



Item #10

DATE March 4, 2020
TO GCTD Board of Directors
FROM Debbie Williams, Human Resources Director *DW*
SUBJECT **Equal Employment Opportunity (EEO) Program**

I. EXECUTIVE SUMMARY

GCTD is required to update its Equal Employment Opportunity Program (EEOP) every four years. The Agency's program has been updated and is ready for review and acceptance by the FTA. In September 2019 during our triennial review there were no findings associated with the program. GCTD has a due date of March 31, 2020 for this current plan. The next plan will be due in four years or 2024. This update indicates that GCTD has retained a diverse workforce.

II. BACKGROUND

Every three years as part of the FTA triennial process, the agency provides an updated review as well as projected goals for GCTD's EEO Program. Currently, sixty-seven percent (67%) of GCTD's workforce is minority based compared to forty-eight percent (48.2%) of the Ventura County civilian workforce. Here we have an overutilization of minorities. Thirty percent (30%) of GCTD's workforce is female compared to forty-five percent (45.2%) of the Ventura County civilian workforce. The Ventura County civilian workforce is the parity standard established by the Board. This underutilization of females stems historically from the maintenance department. GCTD has very few qualified female mechanics or equipment cleaner applicants. Having a relatively small workforce, an increase or decrease may have a substantial impact in the utilization of females and/or minorities. The underutilization in this year's study shows white females underutilized in the category of Administrative support.

Please see attached new FTA forms.

Currently, present employment practices, statistics of the recruitment; hiring, staffing and separations are assessed to measure minority and female utilizations.

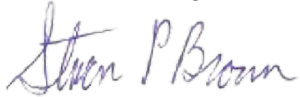
A more interactive program led by the EEO Officer is the expectation going forward. Meeting with the entire staff at GCTD quarterly to maintain education and goals of this program. Managers and supervisors will be in small groups with the EEO Officer to discuss goals, ideas and success stories. Quarterly reports will be maintained to measure progress and send to FTA and our Board. As the EEO Officer I am dedicated to this project.

GOLD COAST TRANSIT DISTRICT

III. RECOMMENDATION

IT IS RECOMMENDED that the Board of Directors Approve the Attached 2020 GCTD EEO Program

General Manager's Concurrence



Steven P. Brown

Attachment



EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY
AFFIRMATIVE ACTION PROGRAM

GOLD COAST TRANSIT DISTRICT

UPDATED February 2020

Gold Coast Transit District
1901 Auto Center Drive
Oxnard, California 93036
(805) 483-3959

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EQUAL EMPLOYMENT OPPORTUNITY POLICY

Gold Coast Transit District (GCTD) is an equal employment opportunity (at will) employer. At GCTD, as a matter of law and a matter of agency policy, selection for opportunities for hire, promotion, transfer, or training, as well as decisions regarding demotion, termination, layoff and other terms and conditions for employment shall occur without regard to race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, gender identity, religion, veteran status, physical or mental disabilities, medical condition, age, political opinions or affiliations, or union membership activity or any other category protected by state or federal law.

It is further provided that no questions in any test, in any application form, or by any examiner or appointing authority shall be so framed as to attempt to elicit information concerning the applicant's race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, gender identity, religion, veteran status, physical or mental disabilities, medical condition, age, political opinions or affiliations, or union membership activity or any other category protected by state or federal law.

Oversight of the Equal Employment Opportunity (EEO) Policy is assigned to the General Manager. The Director of Human Resources will serve as the EEO Officer and will activate the program and create goals for all managers and supervisors. However, all management personnel will share in the responsibility to ensure compliance with equal employment opportunity within GCTD and will be evaluated on the success of this program just as they are evaluated in achieving other GCTD goals.

Applicants or employees who believe that they have been discriminated against may file a complaint with the Affirmative Action Officer (AAO) for Gold Coast Transit District, Debbie Williams HR Director.

GCTD believes that successful achievement of EEO goals will provide benefits to its passengers and employees through fuller utilization and development of human resources.

This EEO Statement of Policy will be reviewed, updated, and reaffirmed annually.

In addition, GCTD prohibits retaliation against a person who engages in activities protected under this policy. Reporting, or assisting in reporting, suspected violations of this policy and cooperating in investigations or proceedings arising out of a violation of this policy are protected activities under this policy.

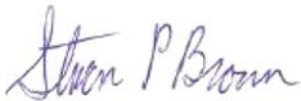
All employees are expected to assume responsibility for maintaining a work environment that is free from discrimination, harassment and retaliation. Employees are encouraged to promptly report conduct that they believe violates this policy so that we have an opportunity to address and resolve any concerns. Managers and

supervisors are required to promptly report conduct that they believe violates this policy. We are committed to responding to alleged violations of this policy in a timely and fair manner and to taking appropriate action aimed at ending the prohibited conduct.

STATEMENT OF COMMITMENT

GCTD believes that the only valid criteria for employment or personnel actions are the job-related qualifications and merits of the individuals involved. GCTD recognizes that employment discrimination based upon race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, gender identity, religion, veteran status, physical or mental disabilities, medical condition, age, political opinions or affiliations, or union membership activity or any other category protected by state or federal law is unlawful and a violation of basic civil rights. Discriminatory employment practices are wasteful as well as unjust and are not in keeping with the established philosophy that GCTD be a model employer. Accordingly, GCTD will prohibit any policy, plan, program, custom, or practice which has a discriminatory effect.

Toward the goal of maintaining and strengthening our commitment to equal employment opportunities, a program of affirmative action has been established as GCTD policy. It shall serve as a guide for all personnel related matters to which GCTD is or will, in the future, become party.



Steven P. Brown
General Manager

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INTRODUCTION

Affirmative action is the foundation for a positive equal employment opportunity program. Affirmative action includes all the various methods through which equal opportunity for minority groups and women is made a reality.

Gold Coast Transit District is a state and federal government contractor and as such, has certain obligations to take affirmative action to ensure that its policies and practices are, in fact nondiscriminatory. It is, therefore GCTD's policy and commitment to take affirmative action to employ and advance in employment members of protected groups, creating a diverse workforce representative of the labor markets consistent with the provisions in the following Acts:

Title VII of Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act as well as Executive Orders 11246 and 11375; "Non-discrimination under Federal Contracts" and the Uniformed Services Employment and Reemployment Act of 1974; the Vocational Rehabilitation Act; the Americans with Disabilities Act of 1990; the Equal Pay Act; Age Discrimination in Employment Act; the National Labor Relations Act; and Fair Employment Acts or any other category protected by state or federal law.

The Affirmative Action Plan, as presented in the following pages, is the formal commitment in GCTD's continuing good faith efforts to:

1. Afford an equal employment opportunity to all persons in, or seeking to enter, the GCTD work force, and
2. Assure that all GCTD policy-making activities, including those associated with planning, policy, or advisory groups, reflect the goals of equal opportunity and affirmative action. Agency programs and activities shall be conducted in a manner free of discrimination.

WORKFORCE ANALYSIS

FTA

EMPLOYMENT PRACTICES CHART

The FTA analysis tool is what GCTD utilized for the recent timeframe. This tool is the FTA Employment Practices Chart.

In this analysis the job categories represented are grouped. For example, Bus Operators and the Mechanical Department are represented as one category. The results are very close to last cycle where we analyzed each position.

The fact that we are a small agency (194 employees) the underutilized females percentage appears high.

In this analysis, we have 41% underutilization in the white female category. The category is Administrative Support. This is an area where we will focus goals and education within the agency to help support external dissemination in this area. The EEO officer will meet with managers and supervisors to share future areas that they can focus on. We need to hire 3 females for parity.

Secondly, the next three under-utilization categories are from Service Maintenance. The numbers are 2 Asian males and 1 Asian Female as well as 1 White Female. The overall percentage of underutilization is 4%. We need to hire 4 employees for parity.

As the EEO Officer it will be my responsibility to meet with GCTD managers and supervisors quarterly to discuss goals, new ideas and successes. All agency employees will have some form of training every six months.

Documentation is key for accountability. Every level of the agency will be participants of the EEO plan.

Additionally, there are many layers to diversity that affect an agency like choosing which applicant to invite in for the hiring process. Who is on the interviewing panel? Are background checks fair to all applicants? Is training sensitive to all backgrounds?

What are the criteria for promotions? Are promotions diverse encompassing?

The Employment Practices Chart also offers data that opens a discussion of current and future training opportunities in all the categories. (See Attachments)

The standard for deciding when a person shall be terminated, demoted, disciplined, laid off or recalled should be the same for all employees, including minorities and females. Seemingly neutral practices will be re-examined to identify any disparate effect on such groups. For example, if more minorities and females are being laid off because they were the last hired, adjustments will be made to ensure that minority and female ratios do not decrease because of these actions.

Any punitive action (i.e. harassment, terminations, demotions), taken as a result of employees filing discrimination complaints is illegal.

Include in the performance appraisal system a factor to rate managers and supervisor's performance in discharging the EEO program responsibilities assigned to them.

The EEO Officer will review and monitor the performance appraisal program periodically to determine its objectivity and effectiveness.

Ensure the equal availability of employee benefits to all employees.

The EEO officer will assist in recruiting minority, disabled and women and establishing outreach sources for use by hiring officials.

The EEO Officer will concur in all hiring and promotions. She will process all employment discrimination complaints.

Audit postings of EEO policy statement to ensure compliance information is current and is posted in designated areas.

Review EEO plan from our one contractor MV. **Neither MV nor GCTD experienced any EEOC Complaints in the last cycle.**

Utilization Analysis by Job Category

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
	Job Category	Salary Range (\$XX,000-XX,000)	Total Workforce					Male							Female							
2	Use EEO-4		All	WM	MM	WF	MF	W	AI/AN	B	H/L	A	NHOPI	Multi	W	AI/AN	B	H/L	A	NHOPI	Multi	
3	1 - Officials & Administrators																					
4	Current Workforce	\$97,541-\$201,552	5	3	0	2	0	3							2							<-Entry
5	Percent in Category	*Entry		60.0%		40.0%		60.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	40.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	<-Entry
6	Percent of Availability							60.6%	0.2%	1.0%	5.6%	4.0%	0.1%	4.9%	26.6%	0.1%	0.5%	3.2%	3.7%	0.2%	4.3%	<-Entry
9	Percent Underutilized																					
10	Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No	
11	Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	-	
12	Planned percent increase Year 1																					<-Entry
13	Planned percent increase Year 2																					<-Entry
14	Planned percent increase Year 3																					<-Entry
15	Planned percent increase Year 4																					<-Entry
16																						
17	2 - Professionals																					
18	Current Workforce	\$44,990-\$136,834	29	5	9	4	11	5	-	1	7	1	-	-	4			10	1	-	-	<-Entry
19	Percent in Category	*Entry		17.2%	31.0%	13.8%	37.9%	17.2%	0.0%	3.4%	24.1%	3.4%	0.0%	0.0%	13.8%	0.0%	0.0%	34.5%	3.4%	0.0%	0.0%	<-Entry
20	Percent of Availability							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	<-Entry
23	Percent Underutilized																					
24	Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No	
25	Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	-	
26	Planned percent increase Year 1																					<-Entry
27	Planned percent increase Year 2																					<-Entry
28	Planned percent increase Year 3																					<-Entry
29	Planned percent increase Year 4																					<-Entry
30																						
31	3 - Technicians																					
32	Current Workforce		0	0	0	0	0															<-Entry
33	Percent in Category	*Entry						0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	<-Entry
34	Percent of Availability							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	<-Entry
37	Percent Underutilized																					
38	Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No	
39	Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	-	
40	Planned percent increase Year 1																					<-Entry
41	Planned percent increase Year 2																					<-Entry
42	Planned percent increase Year 3																					<-Entry
43	Planned percent increase Year 4																					<-Entry
44																						

Utilization Analysis by Job Category

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	
2	Job Category	Salary Range (\$XX,000-XX,000)	Total Workforce					Male						Female									
3	Use EEO-4		All	WM	MM	WF	MF	W	AI/AN	B	H/L	A	NHOPI	Multi	W	AI/AN	B	H/L	A	NHOPI	Multi		
45	4 - Protective Service																						
46	Current Workforce		0	0	0	0	0																<-Entry
47	Percent in Category	^Entry						0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
48	Percent of Availability							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	<-Entry
51	Percent Underutilized																						
52	Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No	No	
53	Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	-	-	
54	Planned percent increase Year 1																						<-Entry
55	Planned percent increase Year 2																						<-Entry
56	Planned percent increase Year 3																						<-Entry
57	Planned percent increase Year 4																						<-Entry
58																							
59	5 - Paraprofessional																						
60	Current Workforce		1	0	0	1	0	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	<-Entry
61	Percent in Category	^Entry				100.0%		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
62	Percent of Availability							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	<-Entry
65	Percent Underutilized																						
66	Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No	No	
67	Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	-	-	
68	Planned percent increase Year 1																						<-Entry
69	Planned percent increase Year 2																						<-Entry
70	Planned percent increase Year 3																						<-Entry
71	Planned percent increase Year 4																						<-Entry
72																							
73	6 - Administrative Support																						
74	Current Workforce	\$35,360-\$53,373	9	0	5	0	4	-	-	-	4	1	-	-	-	-	-	4	-	-	-	-	<-Entry
75	Percent in Category	^Entry			55.6%		44.4%	0.0%	0.0%	0.0%	44.4%	11.1%	0.0%	0.0%	0.0%	0.0%	0.0%	44.4%	0.0%	0.0%	0.0%	0.0%	
76	Percent of Availability							12.8%	0.1%	0.8%	5.8%	2.0%	0.1%	0.0%	41.1%	0.1%	1.4%	12.8%	3.2%	0.2%	1.0%	<-Entry	
79	Percent Underutilized														41%								
80	Underutilized (Yes/No)								No	No	No	No	No	No	Yes	No	No	No	No	No	No	No	
81	Number Needed to Reach Parity								-	-	-	-	-	-	3	-	-	-	-	-	-	-	
82	Planned percent increase Year 1																						<-Entry
83	Planned percent increase Year 2																						<-Entry
84	Planned percent increase Year 3																						<-Entry
85	Planned percent increase Year 4																						<-Entry
86																							

Utilization Analysis by Job Category

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
2	Job Category	Salary Range (\$XX,000-XX,000)	Total Workforce					Male							Female							
3	Use EEO-4		All	WM	MM	WF	MF	W	AI/AN	B	H/L	A	NHOPI	Multi	W	AI/AN	B	H/L	A	NHOPI	Multi	
87	7 - Skilled Craft																					
88	Current Workforce	\$40789-\$71531	10	1	8	1	0	1	-	-	8	-	-	-	1	-	-	-	-	-	-	<-Entry
89	Percent in Category	^Entry		10.0%	80.0%	10.0%		10.0%	0.0%	0.0%	80.0%	0.0%	0.0%	0.0%	10.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
90	Percent of Availability							45.1%	0.0%	1.8%	22.0%	3.9%	0.1%	1.3%	3.5%	0.0%	0.1%	0.6%	0.7%	0.0%	0.2%	<-Entry
93	Percent Underutilized																					
94	Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No	
95	Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	-	
96	Planned percent increase Year 1																					<-Entry
97	Planned percent increase Year 2																					<-Entry
98	Planned percent increase Year 3																					<-Entry
99	Planned percent increase Year 4																					<-Entry
100																						
101	8 - Service-Maintenance																					
102	Current Workforce		142	28	79	7	28	28	1	6	68	2	-	2	7	-	2	26	-	-	-	<-Entry
103	Percent in Category	^Entry		19.7%	55.6%	4.9%	19.7%	19.7%	0.7%	4.2%	47.9%	1.4%	0.0%	1.4%	4.9%	0.0%	1.4%	18.3%	0.0%	0.0%	0.0%	
104	Percent of Availability							26.3%	0.3%	1.3%	23.3%	3.2%	0.3%	0.6%	5.8%	0.0%	0.3%	5.3%	1.4%	0.0%	0.1%	<-Entry
107	Percent Underutilized																					
108	Underutilized (Yes/No)								No	No	No	Yes	No	No	Yes	No	No	No	Yes	No	No	
109	Number Needed to Reach Parity								-	-	-	2	-	-	1	-	-	-	1	-	-	
110	Planned percent increase Year 1																					<-Entry
111	Planned percent increase Year 2																					<-Entry
112	Planned percent increase Year 3																					<-Entry
113	Planned percent increase Year 4																					<-Entry
114																						
115	Notes:EEO-ALL03R-Geography-Ventura County, CaliforniaEstimate-Estimate: EEO 3r.EEO Occupational Groups by Sex and Race/Ethnicity for Residence Geography. Total Population-Universe: Civilian Labor Force 16 years and over EEO Tabulation 2006-2010																					
116																						
117																						
118																						

**Four-Fifths Adverse Impact Analysis by Job Category
Hires**

Job Category (Use EEO-4)	Total		W		A/I/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	22	133	17	29	-	5	2	13	-	66	3	20	-	-	-	-
Total Hires	2	5	2	2	-	-	-	-	-	3	-	-	-	-	-	-
Selection Rate	9.1%	3.8%	11.8%	6.9%	N/A	0.0%	N/A	0.0%	N/A	4.5%	N/A	0.0%	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	41.4%	100.0%	58.6%	N/A	0.0%	N/A	0.0%	N/A	38.6%	N/A	0.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	Yes	No	Yes	N/A	Yes	N/A	Yes	N/A	Yes	N/A	Yes	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Number Applied	5	4	1	-	-	-	1	1	1	3	2	-	-	-	-	-
Total Hires	4	3	1	-	-	-	-	-	1	3	2	-	-	-	-	-
Selection Rate	80.0%	75.0%	100.0%	N/A	N/A	N/A	0.0%	0.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	93.8%	100.0%	N/A	N/A	N/A	0.0%	0.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	Yes	Yes	No	No	No	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Number Applied	6	-	1	-	-	-	-	-	5	-	-	-	-	-	-	-
Total Hires	6	-	1	-	-	-	-	-	5	-	-	-	-	-	-	-
Selection Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	96	59	23	12	9	2	10	6	50	37	3	2	-	-	1	-
Total Hires	48	7	6	1	1	-	5	-	33	6	2	-	-	-	1	-
Selection Rate	50.0%	11.9%	26.1%	8.3%	11.1%	N/A	50.0%	0.0%	66.0%	16.2%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	23.7%	39.5%	12.6%	16.8%	N/A	75.8%	0.0%	100.0%	24.6%	N/A	N/A	N/A	N/A	N/A	N/A

**Four-Fifths Adverse Impact Analysis by Job Category
Hires**

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	Yes	N/A	Yes	Yes	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Bus Operators data captured in Service-Maintenance Job Category

**Four-Fifths Adverse Impact Analysis by Job Category
Promotions**

Job Category (Use EEO-4)	Total		W		A/I/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	4	2	1	1	-	-	1	-	1	1	1	-	-	-	-	-
Total Promotions	4	2	1	1	-	-	1	-	1	1	1	-	-	-	-	-
Selection Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Number Applied	2	-	1	-	-	-	-	-	1	-	-	-	-	-	-	-
Total Promotions	2	-	1	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	2	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-
Total Promotions	2	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-
Selection Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Four-Fifths Adverse Impact Analysis by Job Category Promotions

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Veterans	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

Notes:

