The names of employees who pass away while employed by the District will be placed on the memorial plaque. The Director of Marketing and Communications will initiate this process after receiving notification by Human Resources.

2. Former Employees:

- a. By written request, the name of a former employee who is deceased may be added to the memorial based on the following criteria:
  - The former employee passed away within two years prior to the date of adoption of this regulation;
  - Verification by Human Resources of the deceased's AC Transit employment; and
  - Approval by the General Manager.

3. Submission of Names:

Current employees, Board Officers, and the Board of Directors may request inclusion of name plates by contacting the Marketing and Communications Office.

**C. Financial Considerations**

The names of the persons affected by this Administrative Regulation will be placed on the memorial plaque at no charge.

**D. Name Plate Specifications**

Production and printing specifications for name plates must follow the guidelines determined by the Director of Marketing and Communications to ensure uniformity, including but not limited to design, layout, wording, and typeface.

**V. RESPONSIBILITIES**

Marketing and Communications Department – Administers the program and processes requests for deceased employee name plates.

Facilities Maintenance Department – Responsible for the maintenance and cleaning of the memorial plaques, including the installation of approved memorial plaque name plates upon receipt from the Marketing and Communications Department.

Finance Department – Provides funding for the purchase of name plates.

Approved by:



Michael A. Hursh, General Manager  
Alameda-Contra Costa Transit District