**Four-Fifths Adverse Impact Analysis by Job Category
Training**

Job Category (Use EEO-4)	Total		W		A/I/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Total Workforce	17	17	8	7	-	-	1	-	7	10	1	-	-	-	-	-
Total Trained	17	17	8	7	-	-	1	-	7	10	1	-	-	-	-	-
Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Total Workforce	2	3	-	-	-	-	-	-	2	3	-	-	-	-	-	-
Total Trained	2	3	-	-	-	-	-	-	2	3	-	-	-	-	-	-
Training Rate	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	N/A	N/A	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	101	31	27	7	1	-	5	2	65	22	1	-	-	-	2	-
Total Trained	101	31	27	7	1	-	5	2	65	22	1	-	-	-	2	-
Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A

**Four-Fifths Adverse Impact Analysis by Job Category
Training**

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

**Four-Fifths Adverse Impact Analysis by Job Category
Terminations**

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	3	2	3	2			-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Total Workforce	13	15	5	4			1	-	7	10	-	1	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	No	N/A	No	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	-	-					-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	-	-					-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

**Four-Fifths Adverse Impact Analysis by Job Category
Terminations**

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
5 - Paraprofessional																
Total Workforce	-	1		1			-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Total Workforce	5	4					-	-	4	4	1	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	N/A	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	9	1	1	1			-	-	8	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	107	35	28	7	1		6	2	68	26	2	-	-	-	2	-
Total Involuntary Terminations	6	5	1	1			-	1	5	3	-	-	-	-	-	-
Involuntary Termination Rate	5.6%	14.3%	3.6%	14.3%	N/A	N/A	0.0%	N/A	7.4%	11.5%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	39.3%	0.0%	0.0%	N/A	N/A	100.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Gold Coast Transit District
Performance Evaluation

Employee

XX/XX/XXXX

Category	Supervisor's Comments
<p>QUANTITY</p> <ul style="list-style-type: none"> • Amount of Work Performed • Completion of work on schedule 	
<p>QUALITY</p> <ul style="list-style-type: none"> • Accuracy • Neatness of work product • Thoroughness • Oral expression • Written expression 	
<p>WORK HABITS</p> <ul style="list-style-type: none"> • Observance of working hours • Attendance • Observance of rules and regulations • Compliance with work instructions • Orderliness in work • Application to duties 	
<p>PERSONAL RELATIONS</p> <ul style="list-style-type: none"> • Teamwork with fellow employees • Meeting and handling the public • Personal appearance 	
<p>ADAPTABILITY</p> <ul style="list-style-type: none"> • Performance in new situations • Performance in emergencies • Performance with minimum instructions 	
<p>INITIATIVE</p> <ul style="list-style-type: none"> • Improving procedures • Creativity in achieving work unit goals 	
<p>SAFETY</p> <ul style="list-style-type: none"> • Safety-conscious behavior and actions • Improving safety & security practices 	
<p>OTHER COMMENTS</p>	

		OVERALL EVALUATION RATING	
EMPLOYEE:		OUTSTANDING	
Position:	[Title]	SUPERIOR	
Date of Evaluation:	XX/XX/XXXX	SATISFACTORY	
Supervisor's Signature:		IMPROVEMENT NEEDED	
Supervisor:		UNSATISFACTORY	

DEFINITIONS OF OVERALL EVALUATION RATINGS	
OUTSTANDING:	Every aspect of the work performance is excellent and well above standards required for the position.
SUPERIOR:	The work performance is definitely above the standards of performance required for the position.
SATISFACTORY:	The work performance is consistently up to or somewhat above the requirements of the position. This is the performance expected of a trained and qualified employee.
IMPROVEMENT NEEDED:	A significant part of the work is below the standards required for the position. This evaluation indicates that serious effort is needed to improve performance. Factual evidence must be presented to substantiate this rating; a plan for improving the employee's performance included with the report; and a new evaluation made within the subsequent period, not to exceed three months.
UNSATISFACTORY:	Total work performance is inadequate and definitely inferior to the standards of performance required for the position, which makes the employee unsuitable for employment with this organization.

Employee's Comments	
Employee's Signature	Date

Gold Coast Transit District
Performance Evaluation

EMPLOYEE
Operations Supervisor

X/XX/2020

Category	Supervisor's Comments
QUANTITY <ul style="list-style-type: none"> • Amount of Work Performed • Completion of work on schedule 	
QUALITY <ul style="list-style-type: none"> Accuracy Neatness of work product Thoroughness Oral expression Written expression 	
WORK HABITS <ul style="list-style-type: none"> • Observance of working hours • Attendance • Observance of rules and regulations • Compliance with work instructions • Orderliness in work • Application to duties 	
PERSONAL RELATIONS <ul style="list-style-type: none"> • Teamwork with fellow employees • Meeting and handling the public • Personal appearance • Maintains professional decorum on the radio and phone • Mentor for new employees • Supports co-workers consistently • Leads by example • Serves as a role model 	
ADAPTABILITY <ul style="list-style-type: none"> • Performance in new situations • Performance in emergencies • Performance with minimum instructions • Changes hours to fill sick/vacation shifts 	
INITIATIVE <ul style="list-style-type: none"> • Improving process and procedures • Creativity in achieving work unit goals • Solves problems without direction from Manager or Director 	
SAFETY <ul style="list-style-type: none"> • Safety-conscious behavior and actions • Improving safety & security practices • Promotes safety as responsible for all 	
<p style="text-align: center;">POSITIVE FEEDBACK:</p> <p>1.</p>	<p>For the next Evaluation period, I would like to see you improve:</p> <p>1.</p>

<p>2.</p> <p>3.</p>	<p>2.</p> <p>3.</p> <p><i>These are factors that will enable us to run an efficient and productive Operations department and will weigh heavily on your next evaluation and step increase.</i></p>

VIEWPOINT: IF I COULD CHANGE ONE THING TO MAKE GOLD COAST A MORE EFFICIENT AND EFFECTIVE ORGANIZATION IT WOULD BE:

		OVERALL EVALUATION RATING	
EMPLOYEE:	[Subject]	OUTSTANDING	
Position:	Operations Supervisor	SUPERIOR	
Date of Evaluation:	X/XX/2020	SATISFACTORY	
Supervisor's Signature:		IMPROVEMENT NEEDED	
Supervisor:		UNSATISFACTORY	

DEFINITIONS OF OVERALL EVALUATION RATINGS	
OUTSTANDING:	Every aspect of the work performance is excellent and well above standards required for the position.
SUPERIOR:	The work performance is above the standards of performance required for the position.
SATISFACTORY:	The work performance is consistently up to or somewhat above the requirements of the position. This is the performance expected of a trained and qualified employee.
IMPROVEMENT NEEDED:	A significant part of the work is below the standards required for the position. This evaluation indicates that serious effort is needed to improve performance. Factual evidence must be presented to substantiate this rating; a plan for improving the employee's performance included with the report; and a new evaluation made within the subsequent period, not to exceed three months.
UNSATISFACTORY:	Total work performance is inadequate and inferior to the standards of performance required for the position, which makes the employee unsuitable for employment with this organization.

Employee's Comments	
Employee's Signature	Date

Gold Coast Transit District
Performance Evaluation

EMPLOYEE

Non-Represented

[Publish Date]

DEVELOPMENT CONVERSATIONS

These are questions that can help you develop your employees. The questions and the conversations they prompt will help you identify strengths to enhance, as well as opportunities for improvement. You can meet with your direct reports and ask a subset of these questions to get better feel for their strengths and development needs.

Reflection on Strengths and Motivation

1. Describe one of your best days working here: what make that kind of day so good for you? What were you specifically doing or not doing on that day?
2. What do you feel are your main strengths that you would like to do more of?
3. What gives you the most energy during the day?
4. What is the best way to motivate you?
5. Are there things that get under your skin or demotivate you?

Goals

1. What are some of your current goals for yourself?
2. What is the biggest interference for you in achieving your goal(s)?
3. What are two areas that you think you could do more of or could do even better at?

Support and Planning

1. As your supervisor, what would be the most important thing for me to do or say to support you in achieving these goals?
 - a. What am I doing that's already working well for you?
 - b. Is there something you would like me to do more of?
 - c. Is there something you would like me to do less of?

2. What resources do you need to help achieve your goal(s)?
3. How will you know you have reached your goal(s)?
4. Is there anything else that's needed to best support you in this endeavor?

Leader's Action

1. What are the first next steps that you need to take to support this person?
2. When will you follow up with them?



ORGANIZATIONAL CHART - January 2020

BOARD OF DIRECTORS
 OJAI | OXNARD | PORT HUENEME | VENTURA | COUNTY OF VENTURA

General Counsel
 Steven C. DeBaun

General Manager
 Steven P. Brown

**Office Coordinator/Executive Assistant
 (Clerk of the Board) - Angelica Delgado**

Assistant General Manager
 Reed Caldwell

Facility Intern (PT) Emma Lopez

(for DBE Officer)

(for EEO Officer)

Director of Finance
vacant

Director of Human Resources & EEO Officer
 Debbie Williams

Director of Planning & Marketing
 Vanessa Rauschenberger

Acting Director of Operations & Maintenance
 James Beck

Accounting Manager
vacant

Human Resources & Risk Manager
 Alex Zaretsky

Paratransit & Special Projects Manager
 Margaret Schoep

Operations Manager
 John Kelley

Acting Fleet Manager
 Juan DeLaRosa

Finance Manager
 Michelle Pierret

Human Resources Generalist
 Ana Perez



Operations Safety & Training Supervisor
 Will Cattlidge
 Rigo Nava

Maintenance Supervisor
 Jorge Arellano
 Ronilo Aspuria

Payroll Specialist
 Sonia Rosales

Human Resources Coordinator
 Roxanna Ibarra

Planning Manager
 Matthew Miller

Operations Supervisor (9)
 Efrain Avalos
 Sara Bonales
 Robin Breaux
 Suzanne Chavez
 Michelle Jillson
 Chiharu Lee
 Marco Lopez
 Roberto Magana
 Ferdinand Ortiz

Mechanic I/II/III (9)
E-Mechanic II (1)

Administrative Specialist
 Veronica Navarro

Transit Planner I
 Beatris Megerdichian
 Austin Novstrup

Bus Operator (130)

Service Worker I/II (8)

Finance Intern (PT)
 Peter Xiong

Communications & Marketing Manager
 Cynthia Torres Duque

Maintenance Administration Supervisor
vacant

Purchasing Manager & DBE Officer
 Marlana Kohler

Customer Service Supervisor
 Cynthia Lopez

Maintenance Material Specialist
 Robert Lucio
 Carlos Orozco

Buyer
 Tanya Hawk

Customer Service Assistant
 Maribel Lopez
 Rocio Mendez
 Geraldine Navarrete

Facility & Equipment Mechanic I/II
 Brian Byrne
 Salvador Aguilar

Information Technology Manager
 Robert Keys

Building Maintenance Worker
 Edgardo Alejandro
 Lisandro Rivera

AFFIRMATIVE ACTION PLAN

Responsibilities

1. Board of Directors: The Board of Directors for Gold Coast Transit District has ultimate responsibility for the Affirmative Action Program and the Equal Employment Opportunity Policy.
2. Affirmative Action Officer: The Human Resources Director is designated as the affirmative action officer for Gold Coast Transit District. The identity of the AAO shall appear on all internal and external communications dealing with GCTD's Affirmative Action Program. The duties and responsibilities of the AAO include, but are not limited to the following:
 - a. Maintain surveillance of the planning, development, and administration of GCTD's Affirmative Action Program and GCTD's affirmative action supporting procedures.
 - b. Provide guidance and assistance to department heads in their capacity as departmental affirmative action representatives in achieving program objectives.
 - c. Review, evaluate, and update the written Affirmative Action Program annually with each department and discuss the status of progress with the department managers.
 - d. Develop affirmative action objectives, and internal and external communications.
 - e. Serve as liaison between city and state and federal agencies and maintain active involvement with ethnic minority organizations, women's organizations, and community action groups concerned with employment opportunities for ethnic minorities and women.
 - f. Identify problem areas and establish goals and objectives for their resolution.
 - g. Design and implement audit and reporting systems that will measure program effectiveness.
 - h. Report to the Board, and keep other management, and other employees appropriately informed of the latest developments in the field of equal employment opportunity.

- i. Receive and investigate all complaints alleging discrimination and recommend courses of action that will resolve such complaints.
- j. Conduct training sessions for management and supervisory personnel to explain the Affirmative Action Program and management's respective responsibilities.
- k. Develop and conduct intensive training for all department heads on their duties and responsibilities in affirmative action.
- l. Monitor applicant flow, transfers, appointments, promotions, terminations, and other pertinent statistical data to ensure proper implementation of the Affirmative Action Program.
- m. Improve methods of recruitment, selection, and placement of ethnic minorities and women.
- n. Review the qualifications of all employees and establish a skills bank to ensure full opportunity for transfer and promotion.
- o. Ensure career counseling for all employees on problems affecting job performance and personal development.
- p. Conduct periodic on-site audits to ensure that there are displays of all EEO posters and Policy statements and that all facilities maintained by GCTD are fully integrated.
- q. Ensure that members of protected groups are encouraged and afforded all opportunities to participate in all GCTD sponsored educational and training activities.
- r. Advise all supervisory personnel that their affirmative action effort is an element of evaluation of their work performance, in addition to other supervisory factors.
- s. Ensure that all supervisory personnel are aware of their responsibility to take action to prevent harassment of employees because of their race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, gender identity, religion, veteran status, physical or mental disabilities, medical condition, age, political opinions or affiliations, or union membership activity or any other category protected by state or federal law.

- t. Delegate necessary responsibilities and duties to department heads and staff in the fulfillment of this function.
- u. Report to the Board of Directors periodically on progress of GCTD's Affirmative Action Program.

3. Human Resources Department

The Human Resources Department shall have the following responsibilities:

- a. Serve as liaison between GCTD and the community by maintaining active involvement with ethnic minority organizations, women's organizations and community action groups concerned with employment opportunities for ethnic minorities and women.
- b. Design reporting systems that will measure program effectiveness. Such records will include the following information.
 - 1) Recruitment activity by the staff.
 - 2) Applications received for GCTD jobs.
 - 3) Records of written, oral and work sample exams given.
 - 4) Records of new employee appointments.
 - 5) Records of promotions.
 - 6) Records of separations.
 - 7) Records of current GCTD work force.
- c. Conduct affirmative action training sessions for GCTD employees.
- d. Improve methods of employment recruitment, selection, and placement of members of protected groups.
- e. Periodically review the qualifications of all employees to ensure full opportunity for transfer and promotion.

- f. Ensure career counseling for all employees on problems affecting job performance and personal development.
- g. Ensure that members of protected groups are encouraged and afforded all opportunities to participate in all GCTD sponsored educational and training activities.
- h. Investigate complaints of discrimination, report findings and perform other responsibilities delegated by GCTD's AAO.

4. Department Heads

All department heads shall have the following duties and responsibilities:

- a. Act as departmental affirmative action representative.
- b. Establish and implement departmental affirmative action procedures in conformance with the overall GCTD Affirmative Action Program. Departments shall include goals and timetables for the utilization of ethnic minorities and women and list specific objectives to achieve those goals and timetables.
- c. Make every good faith effort to establish and achieve the departmental affirmative action goals and timetables.
- d. Present the department procedures to GCTD's AAO for review and approval.
- e. Maintain, review, and sign all records and fulfill the reporting requirements stipulated by this Plan, as required by GCTD's AAO.
- f. Require all departmental employees and supervisory personnel to participate in minority relations and employee sensitivity training.
- g. Familiarize and make available the contents of the approved departmental affirmative action procedures to departmental employees.
- h. Perform responsibilities delegated by GCTD's AAO.
- i. Departments shall maintain information for the purpose of auditing the process of their affirmative action procedures. This will include, but is not limited to, the following:

- 1) Record of departmental selection of employees.
- 2) Record of departmental promotion.
- 3) Record of departmental work force.
- 4) Review of personnel that are eligible for upgrading or promotion.

Geographic Scope of Plan

In order to determine the extent to which ethnic minorities and females are underutilized, it is necessary to arrive at a parity standard. The Board of Directors has established that the County of Ventura Civilian Labor Force would provide the parity standard for this affirmative action plan. The recent data available for the Ventura County Civilian Labor Force is the 2000 census section reflects these most recent figures and percentages.

The parity standards provide for defining the geographic scope of the plan, the basis for determining the underutilization of ethnic minorities and women, and data for the development of proposed affirmative action goals and timetables.

Current Utilization

This section presents the current GCTD utilization of ethnic minorities and females within the GCTD labor force. In order to provide a comprehensive utilization analysis, it was necessary to isolate and examine two major factors: (1) ethnicity and (2) gender. These factors were compared against the following variables:

- Total Ventura County Civilian Labor Force
- Total GCTD Utilization Availability in Job Categories

The utilization statistics serve as the basis for formulating affirmative action goals and timetables. This multi-variable approach provides an affirmative action plan which assures equitable overall minority/female employment and equitable distribution with respect to job categories and GCTD's operating departments.

Since the work force is relatively small, an increase or decrease of only one employee may have a substantial impact in the utilization of females and/or minorities in many departments, especially in administration and maintenance.

Overall, analysis of current GCTD employment compared to Ventura County Labor Market Information indicates:

- (1) Sixty-Seven percent of GCTD's workforce is minority, compared to 48.2% of the Ventura County civilian workforce.
- (2) Thirty percent of GCTD's workforce is female, compared to 45.2% of the Ventura County civilian workforce. If each job category were precisely at parity with the availability in that job category, GCTD would employ thirty-nine (39) females. GCTD employs sixty-six (66) females.

Furthermore, current GCTD employment utilization of minorities and female was analyzed by job category utilization and Ventura County availability in the job category, derived from census-based labor statistics.

The utilization analysis is to identify those job categories where there is an underutilization and/or concentration of minorities and women in relation to their availability in the relevant labor market. This analysis will provide the basis for the formulation of GCTD's goals and timetables, and other affirmative action to correct employment practices that contribute to any identified absence, underutilization, or concentration in GCTD's workforce. The analysis indicates:

- (1) There is over utilization of minorities in all categories, except in administrators. This category has only 7 employees and very low turnover. Only one position has turned over in the past six years.
- (2) The utilization of females in the bus operator category, which includes over 70% of GCTD's employees, exceeds the labor force parity standard. There is a modest underutilization of females in the administrator, equipment cleaners and clerical categories, although in each of those categories one additional females would bring GCTD headcount to parity.
- (3) There have historically been very few females in the Maintenance Department. In Ventura County, the availability factor is less than 8%, and historically GCTD has encountered very few female equipment cleaner applicants or qualified female mechanic applicants. In April 2010 GCTD was able to identify and hire a qualified female mechanic applicant.

Goals and Timetables

Turnover and modest fleet expansion has allowed GCTD to work toward achieving its workforce distribution goals since 1980. Employee turnover at GCTD is only prevalent in the Bus Operator job category, as other positions turn over much less frequently and professional or managerial positions are rarely available.

Short Range Goals

The short-range goal is to use every hiring and promotional opportunity to assure a continuance of meeting or exceeding the Ventura County labor force parity standard.

Long Range Goals

Long range Affirmative Action goals are based on the Ventura County Work Force analysis as outlined below.

Female	45.25%
Hispanic	37.58%
Asians	7.1%
Black	1.8%
Native American	0.3%
Other	1.5%
TOTAL MINORITY	48.2%

Female	30%	39%	at or above 45.2%
Total Minority	67%	67%	at or above 48.2%

These changes in the GCTD work force will occur through attrition and growth, based on a current work force of 194 employees as of December 31, 2019.

Assessment of Present Employment Practices

In general, current employment practices are set forth in GCTD’s resolution which states GCTD’s personnel rules for all employees. The resolution was adopted by GCTD’s Board of Directors and was updated as of September 4, 2019.

Wage and benefits for represented employees are established in collective bargaining agreements between Gold Coast Transit and the Service Employees International Union (SEIU) Local 721 and Teamsters 186. The GCTD Board of Directors establishes salaries and benefits for non-represented personnel in compliance with the Personnel Rules. It annually sets cost of living adjustments as stated in the Personnel Rules Section 1: Salary Rates and every five fiscal years makes industry parity adjustments as stated in the Personnel Rules, Section 24: Salary Plan.

Bus operator applicants whose applications pass an initial review for customer service and/or driving experience, safety record and employment stability are invited to take a written test. This test, developed in house, focuses on basic math, map skills and general knowledge of traffic and other transit related issues. Applicants who pass the test are interviewed by a panel of three managers and if successful move to a final interview. Applicants who pass both interviews are then ranked based on the scores assigned during the review of the application and the oral interview. Based upon those rankings offers are made in ranked order. All GCTD employment offers are contingent upon successful completion of a physical examination and a drug and alcohol screening by GCTD’s physician.

GCTD accepts applicants only when official position recruitment is published.

HARASSMENT, DISCRIMINATION, BULLYING AND RETALIATION PREVENTION POLICY

ALL UNLAWFUL HARASSMENT, DISCRIMINATION, AND BULLYING!

Gold Coast Transit District is committed to providing a workplace that is free from prohibited harassment, discrimination, retaliation and bullying. Gold Coast Transit District strictly prohibits and does not tolerate harassment, discrimination, retaliation and bullying against employees and other covered persons (as defined below) by co-workers, supervisors, managers or third parties on the basis of an individual's:

- Race.
- Color.
- Age (40 or older).
- Religious creed.
- Religious belief, observance and practice, including dress or grooming practices.
- National origin, including an employee's or applicant's (or that individual's ancestors') actual or perceived physical, cultural, or linguistic characteristics associated with a national origin group, marriage to or association with persons of a national origin group, tribal affiliation, membership in or association with an organization identified with or seeking to promote the interests of a national origin group, attendance or participation in schools, churches, temples, mosques, or other religious institutions generally used by persons of a national origin group, and a name that is associated with a national origin group, possessing a driver's license issued under Vehicle Code § 12801.9 (which authorizes licenses to individuals who cannot provide satisfactory proof of their presence in the US under federal law), or any other characteristic protected by law.
- Ancestry.
- Citizenship.
- Physical disability.
- Mental disability.
- Medical condition, including:
 - any cancer-related physical or mental health impairment from a diagnosis, record or history of cancer; or
 - a genetic characteristic.
- Genetic information, including information about:
 - an individual's genetic tests;

- family members' genetic tests;
- family members' diseases or disorders;
- an individual's or family member's receipt of, or request for, genetic services; and
- participation by an individual or their family member in clinical research that includes genetic services.
- Marital status.
- Sex, including:
 - pregnancy;
 - childbirth;
 - breastfeeding or medical conditions related to breast-feeding; and
 - medical conditions related to pregnancy or childbirth;
 - sex stereotype.
- Gender;
 - gender expression, meaning a person's gender-related appearance or behavior, whether or not stereotypically associated with the person's sex at birth; and
 - gender identity, meaning a person's identification as male, female, a gender different from the person's sex at birth, or transgender.
- Sexual orientation, including heterosexuality, homosexuality, and bisexuality.
- Military or veteran status.
- Protected medical leaves (including a request for or approval of leave under the Family and Medical Leave Act or the California Family Rights Act).
- Domestic Violence Victim Status.
- Political affiliation.
- Status as an unpaid intern or volunteer.
- or any other characteristic protected under applicable federal, state, or local law.

Gold Coast Transit District also prohibits and does not tolerate prohibited harassment, discrimination, retaliation and bullying against employees who are perceived to have any of these characteristics or who associate with a person who has, or is perceived to have, any of these characteristics. Harassment, discrimination, retaliation and bullying can occur in the workplace, after hours, or on social media. It should always be reported and will not be tolerated by Gold Coast Transit District.

COVERED PERSONS:

For purposes of anti-harassment, discrimination, retaliation and bullying, covered persons protected by law include employees, applicants, unpaid interns, volunteers, and independent contractors and volunteers or anyone else involved in the operation of GCTD.

SUPERVISORS RESPONSIBILITIES:

Supervisors and managers who observe harassing, discriminatory, retaliatory or otherwise prohibited or unlawful conduct, or bullying, or who receive any complaints of misconduct must report the conduct or complaint to GCTD's Human Resources Department so that an investigation can be made, and corrective action taken, if appropriate.

COMPLAINT PROCEDURE - INTERNAL

If you are subjected to any conduct that you believe violates this policy or witness any such conduct, you must promptly report the conduct, either orally or in writing. You may speak to, write, or contact any of the following resources at Gold Coast Transit District:

- Your direct supervisor or, if the conduct involves your direct supervisor, the next level above your direct supervisor/the Department Director or GCTD's General Manager.
- The Human Resources Director or Manager.

Any supervisor who receives a complaint of discrimination or harassment must immediately report that complaint to the Human Resources Director or Manager. Although not mandatory, a Complaint Form is available at GCTD's Human Resources Department to make your complaint if you wish to use it. Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. Anonymous complaints will also be investigated. However, GCTD's ability to investigate may be hindered if an anonymous complaint does not include sufficient details to conduct a thorough investigation.

GCTD's Human Resources Department will ensure that a fair, timely, and thorough investigation is conducted by qualified personnel in an impartial manner that provides all parties with appropriate due process and reaches reasonable conclusions based on the evidence collected. GCTD will also take appropriate remedial action to prevent future instances of wrongful conduct. GCTD's Human Resources Department will maintain appropriate documentation and tracking to ensure reasonable progress is made. All personnel must fully cooperate in the investigation process. This includes, but is not limited to, maintaining an appropriate level of discretion regarding the investigation and disclosing any and all information that may be pertinent to the investigation. At the close of the investigation, GCTD's Human Resources Department will consider appropriate options for remedial actions and resolutions. If misconduct is found, GCTD's Human

Resources Department shall take prompt, corrective action to resolve the complaint, as appropriate. GCTD's Human Resources Department will maintain confidentiality to the extent possible and will be as discreet as possible throughout the investigation process. You will be informed of the general results of the investigation, but due to GCTD's obligation to maintain confidentiality and honor the privacy rights of all employees, you may not receive specific details of the investigation or be entitled to learn about any disciplinary or remedial actions taken.

GCTD's Human Resources Department is committed to enforcing this policy. The effectiveness of our efforts depends in part on employees telling us about inappropriate workplace conduct. If you feel that you or someone else may have been subjected to conduct that violates this policy, you should report it immediately. If employees do not report harassing, discriminatory, retaliatory or bullying conduct, GCTD's Human Resources Department may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

COMPLAINT PROCEDURE - EXTERNAL

If you are subjected to any conduct that you believe violates this policy, you may file a complaint of discrimination with the California Department of Fair Employment and Housing (DFEH) or the federal Equal Employment Opportunity Commission (EEOC) within one year of the harassment, discrimination or retaliation. The DFEH/EEOC serve as a neutral fact-finder and helps the parties voluntarily resolve disputes.

For more information, contact the DFEH toll free at (800) 884-1684 or visit <http://www.dfeh.ca.gov/>.

Employees can also file a complaint with the federal Equal Employment Opportunity Commission (EEOC). For more information, contact the EEOC toll free at (800) 669-4000 or visit <http://www.eeoc.gov/>.

You may not be retaliated against for opposing harassment or for filing a complaint with, or otherwise participating in an investigation, proceeding, or hearing conducted by GCTD's Human Resources Department, the DFEH, the Fair Employment and Housing Council, or the EEOC.

NO RETALIATION:

No one will be subject to, and GCTD's Human Resources Department prohibits, any form of discipline, reprisal, intimidation, or retaliation for good faith reporting of incidents of harassment, discrimination or bullying of any kind, pursuing any harassment or discrimination claim, or cooperating in related investigations. For more information on GCTD's Human Resources Department policy prohibiting retaliation, please refer to Gold Coast Transit's Anti-Retaliation Policy or contact the Human Resources Department.

VIOLATIONS OF THIS POLICY:

Any employee, regardless of position or title, whom GCTD's Human Resources Department determines has subjected an individual to harassment, discrimination, bullying or retaliation in violation of this policy, will be subject to discipline, up to and including termination of employment.

ADMINISTRATION OF THIS POLICY:

The Human Resources Department is responsible for the administration of this policy. If you have any questions regarding this policy or questions about harassment, discrimination, or retaliation that are not addressed in this policy, please contact the GCTD's Human Resources Department.

TRAINING:

As part of GCTD's commitment to providing a harassment-free workplace, we provide and require training for all of our employees. This training is provided within six months of hire (or promotion to a management position), and once every two years thereafter. The training covers not only sexual harassment prevention, but also prevention of all other forms of prohibited harassment, discrimination, retaliation and abusive conduct (bullying). While it is nearly impossible to prevent all forms of employee conflict in any business, GCTD believes that training our employees how to recognize and prevent harassment, discrimination, retaliation and abusive conduct goes a long way toward eliminating prohibited conduct in our workplace.

EMPLOYEES COVERED UNDER A COLLECTIVE BARGAINING AGREEMENT:

The employment terms set out in this policy work in conjunction with, and do not replace, amend or supplement any terms or conditions of employment stated in any collective bargaining agreement that a union has with Gold Coast Transit District. Employees should consult the terms of their collective bargaining agreement. Wherever employment terms in this policy differ from the terms expressed in the applicable collective bargaining agreement with Gold Coast Transit District, employees should refer to the specific terms of the collective bargaining agreement, which will control.

CONDUCT NOT PROHIBITED BY THIS POLICY:

This policy is not intended to restrict communications or actions protected or required by local, state or federal law.

Approved by the GCTD Board of Directors on September 4, 2019

**HARASSMENT, DISCRIMINATION, BULLYING AND
RETALIATION PREVENTION POLICY
ACKNOWLEDGMENT OF RECEIPT AND REVIEW**

I, _____ (employee name), acknowledge that on
_____ (date), I received and read a copy of the Gold Coast Transit
District's Harassment, Discrimination, Bullying, and Retaliation Prevention Policy, dated
September 4, 2019 and understand that it is my responsibility to be familiar with and abide
by its terms. I understand that the information in this Policy is intended to help Gold Coast
Transit District's employees to work together effectively on assigned job responsibilities.
This Policy is not promissory and does not set terms or conditions of employment or create
an employment contract.

Signature

Printed Name

Date

USE OF THE INTERACTIVE PROCESS TO REASONABLY ACCOMMODATE DISABLED INDIVIDUALS AND RELIGIOUS BELIEFS AND PRACTICES

Gold Coast Transit District (GCTD) is committed to principles of equal opportunity for all job applicants and employees. GCTD does not engage in impermissible discrimination based on any protected characteristic, including an individual's disability or religious beliefs or practices. GCTD will make reasonable accommodations that are necessary to comply with the local, state and federal disability anti-discrimination and religious accommodation laws. This means that GCTD will make reasonable accommodations for the known physical or mental disability or known medical condition or religious beliefs or practices of an applicant or employee, consistent with its legal obligations to do so.

As part of its commitment to make reasonable accommodations, GCTD will participate in a timely, good faith, interactive process with the affected applicant or employee to determine what, if any effective reasonable accommodations can be made in response to any request for accommodations or should GCTD become aware of the need for an accommodation through a third party or by observation, or as otherwise required by applicable law.

Applicants and employees are invited to identify reasonable accommodations that can be made to assist them to perform the essential functions of the position they seek or occupy.

They should contact the Human Resources Department as soon as possible to request the opportunity to participate in a timely interactive process. By working together in good faith, GCTD will implement any reasonable accommodations that are appropriate and consistent with its legal obligations.

ACCOMMODATION PROCESS:

1. Modified Work Duties: A work restriction that modifies an employee's primary job duties, absent any undue hardship onto GCTD, requires an interactive accommodation meeting with the employee, the department director and human resources. A union steward and/or a third-party neutral may also be present. The meeting is to determine if any effective reasonable accommodations can be made to assist an affected applicant or employee in performing the essential functions of the position. A meeting can also be made in response to a request for accommodations.

2. Alternative Work Detail: GCTD may provide alternative work for employees who are unable to perform their primary job duties at its discretion when such work is needed, available and budgeted.

Approved by the GCTD Board of Directors on September 4, 2019

DISABILITY ACCOMMODATION POLICY

COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITIES

Gold Coast Transit District complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAAA), the Fair Employment and Housing Act (FEHA), and all applicable local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, Gold Coast Transit District will provide a reasonable accommodation to qualified disabled applicants and employees if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship.

REQUESTING A REASONABLE ACCOMODATION:

You may make the request orally or in writing, GCTD's Human Resources encourages employees to make their request in writing and to include relevant information. An employer or other covered entity shall initiate an interactive process when:

- (1) an applicant or employee with a known physical or mental disability or medical condition requests reasonable accommodations, or
- (2) the employer or other covered entity otherwise becomes aware of the need for an accommodation through a third party or by observation, or
- (3) the employer or other covered entity becomes aware of the possible need for an accommodation because the employee with a disability has exhausted leave under the California Workers' Compensation Act, for the employee's own serious health condition under the CFRA and/or the FMLA, or other federal, state, employer or other covered entity leave provisions and yet the employee or the employee's health care provider indicates that further accommodation is still necessary for recuperative leave or other accommodation for the employee to perform the essential functions of the job. An employer's or other covered entity's offer to engage in the interactive process in response to a request for such leave does not violate California Code of Regulations, title 2, section 11091(b)(1) & (b)(2)(A)1., prohibiting inquiry into the medical information underlying the need for medical leave other than certification that it is a "serious medical condition."

A description of the accommodation you are requesting:

- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your oral or written request, Gold Coast Transit District will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Gold Coast Transit District encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, Gold Coast Transit District is not required to make the specific accommodation requested by you and may provide an alternative, effective accommodation, to the extent any reasonable accommodation can be made which will allow you to perform the essential functions of your job and which can be made without imposing an undue hardship on Gold Coast Transit District.

MEDICAL INFORMATION:

If your disability or need for accommodation is not obvious, Gold Coast Transit District may ask you to provide supporting documents showing that you have a disability within the meaning of the ADA and applicable state or local laws, and that your disability necessitates a reasonable accommodation. If the information provided in response to this request is insufficient, Gold Coast Transit District may require that you see a health care professional of Gold Coast Transit District's choosing, at Gold Coast Transit District's expense. In those cases, if you fail to provide the requested information or see the designated health care professional, your request for a reasonable accommodation may be denied.

Gold Coast Transit District will keep confidential any medical information that it obtains in connection with your request for a reasonable accommodation.

DETERMINATIONS:

Gold Coast Transit District makes determinations about reasonable accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation.

Gold Coast Transit District strives to make determinations on reasonable accommodation requests expeditiously and will inform the individual once a determination has been made. If you have any questions about a reasonable accommodation request you made, please contact GCTD's Human Resources Department.

NO RETALIATION:

Individuals will not be retaliated against for requesting an accommodation in good faith. Gold Coast Transit District expressly prohibits any form of discipline, reprisal, intimidation or retaliation against any individual for requesting an accommodation in good faith.

Gold Coast Transit District is committed to enforcing this policy and prohibiting retaliation against employees and applicants who request an accommodation in good faith. However, the effectiveness of our efforts depends largely on individuals telling us about inappropriate workplace conduct. If employees or applicants feel that they or someone else may have been subjected to conduct that violates this policy, they should

report it immediately to the Human Resources Department. If employees do not report retaliatory conduct, Gold Coast Transit District may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

ADMINISTRATION OF THIS POLICY:

The Human Resources Department is responsible for the administration of this policy. If you have any questions regarding this policy or questions about disability accommodations that are not addressed in this policy, please contact the Human Resources Department.

EMPLOYEES COVERED UNDER A COLLECTIVE BARGAINING AGREEMENT:

The employment terms set out in this policy work in conjunction with, and do not replace, amend or supplement any terms or conditions of employment stated in any collective bargaining agreement that a union has with Gold Coast Transit District. Employees should consult the terms of their collective bargaining agreement. Wherever employment terms in this policy differ from the terms expressed in the applicable collective bargaining agreement with Gold Coast Transit District, employees should refer to the specific terms of the collective bargaining agreement, which will control.

Approved by the GCTD Board of Directors on September 4, 2019

**DISABILITY ACCOMMODATIONS POLICY
ACKNOWLEDGEMENT OF RECEIPT AND REVIEW**

I, _____ (employee name), acknowledge that on _____ (date), I received and read a copy of the Gold Coast Transit District's, DISABILITY ACCOMMODATIONS POLICY, dated September 4, 2019 and understand that it is my responsibility to be familiar with and abide by its terms. I understand that the information in this Policy is intended to help Gold Coast Transit District's employees to work together effectively on assigned job responsibilities. This Policy is not promissory and does not set terms or conditions of employment or create an employment contract.

Signature

Printed Name

Date

EQUAL EMPLOYMENT OPPORTUNITY (EEO)
COMPLAINT OF DISCRIMINATION



(COMPLAINANT) First Name Last Name Department/Division

Address City/State Zip Code Cell or Home Number

Job Title Employee No. Hire Date

Department Director Name's Department Supervisor Name

What is the basis of the discrimination? Check/Mark all that apply:

- | | | |
|--|---|--|
| <input type="checkbox"/> Race | <input type="checkbox"/> Gender | <input type="checkbox"/> Physical Disability |
| <input type="checkbox"/> Color | <input type="checkbox"/> Religious Creed | <input type="checkbox"/> Mental Disability |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Age (40& Over) | <input type="checkbox"/> Medical Condition |
| <input type="checkbox"/> National Origin | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Ancestry |
| <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Denial of Family Care Leave | <input type="checkbox"/> Marital Status |
| <input type="checkbox"/> Hostile Environment | <input type="checkbox"/> Denial of Pregnancy Disability | |
| <input type="checkbox"/> Retaliation | <input type="checkbox"/> Veteran Status | <input type="checkbox"/> Other |

Have you filed a complaint with EEO about any prior incident? Yes No

What is the status of the prior complaint?

Person(s) currently discriminating against you: (Name, title, dept.)

Briefly describe your complaint against the above-named person(s). Specifically, how were you discriminated against or treated differently, and specific incidents, acts, or circumstances, including dates, locations name(s) of witness(es) that support your allegation(s) (Use additional sheet(s) if necessary)

EQUAL EMPLOYMENT OPPORTUNITY (EEO)
COMPLAINT OF DISCRIMINATION

What remedy are you seeking?

Non-Contract Employee? YES NO

Have you attempted to resolve the matter by discussing it with your Supervisor/Manager?

YES NO

If "YES" what is the status of the matter?

Have you filed a report or complaint with your union? YES NO Union Name:

If "YES" what is the status?

Have you ever filed with an external agency? YES NO If "YES", name of agency?

EQUAL EMPLOYMENT OPPORTUNITY (EEO)
COMPLAINT OF DISCRIMINATION

READ BEFORE SIGNING: This complaint will be processed pursuant to GCTD's Policy "Equal Opportunity Employer Complaint Process". Any employee who intentionally files a false discrimination complaint will be subject to disciplinary action. Every effort will be made to ensure that all documents and information acquired during the investigation are kept confidential. Complainant's cooperation is required. Retaliation is prohibited.

Signature of Employee(Complainant)

Date

**GOLD COAST TRANSIT
JOB DESCRIPTION**

CLASSIFICATION TITLE: Director of Human Resources

NON-REPRESENTED: Management

OVERTIME STATUS: Exempt

SAFETY SENSITIVE: No

REPORTING STATUS: General Manager

SUPERVISES: Risk and Human Resources Manager, Office Manager, others as assigned

DATE AUTHORIZED: December 2013

JOB SUMMARY

This single position class is distinguished with responsibility for planning, organizing, and directing human resources and administrative support functions. The position also serves as a member of GCTD's management team.

ESSENTIAL FUNCTIONS

The Director of Human Resources has responsibility to:

- Plan, organize, manage and implement human resources and administrative activities, including labor and union relations, recruitment, hiring and orientation, employee terminations, employee records, training & professional development, health & wellness programs, employee recognition programs, employee event coordination, policies & procedures (includes position descriptions), affirmative action/EEO programs, Title VI compliance, drug and alcohol programs (including FTA-compliant random testing program), records management, claims administration for liability and workers' compensation programs, and regulatory compliance monitoring.

- Work closely with the Management team and supervision, assisting, advising, coaching and counseling on personnel needs and issues as well as grievance and disciplinary actions.
- Administer and manage GCTD's disciplinary hearing process
- Maintain all labor contracts and personnel rules, policies and procedures, and serve as member of the negotiating team for labor contracts
- Oversee, conduct and/or coordinate personnel recruitment and selection processes;
- Serve as GCTD's Affirmative Action Officer
- Develop and maintain GCTD's compensation planning program, including position descriptions, wage and salary structures and employee performance evaluation systems.
- Work in coordination with the Director of Finance to develop compensation plans and integrate them into GCTD's budget planning process.
- Prepare and present reports related to human resources and labor issues to the Board of Directors.

OTHER JOB FUNCTIONS

May be assigned additional managerial and administrative responsibilities; may be designated to act as General Manager in the absence of the General Manager.

MINIMUM QUALIFICATIONS

Desire any combination equivalent to graduation from a college or university and six years of progressively responsible management or administrative experience, at least three years of which shall have been directly responsible for human resources. College level training in public administration, business administration, or related fields shall be considered especially desirable.

and

Knowledge of:

- Laws, regulations and practices of public personnel administration as related to recruitment, selection, discipline, employee relations, labor negotiations and equal employment opportunity.

- Methods and practices used in administrative investigation, problem resolution and reporting.
- Development and implementation of organizational employee development programs
- Principles and practices of supervision and employee counseling.

and

EEO Officer

Ability to:

- Plan, organize and manage personnel activities associated with recruitment, selection, employee relations, and conduct recruitment and selection processes in compliance with Affirmative Action principles and practices.
- Advise employees and managers on grievance and informal complaints/inquiries.
- Make and present findings and analysis of formal grievance and complaints as well as review of administrative and operational activities.
- Develop and maintain cooperative working relationships with managers, staff, employees and labor group representatives
- Understand, interpret and explain laws, regulations, and policies governing program operations.
- Develop and implement operating procedures.
- Identify and analyze administrative problems and implement procedures.
- Make decisions and independent judgments.
- Deal fairly and communicate effectively with people of diverse socio-economic backgrounds and culture.
- Understand program objectives in relation to departmental goals and objectives.
- Reports to the General Manager.
- Reinforcing applicants and employees have the right to file complaints alleging discrimination.
- Retaliation is strictly prohibited and will not be tolerated.
- The EEO Officer evaluates the performance of manager, supervisors and others based on the success of the EEO Program in the same manner that the agency evaluates their performance in other agency programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Environment

- Office environment
- Driving a vehicle to conduct work

Physical Abilities:

- Speaking to make presentations.
- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate office equipment.

EEO Program Training- Agency Wide

As part of GCTD's commitment for providing a harassment-free workplace, we will provide and require training for all our employees. This training is provided within six months of hire (or promotion to a management position), and once every two years thereafter. The training covers not only sexual harassment prevention, but also prevention of all other forms of prohibited harassment, discrimination, retaliation and abusive conduct (bullying). While it is nearly impossible to prevent all forms of employee conflict in any business, GCTD believes that training our employees how to recognize and prevent harassment, discrimination, retaliation and abusive conduct goes a long way toward eliminating prohibited conduct in our workforce.

Smaller "fireside" chats will be arranged with managers and supervisors to discuss the EEOC plan. Quarterly goals will be presented, and ideas will be discussed as to stimulate partnership in the program.

GCTD is committed to increasing our efforts with the EEOC plan and open new avenues for diverse candidates to be considered for employment and promotional opportunities.

When offering employment or promotion to a diverse individual the amount of compensation offered will not be reduced because of any disability income, pension or other benefit the applicant or employee receives from another source.

Evaluate promotion criteria to identify and eliminate factors which may lead to improper "selection out" of employees or applicants, particularly minorities and women, who traditionally have not had access to better jobs. Provide written justification when well qualified persons are passed over for promotion.

Keeping the message strong and frequent can provide the results we are working toward. A measurable program that can permeate the culture.

GCTD trains and will continue to train all employees involved in any way with the recruitment, selection, promotion, disciplinary actions, training, and related processes of individuals with disabilities or protected veterans to ensure commitment to the company's stated affirmative action goals.

Internal and External Dissemination

A strong factor in a successful EEOC Plan is communication. As discussed, much attention to various meetings internally, led by the EEO Officer, will focus on the EEO Plan in a new way. Goals and frequent meetings keep the plan active. External dissemination includes reaching out to community centers in person and attending new job fairs with a minority and female focus. The EEO officer will lead these initiatives but managers and supervisors will also take responsibility for these activities.

AGENDA

Equal Employment Opportunity (EEO) Program Training

- 1.
- 2.
- 3.

No.	EEO Program Training Print Employee Name	Emp. #	Signature Date: _____
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DEFINITIONS

For the purpose of this Affirmative Action Plan, the following definitions shall apply:

1. Affirmative Action Officer (AAO): The GCTD Board of Directors has designated the HR Director as the Affirmative Action/EEO Officer. The AAO/EEO is responsible for all matters pertaining to Equal Employment Opportunity for Gold Coast Transit District.
2. Affirmative Action Program (AAP): A set of specific and result oriented procedures to which GCTD is committed to apply in its employment program.
3. Affirmative Action Plan (AAPL): Affirmative Action includes all the various positive steps an employer may take to eliminate both present discrimination and the present effects of past discrimination. It is a plan of goals and timetables for employing minorities and women. It is not a quota system and unqualified minorities and women will not be hired over other qualified applicants. Affirmative Action is a vigorous minority recruiting program without arbitrarily eliminating any racial group. Affirmative Action will not displace present employees but will seek to avoid bias in test selection, administration and interpretation. Affirmative Action is another term for good personnel policies.
4. Board: Board of Directors for Gold Coast Transit District.
5. Complaint: A written statement of facts and circumstances, including dates, times, places and names of persons involved in any alleged violation of the provisions of the EEO Policy, this Affirmative Action Plan or any Federal or State non-discrimination law. A complaint shall be dated and signed by the complainant.
6. Complainant: Any person claiming to be aggrieved by an alleged violation of the EEO Policy, this Affirmative Action Plan or any Federal or State non-discrimination law.
7. Construct Validity: A form of test validation which is evaluated by investigating what qualities or traits a test measures, that is by determining the degree to which certain explanatory concepts or constructs account for

performance on the test. Evidence must be shown that the construct is related to actual job performance.

8. Content Validity: A means of test validation appropriately used whenever the test is a sample of important job skills, knowledge or behavior. Content validity is demonstrated by showing how well the content of the test measures relevant job behavior, subject matter or skills, about which the conclusions are to be drawn. Content validity is determined by a thorough analysis of the job to insure that one or more major aspects of the job are adequately conveyed by the test. The types of knowledge, skills, or behavior contemplated here do not include those which can easily be acquired during a brief orientation to the job.
9. Current Utilization: The present gender and ethnic composition of the GCTD work force.
10. Departmental Affirmative Action Representative: Each department head is responsible for the creation and implementation of the departmental Affirmative Action procedures.
11. Discrimination: Any act, practice or course of conduct constituting or resulting in inequality of treatment of any person on the basis of that person's race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, gender identity, religion, veteran status, physical or mental disabilities, medical condition, age, political opinions or affiliations, or union membership activity or any other category protected by state or federal law.
12. Equal Employment Opportunity (EEO): Equal opportunity for all persons regardless of their race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, gender identity, religion, veteran status, physical or mental disabilities, medical condition, age, political opinions or affiliations, or union membership activity or any other category protected by state of federal law, in all matters related to employment.
13. Ethnic Group Categories
 - a. American Indian: Include persons who identify themselves or are known as such by virtue of tribal association.

- b. Asian-American: Include persons of Japanese, Japanese American, Chinese, Chinese American, Korean, Korean American, Filipino, or Filipino-American descent.
 - c. Black: Include persons of African descent as well as those identified as Jamaican, Trinidadian, and West Indian.
 - d. Hispanic: Include all persons of Mexican, Mexican American, Chicano, Latino, Puerto Rican, Cuban, Spanish, or Portuguese descent.
 - e. White: Include all persons of Indo-European descent, including Pakistani and East Indian.
 - f. Other: Includes Aleuts, Eskimos, Malaysians, Thais, and others not covered by a specific category.
14. Goals: The increase in ethnic minority and female employment, by job category, which GCTD aims to achieve in correcting its identified underutilization.
15. Job Categories: (as defined by the Equal Employment Opportunities Commission)
- a. Officials and Administrators: Executive administrators, personnel directors, managers and officers who are exempt from minimum wage and overtime provisions of the Fair Labor Standards Act.
 - b. Managers Professionals: First line supervisors, route and shift supervisors, dispatchers.
 - c. Professional Support Staff: Accountants, planners, marketing specialists, trainer.
 - d. Operators/Drivers: Drive, guide, monitor moving vehicles.
 - e. Maintenance: Automotive, diesel and specialized mechanics such as air conditioning, electrical, etc.
 - f. Clerical: Cashiers, receptionists, typists, bookkeepers, telephone operators, file clerks.
16. Minimum Qualifications: The education, experience, skills, knowledge or abilities, which are determined by job analyses to be essential to the

performance of a job and which cannot be learned in a brief orientation to the job.

17. Objectives: The plans, programs, and procedures anticipated and/or implemented to achieve equal employment opportunity goals.
18. Oral Board: A board of individuals, which normally includes minority groups and women, which interviews, and rates applicants based on their qualifications for a specific classification.
19. Outreach Recruitment: A systematic program to increase the number of ethnic minority and female applicants for GCTD jobs.
20. Pre-Employment Inquiry: Any information requested of an applicant, either verbally or in writing, prior to employment with GCTD.
21. Quota: A fixed number to be attained in minority and female hiring.
22. GCTD: Gold Coast Transit District
23. Selection Process: All elements of the process which GCTD uses to hire new employees, including but not limited to recruitment and recruitment advertising, application, application screening, pre-employment inquiries testing, oral interview, final selection by departments, and probationary period.
24. Standards: The percentage or number of ethnic minority or women employees which should be employed in GCTD service in each job category. Standards are based on the work force percentage of ethnic minority groups and women.
25. Test: Any performance measure used as a basis for an employment decision to include, but not limited to application screening, written, oral, and work sample examination.
26. Test Validation: The process by which any test is shown to predict job performance or measure actual skills, knowledge and/or abilities which are necessary to perform a job.

27. Underemployed: A person is underemployed if he or she is not working in the highest capacity for which he or she is qualified.
28. Underutilization: The situation which exists when the current GCTD work force does not reflect the number of ethnic minorities and/or women expected to be employed according to adopted GCTD standards.



PERSONNEL RULES

A consolidation of Board resolutions and minute orders.

Revised September 4, 2019

IMPORTANT EMPLOYEE NOTICE

This employee handbook is not an employment contract. It does not confer any contractual or other rights upon Gold Coast Transit District or its employees. Nothing in this employee handbook or in any other policy documents referred to herein creates or is intended to create a promise or a representation of guaranteed or continued employment for any employee.

Further, nothing in this employee handbook is intended to prohibit an employee from discussing the employee's own wages, discussing the wages of others, inquiring about another employee's wages, or aiding or encouraging any other employee to exercise his or her rights under California's Fair Pay Act. In addition, as used in this employee handbook, "Confidential Information" does not refer to the terms and conditions of an employee's employment including, but not limited to, wages, hourly rate, salary, benefits, hours of employment, job performance, personnel records, disciplinary matters, workload, managers/supervisors, staffing, or workplace complaints. This policy is not intended to interfere with employee's rights, pursuant to state or federal law (including the National Relations Labor Act), to access, or communicate, the above information, or to engage in protected concerted activity pursuant to the National Relations Labor Act or to bring such issues to attention of management at any time.

Finally, nothing in the employee handbook prohibits an employee from reporting possible violations of federal, state or local law or regulation to any governmental agency or entity, including but not limited to the Department of Justice, the Securities and Exchange Commission, Congress, and any agency Inspector General, or making other disclosures that are protected under the whistleblower provisions of federal, state or local law or regulation. Employees do not need the prior authorization of Gold Coast Transit District to make any such reports or disclosures, and employees are not required to notify Gold Coast Transit District that they have made such reports or disclosures.

This handbook supersedes any prior handbook, verbal or written policy or procedure that may conflict with its provisions. We reserve the right to modify or change any of the policies or procedures contained in this handbook as necessary. Any changes to this handbook will be in writing. No oral statements, representations, conduct or practices of any officer or employee of the company will modify any of these policies.

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EMPLOYMENT OF RELATIVES AND SPOUSES

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I. COMPENSATION

SECTION 1: SALARY RATES

- A. Represented Positions: The salary rates of the following position titles are established pursuant to memoranda of understandings entered into by and between the Board of Directors of Gold Coast Transit District, Service Employees International Union Local #721 and International Brotherhood of Teamsters Local 186, as adopted by resolutions of the Board of Directors:

SEIU #721

Bus Operator
Mechanic I, II and III
Electronic Mechanic I, II and III
Service Worker I and II
Facility and Equipment Mechanic I and II
Building Maintenance Worker
Maintenance Material Specialist
Customer Services Assistant
Marketing Coordinator

TEAMSTERS LOCAL 186

Customer Service Supervisor
Maintenance Administration Supervisor
Operations Safety & Training Supervisor
Operations Supervisor

- B. Non-Represented Positions: The Board of Directors adopts a separate resolution to set the salary ranges for non-represented positions.
- C. Cost of Living Adjustments: In determining appropriate annual salary range adjustments, the Board of Directors shall consider a cost of living adjustment for non-represented personnel. The Board shall consider in each fiscal year the most recent monthly Greater Los Angeles Consumer Price Index for all urban consumers (CPIU) immediately preceding the beginning of the cost of living adjustment.
- D. Equal Pay: Unlawful pay discrimination is strictly prohibited by law and Gold Coast Transit District policy. Gold Coast Transit District will not pay any of our employees wage rates that are less than what we pay employees of the opposite sex, of another race, national origin or ethnicity, or based on any other Protected Characteristic, for substantially similar work involving the same skill, effort, and responsibility, and performed under similar working conditions. Differences in compensation rates will be

based upon legitimate business considerations such as education, experience, skill, productivity, and other performance qualities unrelated to the personal characteristics of any particular employee.

SECTION 2: SALARY ADMINISTRATION

(Non-Represented Personnel)

- A. Original Appointment: The beginning rate of compensation for the initial appointment to a position shall normally be at the minimum salary level. However, the beginning rate of compensation may be fixed by the General Manager at a level above the minimum if the appointee's experience and ability justify such placement.
- B. Advancement in Rate of Compensation: The compensation system for non-represented personnel is performance based. Performance at a competent level for years in a position is the criteria for movement through a salary range. The General Manager may advance an employee through their range based upon individual performance. Such advancement may occur at any time, but typically occurs in conjunction with an annual performance review, and normally will not occur more frequently than once every six (6) months. There are no fixed steps for salary progression through the range. The outcome of a performance review and any compensation adjustment received will not alter an employee's at will-status if applicable.
- C. Range Adjustment Parity: Whenever the Board of Directors makes a salary range adjustment for parity, the individual employee's salary will be performance based, as determined by the General Manager.

SECTION 3: OVERTIME

(Non-Represented Personnel)

- A. Overtime Work - Defined: If a non-exempt, non-represented employee works more than forty (40) hours in any work week, the excess time will be considered overtime in accordance with applicable law. Overtime shall not be pyramided or compounded. All overtime hours must be authorized in advance by Authorized Person. If a non-exempt, non-represented employee works

unauthorized overtime, the employee will be paid for their time, but they will also be disciplined or terminated for doing so.

- B Overtime Exclusions: The overtime provisions of this section shall not apply to those officers or employees occupying exempt positions. With the approval of the General Manager, persons occupying exempt positions may be given time off with pay when they have worked inordinately long hours. However, as a general policy the regular specified salary is intended to compensate exempt personnel for the performance of their assigned responsibilities. These positions include, but are not limited to the following:

General Manager
Assistant General Manager
Director of Finance and Administration
Director of Human Resources
Director of Planning and Marketing
Director of Operations & Maintenance
Operations Manager
Human Resources and Risk Manager
Fleet Manager
IT Manager
Paratransit and Special Projects Manager
Purchasing Manager /DBE Officer
Communications and Marketing Manager
Planning Manager
Transit Planner I
Transit Planner II
Accounting Manager
Finance Manager
HR Generalist
HR Coordinator
Administrative Specialist (non-exempt)
Payroll Specialist (non-exempt)
Buyer
Office Coordinator/Executive Assistant

SECTION 4: LONGEVITY PAY

(Non-represented personnel)

To encourage stability of employment with GCTD, additional payment over and above the salary assigned to a position classification shall be paid to each regular full-time employee as follows:

- A. Employees shall receive an additional sum equal to one percent (1%) of the basic salary step held by the employee for each five (5) years of GCTD service.
- B. The additional payment shall be made at each time any installment of salary is made to the eligible employee, and the amount of

the additional payment shall be predicated upon the increment of salary then paid.

SECTION 5: BILINGUAL PAY

Consistent with the need of GCTD for bilingual ability, a GCTD employee may be authorized additional compensation for bilingual ability. To qualify, the bilingual employee must use both languages to meet a public service responsibility and display a sensitivity toward the culture and needs of a large group of foreign language speaking residents. The General Manager, or designee, shall establish guidelines governing position assignments or duties, language ability, minimum bilingual frequency, and other reasonable rules for the authorization of payment to specific employees. Compensation for bilingual pay shall be computed at \$55.00 per month (\$.3174 per hour) for positions requiring bilingual speaking and \$85.00 per month (\$.4904 per hour) for positions requiring bilingual speaking and writing.

SECTION 6: UNIFORMS

Provision of uniforms to represented positions is controlled by the memoranda of understanding entered into by and between the Board of Directors of Gold Coast Transit District, Service Employees International Union Local #721 and International Brotherhood Teamsters Local 186 as adopted from time to time by the Board of Directors. Uniforms are also provided to non-represented supervisors.

SECTION 7: INSURANCE

Medical, Dental and Vision Insurance: GCTD shall make available group medical-hospital, dental and vision care insurance options for all eligible employees. Employees are eligible for coverage in accordance with the terms of the applicable insurance policy and the Affordable Care Act, as well as any equivalent local, state or federal laws. The details of our insurance benefits are controlled by the terms of the health, dental and vision insurance plans.

The Director of Finance and Administration will publish annually, for each calendar year, the maximum insurance premium contributions made by GCTD for health, dental and vision to all non-represented employees annually or anytime there is a change.

The medical, dental and vision provisions relating to the represented employees are governed by

the memoranda of understandings entered into by and between the Board of Directors of Gold Coast Transit District, Service Employees International Union Local #721 and International Brotherhood of Teamsters Local 186, and adopted by the Board of Directors.

SECTION 8: RETIREMENT

A. This section will apply to non-represented employees who have an appointment that would normally work over 1,000 hours in a 12-month period (unless otherwise required by applicable law or the plan documents).

B. For employees hired into the CalPERS system or a reciprocal pension system (as defined by CalPERS) on or before December 31, 2012 who qualify as “classic” employees in accordance with CalPERS policies, the retirement program for GCTD is the CalPERS 2.7% @ 55 full and supplemental formula for local miscellaneous members. The retirement program for GCTD includes the 1959 Survivor Benefit Level IV, for which the employee is responsible for paying the premium.

Effective July 3, 2016, “classic” employees shall contribute toward the employee contribution portion 6% of covered wages and GCTD will pay 2% of covered wages

For any fiscal year in which GCTD’s employer contribution to the CalPERS 2.7% @ 55 full and supplemental formula for local miscellaneous members retirement program is 10% or less of covered wages, the “recent employees” employee contribution share percentage will be reduced from 6% of covered wages by the difference. *(Example: If GCTD’s employer contribution were 9.25%, the employee contribution share percentage would drop by .75% [10%-9.25%]; this would make the “recent employees” employee contribution 5.25% [6%-.75%].)*

C. Employees hired on or after January 1, 2013 who do not qualify as “classic” members in accordance with CalPERS policies are considered “PEPRA” members. For PEPRA members the retirement program for GCTD is the CalPERS 2% @ 62 full and supplemental formula for local miscellaneous members. The retirement program for GCTD includes the 1959 Survivor Benefit Level IV, for which the employee is responsible for paying the premium. Employees in this plan are responsible for paying the full employee contribution portion for the

CalPERS 2% @ 62 full and supplemental formula for local miscellaneous members.

GCTD acknowledges that all GCTD employees covered by this section are considered transit employees as defined in California Government Code section 7522.02, and GCTD will abide by the provisions set forth in Government Code section 7522.02 pending resolution of the judicial actions contemplated in Government Code section 7522.02.

II. LEAVE TIME BENEFITS

SECTION 9: VACATION LEAVE

Unless otherwise indicated, the provisions contained in this section apply to non-represented personnel who are scheduled at a minimum to regularly work thirty-two (32) hours or more per week.

A. Vacation Entitlement: Employees having a regular appointment to a position as described above are eligible to accrue their first vacation time when they have completed two weeks of continuous service. All non-represented personnel earn vacation on a pro rata basis for each biweekly pay period, or major fraction thereof, of service, from the date of their original appointment (when they have completed two weeks of continuous service) in accordance with the following table:

B. VACATION CREDITS FOR FULL-TIME SERVICE

YEARS OF SERVICE	HOURS PER MONTH	HOURS BIWEEKLY
Less than 3	6-2/3	3.077
3 but less than 5	8	3.693
5 but less than 7	8-2/3	4.000
7 but less than 9	9-1/3	4.308
9 but less than 10	10	4.616
10 but less than 11	10-2/3	4.924
11 but less than 12	11-1/3	5.231
12 but less than 13	12	5.539
13 but less than 14	12-2/3	5.847
14 but less than 15	13-1/3	6.154
15 or more	14	6.462

Regular and probationary employees who are scheduled to work less than thirty-two (32) hours per week are considered part time workers. Part-time workers must work a minimum of 20

hours per week to receive 1/2 the vacation entitlement. Certain part-time positions may be approved to be excluded from receiving benefits, subject to local, state or federal law.

The General Manager shall receive vacation accrual in accordance with the General Manager's employment agreement.

C. Vacation Severance Pay: Any employee who leaves the service of GCTD shall be paid for accrued vacation at the employee's current salary or hourly rate.

Vacation Carried Forward: Vacation shall be taken at the time it is earned or within the calendar year following the year that vacation time is accrued. Accrued vacation time may be carried forward to the following year, but in no instance may an employee carry forward total vacation accrual as of the first of April of any year greater than twice the number of days that the employee currently earns annually. Employees affected by this limit will be notified during January of each year that they either are already over the maximum, or could exceed the maximum on or before the first of April. The employee can then do any or all of the following:

1. After January 1st and prior to March 31st, request or volunteer to be assigned enough vacation days to bring the accrued vacation time amount below the maximum. All assigned vacation must be completed prior to April 1st.
2. Prior to April 1st, request vacation redemption, in accordance with Section 9F Vacation Redemption, to bring the accrued vacation time amount below the maximum by April 1st, or
3. On or after March 1st and prior to April 1st, request conversion of accrued vacation time to accrued sick time. A maximum of 40 hours can be converted from accrued vacation time to accrued sick time in any one year. This conversion can be made only by an employee who has been notified that they are or will be over the maximum, can only be made during this period, and will only be approved if such action will allow the employee to drop below the maximum accrued vacation limit.
4. If no action is taken, the employee will cease accruing additional vacation hours starting with the first pay period

beginning after April 1st, until enough vacation is taken that the accrued vacation time drops below the maximum.

D. Vacation Scheduling: The vacation period may be taken at one time, or it may be taken several days at a time if it so fits the work needs of GCTD. In any event, the vacation time off is to be scheduled by the General Manager, or designee, in such a manner that GCTD's functions will not be negatively impacted.

E. Additional Vacation in Lieu of Sick Leave: When an employee's accumulated sick leave credit as of January 1 of each calendar year exceeds the maximum allowable amount of 1,440 hours, the employee shall receive an additional vacation leave entitlement of twenty-five percent (25%) of such excess sick leave.

F. Vacation Redemption: Upon using a minimum of eighty (80) hours of vacation, or forty (40) hours for part-time bus operators, during the past twelve months and with two years of service, an employee may receive pay in lieu of up to one hundred and fifty (150) hours of vacation at the employee's current hourly salary rate. Such employee must have a minimum of forty (40) hours accrued vacation leave after payment. The provisions of this sub-section apply to all employees, whether represented or non-represented.

SECTION 10: PAID SICK LEAVE:

Unless otherwise indicated, the provisions contained in this section apply to all GCTD personnel. Exceptions are from agreements made in memoranda of understandings entered into by and between the Board of Directors of Gold Coast Transit District, Service Employees International Union Local #721 and International Brotherhood of Teamsters Local 186.

An employee compelled to be absent from duty because of illness or off-duty injury, shall be allowed sick leave with full pay up to the amount of sick leave that such employee has accrued. Any such paid sick leave time shall be deducted from the employee's accrued sick leave.

In accordance with California's Paid Sick Leave Law (AB 1522). All employees who become full-time or part-time regular employees, earn 1 hour

of sick leave for every thirty (30) hours worked and shall accrue a sick leave entitlement.

In accordance with California's Paid Sick Leave Law (AB 1522). A temporary or per diem employee shall accrue paid sick leave by working on or after January 1, 2015, for at least 30 days for GCTD within a year and by satisfying a 90 day employment (probationary) period before a temporary or per diem employee can actually take sick leave. Accrued sick leave may be used starting on the 90th day of employment.

GCTD's part-time or fulltime temporary or per-diem employees earn 1 hour of sick leave for every thirty (30) hours worked. All temporary or per diem employees shall accrue to a maximum of 48 hours or six days (which ever is greater) in a 12 month period. Once a part-time or full-time temporary employee has reached the maximum cap (48 hours or 6 days), that employee will not earn any additional paid sick leave until the employee has used enough sick leave to fall below the cap.

- A. The maximum sick leave which may be accumulated by any employee is 1,440 hours as of January 1 of each year. If an employee of long tenure is absent from duty due to illness and has exhausted his/her accumulated sick leave, the employee may request that the General Manager, or designee, approve a special leave of absence with pay. Long tenure employee shall be defined as having ten (10) years of continuous service with Gold Coast Transit District. The request will be considered based upon such factors as length and nature of illness, length of tenure, accrual balances at the onset of the illness, quality of performance, etc.
- B. An employee absent because of illness is required to notify the employee's immediate supervisor of the illness at least one hour before scheduled to work or as soon as possible in light of the circumstances. Subject to applicable law, the General Manager, or designee, may require verification in the form of a note from a medical physician confirming the absences. When absences are properly scheduled with the employee's supervisor, leaves of absence for dental, optical or other medical attention shall be defined as sick leave.
- C. An employee who is required to be absent for physical examination for possible induction

into military service through draft may be allowed up to one day of paid leave.

- D. GCTD will pay fifty percent (50%) of accumulated sick leave upon death, retirement or other voluntary employment separations as determined by GCTD's General Manager or designee, to those employees with a minimum of ten (10) years of service.
- E. All regular employees who have accrued sick leave for one full calendar year and use sixteen (16) hours or less of accrued sick leave in a calendar year may elect to convert eight (8) hours of accrued sick leave to eight (8) hours of vacation. Such election shall be made in January of the following calendar year.
- F. Sick leave is an employee's privilege and not an absolute right. Violations of abuse of sick leave privileges may result in disciplinary action and loss of pay.

Subject to applicable law, an employee may use accrued sick leave for any statutory protected leaves, including, among others, FMLA/CFRA/PDL, Military Family Leave Entitlements, Domestic Violence (sexual assault or stalking) KinCare Leave: Cal. Lab. Code § 233, Organ and Bone Marrow Donor Leave: Cal. Lab. Code §§ 1508 to 1513, Alcohol and Drug Rehabilitation Leave: Cal. Lab. Code §§ 1025 to 1028. In addition sick leave can be used for preventative care or the diagnosis, care or treatment of an existing health condition including, things like, medical or dental appointments. Accrued sick leave may be used to care for your injured or ill family member, including any of the following: a child (biological, foster, or adopted child, a stepchild, a legal ward, or a child of a person standing in loco parentis), parent (biological, foster, or adoptive parent, a stepparent, grandparent, grandchild or a legal guardian), spouse, or registered domestic partner of the employee, or any other family members specified by applicable law. Leaves of absence for full-time regular and part-time regular employees who do not qualify for statutory leaves (for example), PDL, NDAA/ MFL, FMLA/CFRA, Domestic Violence Leaves, are granted at the discretion of the General Manager. Subject to applicable law, this section does not extend the maximum period of any leave to which an employee is entitled under Section 12945.2 of the Government Code or under the federal Family and Medical Leave Act, the

California Family Rights Act, or any other statutory leave, regardless of whether the employee receives sick leave compensation during the leave (California Labor Code Sec. 233).

SECTION 11: PAID INDUSTRIAL INJURY LEAVE

Unless otherwise indicated, the provisions of this section apply to all employees. Exceptions are from agreements made in a memoranda of understandings entered into by and between the Board of Directors of Gold Coast Transit District, Service Employees International Union Local #721 and International Brotherhood Teamsters Local 186.

Any employee incapacitated from working because of injury or disease "arising out of and in the course of employment," or caused by a worker's job and occurring while working at GCTD are entitled to industrial injury leave, medical care and other Workers' Compensation benefits.

In some circumstances, the realities of business or business necessity might require GCTD to hire a replacement on a permanent basis, and that in the event, if the position is not available if and when the employee is released to return to work, GCTD may not be able to reinstate that employee. To clarify, GCTD may consider allowing the employee to transfer to other positions for which he or she is qualified and where required, Gold Coast Transit District will consider making reasonable accommodations for any disability an employee may have in accordance with applicable laws.

A. Worker's Compensation Benefits: If the injury or disease is covered by the Worker's Compensation Insurance and Safety Act, the employee is entitled to the benefits provided under the Act including:

1. Related medical expenses; and
2. Temporary and permanent disability indemnity benefit payments.

B. Industrial Disability Compensation: Whenever any GCTD employee is disabled temporarily and is entitled to receive temporary disability indemnity benefit payments provided under the Worker's Compensation Insurance and Safety Act, the employee shall receive any accumulated sick leave or vacation time up to the amount of

the employee's normal net take home pay, but not to exceed a total period of twenty-six (26) weeks for any one injury or all combined injuries within one calendar year. The use of vacation time or sick leave will be coordinated with any disability indemnity benefit payments provided under the Workers' Compensation Insurance and Safety Act.

As used in this section, "net take home pay" means an employee's regular, current biweekly rate of pay, less deductions for federal and state income tax and PERS retirement plan contributions; and does not include overtime or shift differential pay.

GCTD shall continue to pay the employer portion of the medical, life and dental insurance premiums for the period of twenty-six (26) weeks, provided the carrier for each of these programs will accept the payment without additional premium cost to GCTD, and the employee will be responsible for paying the employee share. If the employee does not to pay the employee share of the premium, the employer portion will be cancelled and the employee will be referred to COBRA health insurance continuation plan.

All Gold Coast Transit District benefits that operate on an accrual basis (e.g., vacation, sick, and personal days) will cease to accrue whenever a GCTD employee is disabled temporarily and is entitled to temporary disability indemnity benefit payments provided under the Worker's Compensation Insurance and Safety Act, except that employees will continue to accrue such benefits while they are being paid any accumulated sick leave and vacation time.

An employee who is incapacitated from work beyond twenty-six (26) weeks for an Industrial injury for any one injury or all combined injuries within one calendar year will be subjected to the COBRA health insurance continuation plan. (Other benefits, such as pension, 401(k), life insurance, and long-term disability, will be governed in accordance with the terms of each benefit plan.)

C. Procedure in Event of Injury: In the event of injury, a report must be made by the employee to the employee's immediate supervisor as soon as possible under the

circumstances. The supervisor must complete the Supervisor's Report of Accident form and have it filed with GCTD's workers' compensation administrator within five (5) days after the injury has been reported. If medical service is needed, the employee should be taken directly to a designated physician for treatment. Report of injuries is mandatory and failure to report may result in loss of eligibility to receive benefits. When the employee returns to work, a copy of the physician's release must be provided to the General Manager, or designee. The provisions of this sub-section apply to all employees, represented and non-represented.

SECTION 12: MILITARY LEAVE-ACTIVE DUTY

- A. Military leave for active duty or temporary military duty or reserve training will be provided as required by federal and state law. GCTD will not discriminate or retaliate against any employee based upon membership or service in any state or federal military force, as it pertains to any term, GCTD.

SECTION 13: JURY DUTY

If a GCTD employee is called for jury duty, a leave of absence with pay will be granted provided that:

- A. The employee's supervisor has been notified of the jury summons.
- B.
- B. The General Manager could not obtain an excuse from serving on the jury, in those instances where the employee could not be conveniently spared from his duties at the time.

SECTION 14: BEREAVEMENT LEAVE

When an employee is compelled to be absent from duty by reason of the death of a member of the employee's immediate family, such employee shall be entitled to five (5) working days' leave of absence with pay. Immediate family shall be the father, mother, spouse or registered domestic partner, children (biological adopted or step), brother, sister, grandparent, grandchild, father-in-law or mother-in-law of the employee.

The first five days of bereavement leave taken by an employee are not chargeable to accrued sick leave. Any authorized bereavement leave taken

in excess of five days is chargeable to accrued vacation leave, at the employee's discretion.

A regular employee may take an additional two (2) days, chargeable to accumulated sick leave if in the opinion of the General Manager, or designee, excessive travel is required in connection with the death of a family member provided the employee has available accrued sick leave.

SECTION 15: PREGNANCY DISABILITY LEAVE (PDL)

Any employee who is disabled as a result of pregnancy, childbirth, or related medical condition shall receive up to four months leave (up to 17.3 weeks) per pregnancy. For employees who work part-time or do not work a regular schedule the PDL covers the amount of time the employee would typically work in a four-month period. Such leave shall be without pay except subject to applicable law, an employee may use accrued, unused vacation, sick and personal days during the (FMLA/CFRA, PDL) leave period, either in whole, or in part by integration with a state paid benefit. Employees will continue to accrue such benefits while they are being paid by GCTD any accumulated sick leave and vacation time (**Section 15A, Subsection 3) PAID LEAVE FOR CHILD/FAMILY CARE OR FOR EMPLOYEE'S SERIOUS HEALTH CONDITION /FMLA/CRA/ PDL OR NDAA / MILITARY FAMILY LEAVE**) At the General Manager's discretion, longer leaves of absence may be granted if requested by the employee in writing.

Any employee who anticipates being disabled because of pregnancy, childbirth, or related medical condition shall give as much advance notice as possible of the anticipated disability to their supervisor. A leave of absence under this section shall be contingent upon the employee providing a physician's statement which indicates the dates of the expected disability. Employees are entitled to take pregnancy disability leave in addition to any leave entitlement they might have under CFRA unless the qualifications for CFRA have not been met.

SECTION 15A: FAMILY AND MEDICAL LEAVE / CALIFORNIA FAMILY RIGHTS ACT/ PDL /NATIONAL DEFENSE AUTHORIZATION ACT 2008 / MILITARY FAMILY LEAVE ENTITLEMENTS

Unless otherwise indicated, the provisions of this section apply to all employees. Exceptions are

from agreements made in memoranda of understandings entered into by and between the Board of Directors of Gold Coast Transit District, Service Employees International Union Local #721 and International Brotherhood of Teamsters Local 186.

Gold Coast Transit District will grant a leave of absence to regular full-time and regular part-time employees (who meet the requirements described below) for the care of a child after birth or adoption or placement with the employee for foster care, the care of a covered family member (spouse, child, or parent) with a serious health condition or in the event of an employee's own serious health condition or because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. Leave will be granted for a period of up to 12 weeks in any 12-month period on a "rolling" 12 month period measured backward from the date of any FMLA/CFRA leave (or longer if required by applicable federal, state or local law).

An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered servicemember who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the servicemember. This military caregiver leave is available during "a single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA/CFRA leave.

An employee must have completed at least 12 months of service with Gold Coast Transit District and have worked a minimum of 1,250 hours in the 12-month period preceding the leave to be eligible for such leave. A prior employee returning back to GCTD may qualify for leave based on aggregate years of service (within the past seven years).

2. PROCESS FOR LEAVE REQUESTS FOR CHILD/FAMILY CARE OR FOR EMPLOYEE'S SERIOUS HEALTH CONDITION / PDL OR NDAA / MILITARY FAMILY LEAVE

If an employee requests a leave of absence for any of the above, such as to care for a child after birth, adoption, or placement in his/her home for foster care or to care for a covered family member (or employee) with a serious health

condition, an employee will be granted unpaid leave under the following conditions:

A. If the leave is planned in advance, an employee must provide management with at least 30 days' notice prior to the anticipated leave date, using Gold Coast Transit District's FMLA/CFRA or Military Family Leave Request Forms.

B. If the leave is unexpected, an employee should notify his/her supervisor and the human resources department by filing the FMLA/CFRA or Military Family Leave Request Forms as far in advance of the anticipated leave date as is practicable. (Normally, this should be within two business days of when the employee becomes aware of the need for leave).

C. Any time that an employee expects to be or is absent for more than three consecutive work days as a result of their own serious health condition (including pregnancy), he/she will be required to submit appropriate medical certification from their physician. Such certification must include, at a minimum, the date the disability began, and the probable date of their return to work signed by a physician and with their business card as an attachment. Further, the employee may be required to submit to a medical examination by a physician designated by Gold Coast Transit District at Gold Coast Transit District's expense.

Employees requesting a leave to care for a covered family member with a serious health condition will be required to provide a medical certification and the physician's business card from the family member's physician attesting to the nature of the serious health condition, probable length of time treatment will be required, and the reasons that the employee is required to care for this family member. Employees are required to provide additional physician's statements as leave updates at reasonable intervals.

3. PAID LEAVE FOR CHILD/FAMILY CARE OR FOR EMPLOYEE'S SERIOUS HEALTH CONDITION /FMLA/CFRA/ PDL OR NDAA / MILITARY FAMILY LEAVE

All Gold Coast Transit District benefits that operate on an accrual basis (e.g., vacation, sick, and personal days) will cease to accrue during any period of State Disability Insurance (SDI) / State Paid Family Leave (PFL), FMLA/CFRA, PDL, NDAA/Military Family Leave which is unpaid by

GCTD. Subject to applicable law, an employee may use accrued, unused vacation, sick and personal days during the (SDI) /PFL /FMLA/CFRA, PDL, NDAA, MFL) leave period, either in whole, or in part by integration with a state paid benefit. Employees will continue to accrue such benefits while they are being paid by GCTD any accumulated sick leave and vacation time. Once such benefits are exhausted, the balance of the leave will be without GCTD pay. Such employees may be eligible for other short-term disability benefits in accordance with applicable federal or state law. All group health benefits (e.g., medical and dental insurance) will continue during the leave, provided the employee continues their regular employee contributions to these plans, subject to the maximum leave entitlement applicable by law. If the leave extends beyond the period allowed by law, benefits become subject to the COBRA health insurance continuation plan. Other benefits, such as pension, 401(k), life insurance, and long-term disability, will be governed in accordance with the terms of each benefit plan.

A. Returning to Work from Leave

Before an employee will be permitted to return from medical leave, the employee will be required to present Gold Coast Transit District with a release to return to work from the treating physician. GCTD may require the employee to be assessed by GCTD's industrial physician, indicating that the employee is capable of returning to work and performing the essential functions of their position, with or without reasonable accommodation. Where required, Gold Coast Transit District will consider making reasonable accommodations for any disability an employee may have in accordance with applicable laws. Safety-sensitive employees are subject to FTA drug testing requirements.

B. Reinstatement Rights

Eligible employees are entitled upon return from leave to be reinstated to their former position or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Exceptions to this provision may apply if business circumstances have changed (e.g., if the position is no longer available due to a job elimination). Exceptions may also apply for certain highly compensated employees under certain conditions. In addition, employees on a leave extension are not guaranteed reinstatement. These employees will be handled in accordance with the applicable

federal or state law on FMLA/CFRA, PDL, NDAA /Military family leave entitlements (MFL).

SECTION 15B: OTHER LEAVE OF ABSENCE

Leaves of absence for full-time regular and part-time regular employees who do not qualify for (State of California job protected leave) PDL, NDAA/MFL, FMLA/CFRA are granted at the discretion of the General Manager, and such requests are subject to the following terms and conditions:

- A. Leave requests must be made at least 30 days in advance of the date the employee would like the leave to begin or, in emergency situations, with as much advance notice as is practicable, using Gold Coast Transit District's Leave-of-Absence Form. (Normally, this should be within two business days of when the employee becomes aware of the need for leave).
- B. All Gold Coast Transit District benefits that operate on an accrual basis (e.g., vacation, sick, and personal days) will cease to accrue during any leave of absence period which is unpaid. Subject to applicable law, an employee may use accrued, unused vacation, sick and personal days during the leave of absence, either in whole, or in part by integration with a state benefit (SDI/PFL). Employees will continue to accrue such benefits while they are being paid by GCTD any accumulated sick leave and vacation time. Once such benefits are exhausted, the balance of the leave will be without GCTD pay. Such employees may be eligible for other disability benefits in accordance with applicable federal or state law.
- C. Unless applicable state or local law requires otherwise, leaves for the employee's own serious health condition may be granted for up to a 12-week period. Leaves for other purposes will normally be limited to 30 days. Longer leaves or extensions of previously approved leaves, not to exceed a total of six months, may be granted at the discretion of the General Manager or designee.
- D. Unless applicable state or local law requires otherwise, reinstatement will not be guaranteed to any employee requesting a leave under this section. However, Gold Coast Transit District will endeavor to place employees returning from leave in their

former position or a position comparable in status and pay, subject to budgetary restrictions and Gold Coast Transit District's need to fill vacancies and/or its ability to find qualified temporary replacements.

The General Manager, or designee, may grant a regular or probationary employee leave of absence only on a case by case basis. No such leave shall be granted except upon written request of the employee, setting forth the reason for the request, and the approval will be in writing. Failure on the part of an employee on leave to report promptly at its expiration shall be cause for dismissal.

SECTION 16: TIME OFF:

To Vote

Any employee requiring time off to vote, as provided in the California Elections Code Section 14000 may be granted not more than two (2) hours as is necessary to vote at the beginning or end of the work shift, with pay, provided the supervisor, manager or direct report authority is notified in writing two (2) working days in advance that such time is required and necessary.

Witness Duty Leave: Cal. Lab. Code § 230(b)

Eligible Employees

All California employees, including crime victims who must appear in court to comply with a subpoena or court order are eligible for this leave ([Cal. Lab. Code § 230\(b\)](#)).

Crime Victim Leave: Cal. Lab. Code §§ 230.2 and 230.5

Eligible Employees

California employees are eligible for this leave if they are:

- The victim of an enumerated crime.
- An immediate family member of a victim of an enumerated crime.
- A registered domestic partner of a victim of an enumerated crime.
- The child of a registered domestic partner of a victim of an enumerated crime

Domestic Violence, Sexual Assault, and Stalking Victim Leave: Cal. Lab. Code §§ 230.1 and 230(c)

Eligible Employees

All California employees who are victims of domestic violence, sexual assault or stalking are eligible for this leave to obtain any relief to help ensure their health, safety and welfare, and that of their children, including:

- A temporary restraining order.
- A restraining order.
- Other injunctive relief.

(Cal. Lab. Code § 230(c).)

Employees are also entitled to time off without pay to seek medical attention, to obtain assistance or services from a domestic violence shelter, program or rape crisis center, to obtain psychological counseling or to take other steps to ensure your safety and well-being. You must provide GCTD's Human Resources Department with reasonable advance notice whenever possible, and with documentation of the need for time off. Proper documentation may include a police report, a restraining order or other notice of a court appearance, or documentation from a medical professional, health care provider, domestic violence advocate, or counselor stating that you are undergoing treatment for physical or mental injuries or abuse. You may use any accrued paid time off while on this leave. This time off will run concurrently with leave time provided under the FMLA/CFRA.

If these situations arise, we will work with the affected employee to determine whether there are any reasonable accommodations that would enable the employee to perform the employee's job duties without causing undue hardship to GCTD. ([Cal. Lab. Code § 230\(c\)](#)).

School Activity Leave: Cal. Lab. Code §§ 230.7 and 230.8

Eligible Employees

GCTD will give employees unpaid time off if the employee is a parent or guardian of a student and the employee has been summoned to appear at the student's school under the Education Code or there is a child care provider or school emergency under the Labor Code.

Parents, stepparents, foster parents, grandparents, guardians or a person standing in loco parentis with custody of a child in a licensed child care provider or in kindergarten through grade 12, is eligible take up to 40 unpaid hours (no more than eight hours per calendar month) for each child during each school year to participate in the child's school activities, or to find, enroll, or reenroll a child in a school or with a

child care provider. Employees must give reasonable notice to GCTD's Human Resources Department. Employees can apply accrued paid time off benefits to this leave. If two eligible employees want to take the same leave to attend the same child's activity, GCTD will grant leave to the employee who makes the first request, and GCTD may grant leave to the second employee if business circumstances permit us to do so.

Volunteer Firefighter and Reserve Police Leave: Cal. Lab. Code §§ 230.3 and 230.4

Eligible Employees

Volunteer firefighters, reserve peace officers and emergency rescue personnel (including any officer, employee or member of a disaster medical response team sponsored by the state), may take all necessary unpaid time off from employment to perform emergency duty. They may also take up to 14 days of unpaid leave each calendar year for the purpose of engaging in fire, law enforcement or emergency rescue training. Employees must provide as much advance notice as possible to GCTD Human Resources Department and they must provide documentation of their need for leave. If employees are a health care providers they must notify GCTD at the time they become designated as "emergency rescue personnel" and when they are notified of deployment based on that designation. (Section 230.3 of the California Labor Code.

Alcohol and Drug Rehabilitation Leave: Cal. Lab. Code §§ 1025 to 1028

Eligible Employees

If employees voluntarily request the opportunity to enter and participate in an alcohol or drug rehabilitation program, GCTD will reasonably accommodate the request by granting a leave of absence for that purpose, provided that it does not impose an undue hardship on GCTD. Employees may use accrued paid time off benefits during the leave of absence. We do not pay for the rehabilitation program. Employees must provide proof of attendance in the program. Employees are not eligible for a leave of absence if they are already subject to discipline or termination for a violation of this policy or any other Company policy.

Civil Air Patrol Leave: Cal. Lab. Code §§ 1500 to 1507

Eligible Employees

All employees of covered employers are eligible for this leave, if they:

- Have been employed for at least 90 days before beginning leave.
- Are a volunteer member of the California Wing of the Civil Air Patrol.

Are responding to an emergency operational mission of the California Wing of the Civil Air Patrol. To request a leave of absence, submit documentation of your service to GCTD Human Resources Department.

Organ and Bone Marrow Donor Leave: Cal. Lab. Code §§ 1508 to 1513

Employees are eligible for leave of up to five business days in any twelve consecutive months to serve as a bone marrow donor, and leave of up to 30 business days in any twelve consecutive months to serve as an organ donor. This leave is paid by GCTD, except that if employees have accrued sick leave or vacation days available, they must apply five days of their accrued sick leave or vacation days to their leave for bone marrow donation and two weeks of their accrued sick leave or vacation days to their leave for organ donation. Using available paid leave does not extend the total amount of leave available to employees by law.

To be eligible for this leave, employees must provide medical certification of their need for leave and a written release to return to work at the conclusion of the leave. Benefits will continue to accrue and their absence will not be considered a break in service. GCTD will pay our usual share of insurance premiums during the leave. Depending upon the circumstances of the leave, FMLA/CFRA may apply to the request for donor leave.

Lactation Accommodation Cal. Lab. Code § 1031

GCTD shall provide a reasonable break time to accommodate an employee desiring to express breast milk for the employee's child. The employee may use her regular paid break periods for this purpose, or may use her paid leave time, or request additional unpaid time to complete lactation. GCTD will make reasonable efforts to provide the employee with the use of a location, other than a bathroom, in close proximity to the employee's work area for the purpose of expressing breast milk in private. The room or location may include a place where the employee normally works. Should you require lactation accommodations following a return from pregnancy leave, please advise the

Human Resources Department so that accommodations may be discussed and or made.

SECTION 17: HOLIDAYS

(Non-represented Personnel)

- A. There shall be no pyramiding of hours. If a holiday falls on an employee's regularly scheduled time off, the employee shall accrue vacation time. If a holiday occurs during an employee's vacation, the employee will receive holiday pay and will not be charged vacation time for that day.
- B. All regular and probationary full-time employees shall be entitled to time off for holidays with pay, except those employees engaged in work necessary to the general public health, welfare and safety as determined by the General Manager.
- C. Non-represented employees regularly scheduled to work less than thirty-two (32) hours per week (part-time) will not receive holiday pay.
- D. Holiday Schedule: The holiday schedule shall be as follows:
 - 1. New Year's Day - January 1
 - 2. Martin Luther King Day - Third Monday in January
 - 3. Washington's Birthday - Third Monday in February
 - 4. Cesar Chavez Birthday – March 31
 - 5. Memorial Day - Last Monday in May
 - 6. Independence Day - July 4
 - 7. Labor Day - First Monday in September
 - 8. Veterans Day - November 11
 - 9. Thanksgiving Day - Fourth Thursday in November
 - 10. Thanksgiving Friday - Day following Thanksgiving
 - 11. Christmas Eve - The last one-half day immediately before Christmas Day
 - 12. Christmas Day - December 25
 - 13. New Year's Eve - The last one-half day immediately before New Year's Day
- E. Employees shall work their full shift on the last regularly scheduled day before the holiday and their full shift on the first regularly scheduled day after the holiday to be eligible for holiday pay, unless your absence is excused. Any day on which an employee is scheduled for pre-approved leave is not

considered a regularly scheduled day for holiday pay purposes.

- F. Employees working a full day on Holidays as listed under D. Holiday Schedule will be paid for eight hours at the employee's regular rate plus will receive a holiday vacation accrual for eight hours. Employees working a partial day on Holidays as listed in "D" will be paid for all hours worked at their regular rate and will be paid holiday pay at their regular rate for the remainder of the eight-hour shift, plus will receive a holiday vacation accrual for all hours worked. (Example: Three hours worked; employee is paid for three hours work at regular rate, is paid for five hours holiday pay (not worked) and receives three hours holiday vacation accrual)
- G. As a benefit, employees shall receive straight time pay plus one-half of the normal scheduled hours accrued as vacation time for scheduled hours not worked on Thanksgiving Day, Christmas Day and New Year's Day.
- H. If an employee recognizes alternative holidays for religious purposes, contact Human Resources to discuss your right to take additional religious holidays without pay.

SECTION 18: EXECUTIVE LEAVE AND INSURANCE

- A. Leave: In addition to such other vacation to which GCTD employees are entitled, each non-represented employee who, on January 1 of each year, occupies a non-represented position and regularly works full-time, eighty (80) hours in a biweekly pay period shall receive an annual accrual of executive leave in accordance with the following schedule:
 - 1. General Manager and Management Team Five (5) days of executive leave shall accrue to the incumbents of these positions.
 - 2. Other Non-represented employees: Two and one-half (2-1/2) days of executive leave shall accrue to the incumbent of each position so designated.
- B. Executive Insurance: In addition to such other insurance to which GCTD employees are entitled, GCTD shall pay the cost of additional life insurance for non-represented employees in an amount equal to \$ 100,000

or one (1) times the non-represented employee's annual salary, whichever is greater. Non-represented employees who work less than thirty-two (32) hours per week will not be eligible for executive insurance.

- C. Long Term Disability Insurance: GCTD shall provide to non-represented employees, long term disability insurance at sixty percent (60%) of earnings after three months of disability with a maximum \$ 6,000 monthly benefit. Non-represented employees who work less than thirty-two (32) hours per week will not be eligible for long term disability insurance.

SECTION 19: ANNUAL PHYSICAL EXAMINATIONS

GCTD will either provide annual physical examinations for each employee by a GCTD-selected physician or GCTD will reimburse the non-represented employee for the insurance co-payment if the employee prefers to have his/her physician conduct the physical examination.

SECTION 20: TEXTBOOK AND TUITION REIMBURSEMENT

GCTD shall provide reimbursement for the costs of textbooks, tuition, registration and laboratory fees for GCTD-approved school courses, workshops, and seminars completed on the employee's own time. A maximum of seven hundred (\$700) dollars per fiscal year shall be covered for each employee who has successfully completed eligible course work. Courses must be completed satisfactorily with grade of "C" or its equivalent in order to be eligible for reimbursement. In order to be eligible, courses must be offered at an institution that has been accredited through the Western Association of Schools and Colleges (WASC). (A listing of the institutions is on the web site of WASC – <http://www.wascweb.org>.)

Advance approval for the reimbursement of eligible expenses must be received from GCTD prior to the first-class session. An official record of grades and receipts must be received by GCTD within 90 days after the last class session. Reimbursement will be made to the employee within two weeks after the grade report and receipts have been submitted to GCTD.

III. PERSONNEL RULES

SECTION 21: GENERAL PROVISIONS

- A. Violation of Personnel Rules: Violation of the provisions of these personnel rules and regulations shall be grounds for employee discipline, which may include a verbal reprimand, a written warning, demotion, suspension, either paid or unpaid administrative leave, and dismissal.

Fair Employment Practices: Gold Coast Transit District is an equal opportunity employer and complies with all applicable federal, state and local fair employment practices laws.

Gold Coast Transit District is committed to providing a workplace that is free from prohibited harassment, bullying, retaliation and discrimination. All Gold Transit District employees, officers, principles, agents, workers and representatives are prohibited from engaging in prohibited harassment, bullying, retaliation, i.e., applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, (equal pay/compensation), benefits and termination of employment. Gold Coast Transit District strictly prohibits and does not tolerate prohibited harassment, bullying, retaliation against employees and other covered persons (as defined below) by co-workers, supervisors, managers or third parties on the basis of an individual's:

Race, Color, Age (40 or older), Religious creed, Religious belief, observance and practice, including dress or grooming practices, , Ancestry, citizenship, Physical disability, Mental disability, Medical condition, including: any cancer-related physical or mental health impairment from a diagnosis, record or history of cancer; or a genetic characteristic, Genetic information, including information about: an individual's genetic tests; family members' genetic tests; family members' diseases or disorders; an individual's or family member's receipt of, or request for, genetic services; and participation by an individual or their family member in clinical research that includes genetic services, Marital status, Sex, including, pregnancy; childbirth; breastfeeding or medical conditions related to breast-feeding; and medical conditions related to pregnancy or childbirth; gender; gender expression, meaning a person's gender-related appearance or behavior, whether or not stereotypically associated with the person's sex at birth; and gender identity, meaning a person's identification as male, female, a gender different

from the person's sex at birth, or transgender, transitioning status, Sexual orientation, including heterosexuality, homosexuality, bisexuality or other orientations, Military or veteran status, or union membership or request or denial of FMLA/CFRA/MFL/PDL leave or for requesting reasonable disability accommodation, enrollment in any public assistance program, status as an unpaid intern or volunteer, domestic violence victim status, political affiliation, or any other characteristic protected under applicable federal, state, or local law.

For purposes of national origin discrimination, improper and unlawful conduct includes, but is not limited to, an employee's or applicant's (or that individual's ancestors') actual or perceived physical, cultural, or linguistic characteristics associated with a national origin group, marriage to or association with persons of a national origin group, tribal affiliation, membership in or association with an organization identified with or seeking to promote the interests of a national origin group, attendance or participation in schools, churches, temples, mosques, or other religious institutions generally used by persons of a national origin group, and a name that is associated with a national origin group, possessing a driver's license issued under Vehicle Code § 12801.9 (which authorizes licenses to individuals who cannot provide satisfactory proof of their presence in the US under federal law), or any other characteristic protected by law.

Gold Coast Transit District also prohibits and does not tolerate prohibited harassment, discrimination, retaliation or bullying against employees who are perceived to have any of these characteristics or who associate with a person who has, or is perceived to have, any of these characteristics. Harassment, discrimination, retaliation and bullying can occur in the workplace, after hours, or on social media. It should always be reported and will not be tolerated by Gold Coast Transit District.

Covered Persons:

For purposes of anti-harassment, discrimination, retaliation and bullying policy covered persons protected by law include employees, applicants, unpaid interns, volunteers, and independent contractors or by any outside persons in contact with our employees and independent contractors (including our customers, potential customers, vendors, delivery persons, etc.).

No Retaliation: No one will be subject to, and

Gold Coast Transit District prohibits, any form of discipline, reprisal, intimidation, or retaliation for good faith reporting of incidents of harassment, discrimination, or bullying of any kind, pursuing any harassment, discrimination or bullying claim, or cooperating in related investigations. For more information on Gold Coast Transit District's policy prohibiting retaliation, please refer to Gold Coast Transit's Harassment, Discrimination, Bullying and Retaliation Prevention Policy (All unlawful Harassment, Discrimination and Bullying is Prohibited) or contact GCTD's Human Resources Department.

Disability Accommodations:

GCTD's Commitment to Equal Employment Opportunities:

Gold Coast Transit District complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act; the California Fair Employment and Housing Act (FEHA); the California Pregnancy Disability Leave Law (PDL); the California Family Rights Act (CFRA); Family Medical Leave Act (FMLA) and all applicable state, federal or local laws. Consistent with those requirements, Gold Coast Transit will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. Gold Coast Transit will also, where appropriate, provide reasonable accommodations for an employee's religious beliefs or practices.

B. The Board of Directors:

The board of Directors has adopted a separate GCTD Policy and Complaint Procedure for preventing and correcting harassment, discrimination, bullying and retaliation in the workplace, on the basis of any protected category identified by local, state or federal law. The Board of Directors has also adopted an additional policy providing a reasonable accommodation process for employees and applicants with a disability to enable them to perform the essential functions of the job.

C. Political Activity: The political activity of a GCTD employee shall conform to pertinent provisions of local, state and federal law. An officer or employee of GCTD shall enjoy freedom from interference for engaging in political activity, provided, however, an employee shall refrain from:

1. Partisan political activity which disrupts or adversely affects the efficiency and integrity of the administration or operation of GCTD.
2. Using the employee's official position or influence to coerce the political actions of others.
3. Knowingly soliciting political contributions or services from GCTD employees or from persons on an employment eligibility list of GCTD.
4. Engaging in political activities during working hours or while wearing a GCTD uniform.

- D. Disclosure of Political Affiliation: No information concerning political affiliation of an applicant or employee shall appear on any personnel forms or records, nor shall such information be solicited. No appointments to, or removal from, a position in the competitive service shall be affected or influenced in any manner by any political opinion or affiliation.

This section does not give immunity to those who become knowingly affiliated with political parties or organizations whose purposes are designed to undermine or overthrow the government of the United States.

- E. Competitive Service System: The competitive service system shall include all appointive officers and employees of GCTD except the position of the General Manager.
- F. Amendment and Revision of Rules and Regulations: Recommendations for the amendments of these personnel rules and regulations shall be presented to the Board of Directors by the General Manager, or designee. Any interested employee or person may appear and be heard at the time amendments are being considered by the Board of Directors. Amendments shall become effective upon adoption by the Board of Directors.

SECTION 22: POSITION CLASSIFICATION PLAN

- A. All Positions in the Competitive Service Classified: All positions in the competitive

service shall be classified and identified by a set of position specifications which includes the position title, job definition, typical tasks and responsibilities, a statement of requirements as to training, experience and other applicable qualifications.

- B. Maintenance of Position Classification Plan: The General Manager, or designee, or a responsible contracting agency, will maintain the position classification plan covering all positions in the competitive service.
- C. Adoption of Position Classification Specifications: Any new or substantially revised position classification specifications become effective when approved by the Board of Directors. Before presentation to the Board of Directors for consideration, the General Manager shall review any substantial changes recommended with the supervisor and the employee affected and, for represented positions, union representatives.
- D. Resurvey of All Position Classifications: Whenever a general resurvey of all the positions in the competitive service system is necessary, the General Manager or designee, or a responsible contractor, may make such resurvey and submit recommendations for changes in the classifications plan to the Board of Directors for its approval by resolution.
- E. Number of Positions: The General Manager or designee may authorize the employment of such number of persons in each classification as he/she may find necessary to perform the work thereof; provided that the total expense to be incurred for such work shall be limited to the amount approved by the Board of Directors in the annual budget.
- F. Basic Use of the Position Classification Plan: The position classification plan shall be used as follows:
1. Consideration in salary determination. Position class specifications will be used to compare jobs within the GCTD organization and also to compare with other organizations. The analyses will make it possible to base salary differentials on sound and recognizable

differences in work, skills and job responsibilities.

2. As a source for preparing public announcements for position openings and in preparing examinations that will measure the qualifications of applicants.
3. As an aid in planning improvement and defining more clearly the various levels of responsibility, lines of command and steps of promotion.
4. As a means of identification in preparing payrolls and budgets.
5. As a foundation for developing in-service training programs.

SECTION 23: EMPLOYMENT IN COMPETITIVE SERVICE

- A. Types of Appointment: All vacancies in the competitive service may be filled by re-employment, promotion, or from eligible candidates certified by the General Manager, or designee from an appropriate employment list.

An eligible applicant may be refused appointment to a position where an immediate family member is employed in a direct supervisory capacity in the same department. When an appointment is refused for this reason, however, the applicant's name remains on the eligibility list for openings in the same classification should one be available in a department where no immediate family member is employed in a direct supervisory capacity.

- B. Applications and Applicants:

1. Announcement: Notice of all open positions in the competitive service will be posted on the GCTD internet web site, on official bulletin boards, and in such other places identified by the General Manager, or designee. The announcement may specify the title and pay range of the class; the nature of the work to be performed; experience and education required; the date, time, place and manner of submitting an application; closing date for submitting an

application, and other pertinent information. For positions which may be filled by other than reassignment of a permanent GCTD employee, a classified advertisement may be placed in a newspaper of general circulation or an internet employment website. The content of the classified advertisement will specify the job title, salary range and the place and time for applying.

2. Application Forms: Applications shall be made on forms provided by GCTD. Such forms may require information covering position title, training, experience, references, and other pertinent information. All applications must be signed by the applicant.

3. Disqualification: The General Manager or designee may reject any application when the applicant does not possess the minimum qualifications required for the position. Whenever an application is rejected, notice of such rejection may be mailed to the applicant. The applicant may be given an opportunity to either provide additional necessary information or documentation, and, assuming that time permits, the applicant may be allowed to continue in the application process upon providing the necessary information or documentation. Applications may be rejected if the applicant is unable to perform safely and effectively the duties of the position with reasonable accommodation for any disability, is addicted to the use of drugs or intoxicating liquor and as a result of such addiction the employee is unable to perform safely and effectively the duties of the position, has been convicted of a crime (such as a crime of moral turpitude, if it has a relationship to the position applied for), or has been untruthful in the application process.

- C. Competitive Examinations: Regarding positions for which competitive examinations are utilized, such examination may be given to all acceptable applicants in the following manner:

1. Preparation and Conduct of Tests: The General Manager, or designee, will

determine the manner, methods and process for the competitive examination. The General Manager, or designee, may contract with any competent agency or individual to prepare, give and score tests.

In the absence of such a contract, the General Manager, or designee, may perform such duties. Test exchange services, old examinations and any other aids available may be used. The General Manager, or designee, may arrange for the use of public buildings and equipment for conducting the tests and may provide assistance for administration of the test.

2. Subjects and Methods of Tests: Tests may be assembled, unassembled, written, oral, practical demonstration or any combination thereof; or any form which will test fairly the qualifications of applicants and will consist of one or more of the following parts:
 - a. Special Subjects: This part may test the duties of a position and must be designed to test the ability of any individual to perform those duties.
 - b. Educational or Computer Skills: This part may consist of spelling, composition, mathematics or any or all of these, as well as other subjects to test the basic training which would logically form the groundwork for performing the duties of the classification. General or specific computer skills may be tested to determine ability to perform the duties of the classification.
3. Examination Grading: In all tests, the examination weighting may be based upon all factors in the test, including educational requirements, experience and other qualifying elements, as shown in the application of the candidate or other verified information. Failure in one part of the test may be grounds for failure in the entire test or disqualification for subsequent parts of the test.

4. Notification of Final Grade Results: Each applicant taking the test may receive written notice of the results. Any applicant may have the right to review his/her own results with the General Manager, or designee. If the General Manager, or designee, determines that an error was made in the test results, a correction will be made. The correction may not, however, invalidate certification of previous appointments.
5. Promotional Tests: As the staffing needs require, promotional tests may be conducted and may consist of evaluation of prior service, accomplishments in special training courses and other tests. All candidates for promotion must be permanent employees in the competitive service and must possess the minimum qualifications, as stated in the position specification.
6. Additional Considerations are Added to the Examination Process: Training and Experience: Additional considerations may include prior job training skills and experience and may consist of a statement of schooling and studies applicable to the position posted. Experience may consist of a statement of all past activities that would prepare candidates for the applied position and may include the names of former employers and/or supervisors, nature of work and references. Information obtained during a normal check of the candidate's references and background may be considered, in accordance with all applicable laws and GCTD policy
 - a. Physical or Medical: A physical or medical examination, which may include a job function analysis, may be required of any applicant once the applicant has been placed on the eligibility list or has been made an offer contingent upon passing a physical or medical examination.
 - b. Personal Interview: In oral examinations, the applicant may be questioned on the duties of the position, training and experience, nature of work performed and other reasonable questions to determine fitness for the position.

D. Eligibility Lists: As soon as practicable after the conclusion of a competitive examination, the General Manager, or designee, may establish an employment list of the applicants who successfully passed the test arranged in the order of final ratings received with the highest score listed first. The final rating may be determined by the total of the score received by each applicant for each part of the test, based upon the relative value assigned to each part of the test. Other regulations governing eligibility lists are:

1. Identical Grades: Wherever identical grades exist, names may be arranged in order of application date.
2. Duration of Eligibility Lists: Eligibility and promotion lists may become effective upon the approval by the General Manager or designee, and such lists may remain in effect for six (6) months. Eligibility lists may be extended by the General Manager, or designee, for an additional not to exceed eighteen (18) months. If, at any time after an eligibility list has been used and the remaining names show low ratings, or names have been passed over previously for valid reasons by the appointing authority, or if there are three names or less on the eligibility list, the General Manager or designee, may cancel the entire list and order another examination when an eligibility list is requested to fill a position.
3. Removal of Names From Lists: The name of any person appearing on an eligibility or promotional list may be removed by the General Manager, or designee, if the eligible person requests in writing for removal from the list; if the person fails to respond to a notice of certification mailed to the last known address; if the person notifies GCTD that he or she declines the employment offer or is no longer interested in the position, or if the person has been certified for appointment three times and has not been appointed. The name of a person on promotional employment lists, who resign from GCTD, may automatically be removed from such lists.
4. Abolishment of Position Places Employee on Eligibility List: After abolishment of a position within a classification, the employee affected

may request to be placed on an eligibility list for a period of one (1) year. In case the classification is abolished, the employee's name will not be placed on an eligibility list.

5. Procedural Errors: Procedural errors made in eligibility compilations may be corrected at any time by the General Manager, or designee, without invalidating any previous action that had been taken.

E. Appointments to Positions:

1. Regular Appointments: When a vacancy in a regular permanent position is to be filled, the General Manager, or designee, may interview a minimum of the top three candidates on the eligibility or promotion list, or if less than three, all applicants whose names appear on the eligibility list. In the absence of an eligibility list, the General Manager, or designee, may interview and assess all qualified applicants in the process of establishing an eligibility list. The General Manager, or designee, may select one of the eligible candidates and notify the selected person. If the candidate accepts the appointment and reports to duty at the designated time, the candidate may be considered a regularly appointed GCTD employee; otherwise the candidate may be considered as declining the appointment.
2. Temporary Appointments: A temporary appointment may be made by the General Manager, or designee, of an applicant who meets the minimum training and experience qualifications for the position. Temporary appointments for represented employees cannot exceed five (5) months (if full-time) or 840 hours worked (if part-time), and for non-represented employees cannot exceed either twelve (12) months or one-thousand (1,000) hours in a fiscal year.
3. Emergency Appointments: To meet the requirements of an immediate emergency condition, such as fire, flood, earthquake, civil unrest or terrorist attack, which threatens public life or property, the General Manager, or designee, may employ such persons as may be needed for the duration of the emergency without regard to the personnel ordinance or policies affecting appointments.

4. Appointment to Senior Management Vacancies: When the following management level employees vacate a position with GCTD, the position may be replaced in accordance with the job description approved by the Board of Directors:

Assistant General Manager
Director of Finance and Administration
Director of Human Resources
Director of Planning & Marketing
Director of Operations & Maintenance

- F. Promotion: The General Manager or designee may designate a vacant position as either open to only current GCTD employees (an internal recruitment) or open to all candidates (an open recruitment).

- G. Probationary Period: All original and promotional appointments to regular represented positions shall be tentative and subject to a probationary period of six (6) months, except that the period shall be twelve (12) months for all non-represented employees. The General Manager, or designee, may extend in writing and upon notice to the employee any employee's probationary period for an additional period of up to six months for a represented employee and up to twelve months for a non-represented employee. Any employee who takes an extended leave of absence (one month or more) during a probationary period shall have the probationary period automatically extended for a period of time equal to the amount of the extended leave of absence. The General Manager's employment appointment is specified by employment contract.

1. Objective of Probationary Period: The probationary period shall be regarded as a part of the testing process and shall be utilized for closely observing the employee's work performance, for determining the effectiveness and appropriate fit of the employee to the position, and for rejecting any probationary employee whose performance does not meet the required standards.
2. Rejection of Probationer: During the probationary period, an employee may

be dismissed from employment at any time by the General Manager, or designee, without cause and without the right of appeal. Probationary dismissals are largely based on unacceptable job performance, lack of the needed skills to perform the essential job functions, attendance issues, and or other adverse actions that may apply as stated in Section 25: Changes in Employee Status.

Gold Coast Transit District is an equal opportunity employer and complies with all applicable federal, state and local fair employment practices laws.

Notification of rejection in writing shall be served on the probationer. Any permanent employee who is promoted to a higher position from a represented classification is automatically granted a leave of absence from the employee's former position until the probationary period has ended.

- H. Reclassification: The salary of an employee who is reclassified shall be determined as follows:
1. If reclassified to a class having the same salary range, the salary and anniversary date of the employee shall not change.
 2. If reclassified to a class having a higher salary range, there shall be no change in the employee's anniversary date and the salary shall be adjusted to either the bottom step of the new salary range, or to not less than a five percent (5%) increase from the previous salary whichever is greater. However, the salary placement may not exceed the maximum of the established range of the new classification, even if it is less than a five percent (5%) increase.
 3. If reclassified to a classification having a lower salary range, the employee shall retain the employee's current salary and anniversary date or if at top step in current classification, will be placed at top step in the reclassified position.
 4. "Y" Ratings: With the approval of the Board of Directors, an employee may be

"Y" rated if the employee's current salary exceeds the last step of the salary range of the new reclassification. When an employee is "Y" rated, the salary immediately prior to the date of the lower reclassification is frozen and may not be increased until the last step of the salary range of the new classification exceeds the salary earned immediately prior to establishment of the "Y" rate.

SECTION 24: SALARY PLAN

A. Preparation of Plan: The General Manager, or designee, or agency employed for that purpose shall prepare a plan for each class of represented position and non-represented position in the competitive service, showing the minimum and maximum rates of pay. In setting the salary ranges, consideration shall be given to prevailing rates of pay for comparable work in comparable public and private employment, including consideration of all forms of benefits and conditions of work, current cost of living, and GCTD's financial condition and policies. Any revisions to the salary ranges for represented employees shall be subject to meet and confer with the recognized employee organizations.

B. Salary and Classification Survey: A classification and salary survey of comparable positions in comparable labor markets shall be conducted at least every five fiscal years at the discretion of the General Manager or the direction of the Board of Directors.

For represented classifications, comparable public transit agencies based primarily on population serviced, organization size, budget size, and geographic location to be used in salary and classification surveys shall be:

1. Central Contra Costa
2. Culver City
3. Simi Valley Transit
4. Monterey/Salinas
5. Riverside
6. Santa Barbara MTD
7. Santa Cruz
8. Santa Rosa

For non-represented classifications, comparable public transit agencies based primarily on population serviced, organization size, budget size, and geographic location to be used in salary and classification surveys shall be:

1. Central Contra Costa
2. Culver City
3. Golden Empire
4. Monterey/Salinas
5. Riverside
6. Santa Barbara MTD
7. Santa Cruz
8. Santa Rosa

C. Promotion: When promoted from one classification to a higher classification, the beginning new salary shall be at least five percent (5%) greater than the previous salary; provided, that no salary increase shall be greater in amount than the maximum level, regardless of percentage. For represented positions, any such increase granted shall become subject to the anniversary increases provided. Any compensation adjustment you may receive will not alter an employee's at-will status as applicable.

D. Payroll Period - Biweekly: Biweekly pay rates shall be established for exempt positions by converting monthly salary rates to an equivalent biweekly rate. Non-exempt positions shall be paid on an hourly basis.

GCTD prefers payroll direct deposits sent directly to employees' bank accounts. Direct deposits (or checks) for each pay period will be available to employees not later than 10:00 a.m. on the Friday following the end of each biweekly pay period. In cases where a Friday payday would fall on a bank holiday, the direct deposits will be processed (or checks will be issued) before the end of the work day prior to the bank holiday. If an employee chooses direct deposit, the employee may choose to receive the wage statements in electronic or paper form.

E. Temporary and Part-Time Employee Compensation: Except as provided, a person employed on a temporary basis or for part-time only, shall be compensated at an hourly rate of pay for hours actually worked. Only

wage compensation is provided. No benefits are provided unless specifically identified by applicable laws or as specified by our current carriers. Such hourly rate may be based on any step established for such position not exceeding the maximum step.

F. Payroll Deduction Plan: For the general good of GCTD and its employees, under the authority of Sections 1157.1, 1157.3 and 3507 of the California Government Code, the Board of Directors hereby approves the following payroll deduction plan:

1. Employee organizations may petition the Board of Directors to have their dues withheld by payroll deductions and paid over to a duly-authorized officer of that organization. Such dues shall be withheld by the Director of Finance and Administration and paid over to such officer.
2. Such deductions may include dues and other services provided by such organizations, all of which shall be included in one item of deduction.
3. Authorization is hereby granted to provide deductions for the following purposes without fee:
 - a. Employee share of medical and related insurance premiums
 - b. Additional life insurance premiums;
 - c. Credit Union dues/ shares;
 - d. Credit Union loans;
 - e. Any recognized charity, provided that ten or more employees participate.
 - f. Direct deposit of payroll check
 - g. U.S. Savings Bonds purchase
4. No employee may have deductions for more than a total of five organizations under this Article.
5. Authorization for deductions allowed by this Article shall be made on standard forms approved by the Director of Finance and Administration, and shall state, among other things, that the authorization to deduct shall continue until revoked in writing; that GCTD or its officers assume no liability for damages suffered by an employee due to any error

by the employee organization or in the operations involved in deducting and paying the dues to the employee organization or in the operations involved in deducting and paying the dues to the employee organization on behalf of the employee; or GCTD, or its officers, shall be protected from damage claims in some other manner.

6. A list of the deductions made from each employee of such organization shall be submitted to the organization together with payment of the amount due at the time of each regular payroll.

G. Standard Work Week GCTD's standard payroll work schedule is Sunday at 12:01 a.m. through midnight on the following Saturday. Our work day begins at 12:01 a.m. on each day and ends at midnight.

GCTD may, at management's discretion, offer some employees the option of an Alternate Work Schedule (AWS). An AWS may be implemented by assigning exempt employees a schedule that includes eighty (80) hours every two-week pay period but varies from the five days per week, eight hours per day workweek. Examples include four (4) ten-hour days per week or a 9/80 schedule (eighty hours worked in nine days during each two-week pay period). Non-exempt employees may be assigned a 40-hour, seven-day payroll workweek that starts and ends at a day and time that is different than GCTD's standard payroll work schedule. (Example for a 9/80 schedule: The employee works Monday-Thursday 8 am to 6 pm and every other Friday 8 am to 5 pm; the seven-day payroll work schedule runs from Friday at 12:01 pm to the next Friday at noon, therefore each week contains forty hours).

The General Manager or designee shall develop and maintain an AWS policy if the AWS option is in use. Employees assigned an AWS will receive and acknowledge written notification of the AWS workweek. Assignment to an AWS is a privilege, not a right. Employees assigned an AWS may request to be returned to the standard payroll work schedule. Management can reassign any employee to return to the standard payroll work schedule at any time.

SECTION 25: CHANGES IN EMPLOYEE STATUS ALL EMPLOYEES

A. Adverse Actions Notice and Procedure:

An adverse action is the disciplinary action that responds to a violation of the express terms provided in a Memorandum of Understanding, the GCTD Personnel Rules, or other rules or practices in place at GCTD. Any regular employee against whom an adverse action is initiated by GCTD, dependent upon the seriousness of the violation, for reprimands, suspensions without pay, demotions, and dismissals, absent any extraordinary or truly unusual circumstances, will be given pre-disciplinary procedural rights, such as notice and a hearing.

Notice: The notice shall be served upon the employee either personally, by mail or by company mail, and shall include: (1) notice of the intended action, the cause or causes thereof, (2) the employee's acts or omissions that form the basis for the cause(s), (3) information to the employee that any documents or materials giving rise to the action will be made available for the employee's inspection or that copies thereof are attached to the notice of intended action, and (4) notice that the employee will have the right to respond to the allegations set forth in the notice of intent, either in writing or at a pre-disciplinary meeting or conference.

Any regular employee in the competitive service shall be subject to adverse actions (as specified in Government Code Section 19572.1 Causes for Discipline) for misconduct, incompetency, inefficiency, insubordination, dishonesty, fraud in securing appointment, inexcusable neglect of duty, inexcusable absence without leave, drunkenness or under the influence of illegal controlled substances or misuse of prescription medication while on duty, discourteous treatment of the public or other employees, misuse of agency property, conviction of a felony or conviction of a misdemeanor involving moral turpitude, prohibited discrimination, harassment, retaliation against any employee or member of the public, failure of good behavior either during or outside of duty hours, which is of such nature that it causes discredit to the appointing authority or the person's

employment, and/or failure to comply with or abuse of GCTD policies, rules, directives and Board rules.

Adverse actions may be recommended to the General Manager or designee by a management employee having authority over the subject employee. The General Manager or designee may initiate and institute an adverse action.

Procedures for adverse actions against represented employees are controlled by the Memoranda of Understanding (MOU) entered into by and between the Board of Directors of Gold Coast Transit District and Service Employees International Union Local #721, as adopted from time to time by the Board of Directors.

Applicable to all employees there may be certain emergency situations in which immediate suspension or termination without pay may be allowed by law, and in those situations the employee shall be promptly provided with the due process procedures set out in the paragraphs above.

B. Procedures for Non-Represented Employees regarding reprimands:

1. Reprimands - Any regular non-represented employee in the competitive service against whom an adverse action is initiated by the General manager, or designee, shall be given notice of at least five (5) working days prior to the effective date of the intended action, the cause or causes thereof, the employee's acts or omissions that form the basis for the cause(s), informing the employee that any documents or materials giving rise to the action will be made available for the employee's inspection or that copies thereof are attached to the notice of intended action and informing the employee that the employee may respond to the General Manager, or designee, orally or in writing prior to the intended effective date of the action. After the notice period and the employee's response, if timely made, the General Manager, or designee, shall implement or not implement the discipline proposed or such lesser form of discipline as is deemed appropriate.
2. Skelly Procedure for non-represented employees regarding suspensions without pay, demotions, and dismissals.

- a. Notice of Intent: Any regular non-represented employee against whom an adverse action is initiated by GCTD, dependent upon the seriousness of the violation, for suspension without pay, demotions, and dismissals will be: (1) notified of the intended action, (2) the cause or causes thereof, the employee's acts or omissions that form the basis for the cause(s), (3) informing the employee that any documents or materials giving rise to the action will be made available for the employee's inspection or that copies thereof are attached to the notice of intended action, (4) The employee will have the right to respond to the allegations set forth in the notice of intent, either in writing or at a pre-disciplinary conference.

If the employee chooses to respond in writing to the notice of intent, the written response must be submitted within five (5) working days of receipt of the notice.

If the employee chooses to appear at the pre-disciplinary conference, the employee will have the right to representation. Even if the employee has representation, the employee must personally appear at the meeting. The employee must notify GCTD management that he/she will appear for the meeting.

- b. Skelly Meeting: The *Skelly* meeting will be conducted by the General Manager, or designee. This is not an adversarial proceeding, therefore the employee will not have the opportunity to cross-examine GCTD representatives, nor present the formal case and opposition to the proposed discipline.
- c. Notice of Action: After reviewing the information presented by the employee and all other documentation, the general manager, or designee, will issue the notice of action. The employee must be provided at least five (5) days notice before the effective date of the action. The employee may appeal the proposed disciplinary action within ten (10) calendar days after receipt of the notice of action to the General Manager for a member board review.
- d. Appeals Process: Suspensions without pay exceeding two (2) days, demotions, and dismissals may be appealed by a regular non-represented employee.

The employee shall notify the General Manager of the intention to appeal in writing

within ten (10) calendar days of the time that the action was implemented. The General Manager shall constitute a board of review as soon as reasonably possible. The board of review at a minimum is a three-member panel selected by the General Manager from among public agency officials whose responsibilities encompass personnel matters. The board of review shall determine from among the members its own chairperson, who has full authority to determine the conduct of the hearing. The General Manager and the employee may be represented, may themselves testify, call witnesses and submit other relevant evidence. The board of review shall, by a majority of its members, make written findings and a decision affirming, revising or modifying the adverse action based on applicable law, GCTD policies, procedures and rules, and the evidence and arguments presented by the parties.

As an alternative appeals option, arbitration or mediation is available if agreed upon by the employee and General Manager and provided by the State Mediation and Conciliation Service (SMCS). The parties shall share equally the cost of either the arbitration or mediation.

C. Other Changes In Employee Status / All Employees

1. Lay Off: If it becomes necessary to lay off employees because of reorganization, changes in operations, lack of work or reasons of economy, the General Manager, or designee, shall prepare a written analysis of the reductions indicated and submit said report to the Board of Directors. After the Board of Directors has decided the degree of curtailment and the activities affected, the General Manager shall take, in order, the following action:

a. All temporary employees shall be dismissed where possible and the vacancies will be filled by transferring qualified permanent employees.

b. In the functions where activities are to be curtailed, determination of classes and positions affected will be made, with relative weight given to efficiency in performance of duties, length of employee's service with GCTD, and the advisability of demoting employees in the higher classification to

lower classifications for which they are qualified and laying off those with less tenure of service.

2. Resignation:

a. Notices: Any GCTD employee may resign from GCTD employment at any time; however, any employee resigning from GCTD should give a minimum of one week's notice to the employee's department director in order for GCTD to fill the position. If the employee does not provide at least one week's notice, the employee's personnel file will note that the employee was "Released with Prejudice." All resignations must be filed by the department head on the Notice of Termination form and forwarded to the General Manager by way of the Director of Finance and Administration for verification of leave record.

b. Privileges Forfeited: Upon resignation, the employee shall forfeit all seniority and employment privileges allowed by these personnel policies. Any person resigning can petition to the General Manager for reemployment by the following Reinstatement Procedure or by complying with the established new applicant employment procedures like any other applicant.

SECTION 26: REEMPLOYMENT AND REINSTATEMENT

- A. Reemployment: Any employee who has been laid off because of a reduction of personnel shall be eligible for re-employment for a period of twelve (12) months if a vacancy occurs for a position of the same classification. The laid-off employee will be placed on a special reemployment list for twelve (12) months. If reemployed, the laid-off employee shall have reinstated the employee's prior employment status, tenure rights and privileges.
- B. Reinstatement: Any employee who has left GCTD employment because of resignation or dismissal can apply for reinstatement within one year by submitting a written request which contains (1) a complete statement of the reasons for leaving GCTD employment, (2) work history since the GCTD termination, including description of duties, amount of earnings, and (3) future plans if reinstated to GCTD. If the General Manager approves the reinstatement, the applicant can be re-

employed in the same job class as occupied prior to resignation. The reinstated employee will have no other rights, privileges or benefits accrued in the previous GCTD employment. The policy will not apply to military reinstatement which is governed by separate rules. Other exceptions can be made only after approval by action of the Board of Directors upon the recommendation of the General Manager.

SECTION 27: PERSONNEL RECORDS

- A. Records in Personnel Office: Personnel records shall consist of a personnel file for each employee, which includes personnel transactions pertaining to the employee from the date of appointment. This record shall contain personal information, all changes in salary, classification, work assignments and any other information, such as when employed, dismissed, adverse action or report of merit. Payroll records and confidential files are kept separate from the employee's general personnel file.
- B. Confidentiality & Employee Rights: Personnel records shall be confidential. An employee or a representative authorized in writing by the employee shall, upon reasonable notice, have access to review the employee's personnel file, Labor Code 1198.5. Requests to review your personnel file or receive copies of your file must be made in writing to Human Resources. Within 30 day of receiving the written request, your personnel file will be made available for inspection at the time and place designated by GCTD's Human Resources. If you requested copies of your file, those copies will be sent to you at the address you have designated within 30 days of receiving your written request. Although you may be required to pay for the cost of such copies.

You may review your payroll records (including time records) in the presence of Human Resources or that person's designee within 21 days of making an oral or written request to Human Resources. You may also request copies of your payroll records, but you must pay the copying costs.

SECTION 28: OFF-JOB ACTIVITES

- A. Regular full-time employees shall not accept employment outside the GCTD service nor shall they participate actively in the

management or operation of any business or enterprise if such employment or participation would in any way conflict with an employee's responsibilities and obligations to GCTD or would effect the efficiency of the employee in the performance of regularly assigned GCTD duties.

- B. A request for outside employment shall be submitted by the employee to the employing Department Director of the business unit. Such requests shall include, if possible, the name, address and type of work of the proposed employer; the period of time and hours of work of the requested employment; the type of duties that are to be performed; and the reason for wanting to accept the extra employment. The department director shall forward, in writing, the request with the department director's recommendations and comments to the General Manager for review and final decision.
- C. If the opportunity for outside work by employees of any department is of a repetitive or recurring nature, the department director may request approval of the general type and amount of work involved rather than submit a request concerning each individual case. Upon approval of the general request, individual cases which are in conformance with the request need not be submitted to the General Manager. In no such case is an employee to engage in outside work in excess of twenty (20) hours in any one week. Other requests for outside work which do not conform to the general request will require individual approval. Any injury resulting from part-time employment shall not be chargeable to GCTD. GCTD employees working part time outside GCTD employment who have a record of excessive sick leave absences may have their outside work privilege rescinded at the discretion of the department director with the approval of the General Manager.

IV. EMPLOYMENT OF RELATIVES AND SPOUSES

SECTION 29: EMPLOYMENT OF RELATIVES

- A. The Board of Directors, General Manager, or any management employee shall not appoint any relative to any position with Gold Coast Transit District, where such appointment and/or employment has the potential for

creating an adverse impact on supervision, safety, security or morale.

- B. A condition which will result in the assignment of a superior and a subordinate who are relatives within the same department shall not be permitted.
- C. Appropriate personnel action will be taken upon consultation with the employees involved to remedy any violation of this section.
- D. Employees who are relatives shall not work in the same department, division, or facility where such has the potential for creating adverse impact on supervision, safety, security, morale, or involves potential conflicts of interest.
- E. For purposes of this provision, relatives shall mean son, daughter, brother, sister, mother, father, aunt, uncle, niece, nephew, grandson, granddaughter, grandmother, grandfather, either by blood or present marriage or registered domestic partner.

SECTION 30: THE EMPLOYMENT OF SPOUSES OR REGISTERED DOMESTIC PARTNERS

- A. It is the policy of GCTD not to discriminate in its employment and personnel actions with respect to its employees, prospective employees and applicants on the basis of marital status or registered domestic partnership. No employee, prospective employee or applicant shall be improperly denied employment or benefits of employment on the basis of his or her marital status or registered domestic partnership. This policy applies to the selection of persons for a training program leading to employment in addition to the above-designated persons.
- B. Marital status is defined as an individual's state of marriage, non-marriage, divorce or dissolution, separation, widowhood, annulment, or other marital state for the purpose of this anti-discrimination policy.
- C. Spouse is defined as partner in marriage as defined in California Civil Code Section 4100. For purposes of this Section, spouse shall also include registered domestic partner.
- D. Notwithstanding the above provisions, GCTD retains the right:

1. To refuse to place one party to a relationship under the direct supervision of the other party to a relationship where such has the potential for creating an adverse impact on supervision, safety, security or morale.
2. To refuse to place both parties to a relationship in the same department, division or facility where such has the potential for creating an adverse impact on supervision, safety, security morale or involving potential conflicts of interest.
3. To maintain or adopt bona fide health plans which provide additional or greater benefits to employees with dependents to those employees without or with fewer dependents. Where such a bona fide health plan discriminates against individuals on the basis of marital status, benefits shall not be conditioned upon whether an employee is "head of household", "principal wage earner", "secondary wage earner" or other similar status.

GOLD COAST TRANSIT DISTRICT

Application for Employment



GCTD is an equal opportunity employer, and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, gender identity, religion, age, veteran status, physical or mental disability or any category protected by state or federal law.

POSITION APPLYING FOR:							
<i>If indicated on the job description, a current DMV H-6 (10-year driver history) will be required at time of application.</i>							
APPLICANT INFORMATION							
Last Name		First Name		M.I.			
Street Address				Apt #			
City		State		Zip			
Phone/Cell #		E-mail					
Phone/Cell # (alt)		SSN (optional)					
ELIGIBILITY							
Do you have a valid driver's license?		YES <input type="checkbox"/> NO <input type="checkbox"/>		State		DL #	
						CLASS	
If applying for a <u>bus operator</u> position, you must be 21 years or older at time of appointment. Do you meet this requirement? YES <input type="checkbox"/> NO <input type="checkbox"/>							
Can you, after a job offer for employment, submit verification of your legal right to work in the United states? YES <input type="checkbox"/> NO <input type="checkbox"/>							
Indicate your availability to work the following shifts?		Available Weekends? YES <input type="checkbox"/> NO <input type="checkbox"/>		Available any shift?		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Do you have any relatives that work at GCTD or are Members of the Board? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, provide name (s)							
Have you ever worked for GCTD? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, provide employee ID.							
EDUCATION (Proof of education will be required prior to appointment.)							
What is the highest level of education you have completed? (check box below)							
High School/GED <input type="checkbox"/>		Some College <input type="checkbox"/>		Associates (AA) <input type="checkbox"/>		Bachelors (BA/BS) <input type="checkbox"/>	
						Masters/PhD/JD <input type="checkbox"/>	
High school / Colleges / Universities Attended		Course of Study/Type of Degree		# of yrs completed		Did you graduate?	
						YES <input type="checkbox"/> NO <input type="checkbox"/>	
						YES <input type="checkbox"/> NO <input type="checkbox"/>	
						YES <input type="checkbox"/> NO <input type="checkbox"/>	
OTHER RELEVANT COURSES AND TRAINING							
Name of Course		Name of Institute		Length of Course		Dates Attended	
PROFESSIONAL LICENSE (S) OR CERTIFICATES (S)							
Type		Date Issued		Expiration Date		Serial #	
LANGUAGES							
<u>Other than English</u> , list any languages in which you are fluent?				Speak		Read/Write	
I certify that all statements in this application are true and I agree that any misstatement or concealment of fact may subject me to disqualification or dismissal. I understand that any offer of employment is contingent upon passing a drug and alcohol test and a fitness for duty examination for the position for which I am applying. I understand that employment with GCTD is at-will meaning that I may resign my employment without giving a reason and GCTD retains the right to terminate employees at any time, with or without advanced notice or cause, for any reason not prohibited by law.							
INITIAL HERE _____ TO CERTIFY THAT YOU HAVE READ AND AGREE TO THE STATEMENT ABOVE.							
SIGNATURE				DATE			

EMPLOYMENT HISTORY

Beginning with your most recent employer, please list your work history for the last ten years. List each position and promotion separately. If more space is needed to cover the last ten years, a separate sheet prepared in the same format / or a resume or other supporting documentation may be attached. An incomplete work history may disqualify you from further consideration.

CURRENT/PREVIOUS EMPLOYMENT

Employer				From (Mo / Yr)	
Job Title				To (Mo / Yr)	
# of employees supervised?		Reason for leaving?		Hours per week	
Supervisor Name / Title		Phone		May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
List Duties					

PREVIOUS EMPLOYMENT

Employer				From (Mo / Yr)	
Job Title				To (Mo / Yr)	
# of employees supervised?		Reason for leaving?		Hours per week	
Supervisor Name / Title		Phone		May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
List Duties					

PREVIOUS EMPLOYMENT

Employer				From (Mo / Yr)	
Job Title				To (Mo / Yr)	
# of employees supervised?		Reason for leaving?		Hours per week	
Supervisor Name / Title		Phone		May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
List Duties					

PREVIOUS EMPLOYMENT

Employer				From (Mo / Yr)	
Job Title				To (Mo / Yr)	
# of employees supervised?		Reason for leaving?		Hours per week	
Supervisor Name / Title		Phone		May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
List Duties					

It is GCTD's policy, as part of the selection process, to contact your previous employers for employment-related reference information. **Please Note: We will not contact your CURRENT employer unless you authorize us to do so above.**

INITIAL HERE _____ TO AUTHORIZE GCTD TO CONTACT MY PREVIOUS EMPLOYER(S) INDICATED ABOVE.

NAME		DATE	
------	--	------	--

NOTICE OF DRUG AND ALCOHOL TESTING FOR SAFETY-SENSITIVE POSITIONS

It is GCTD policy and it is required by law, to have a drug-free and alcohol abuse-free workplace environment to protect employees, passengers, and the public. Safety-sensitive employees must be free of job-impairing substances on duty, when reporting for duty, while subject to duty, while in a company uniform, or while on GCTD's premises or property.

A safety-sensitive function includes any of the following duties: operating a revenue service vehicle, whether or not in revenue service; holding a Commercial Driver's License; controlling dispatch or movement of a revenue service vehicle; and maintaining a revenue service vehicle or equipment used in revenue service.

DETECTION, DETERRENCE AND ENFORCEMENT - Federal Law (49 CFR § 40) requires that effective January 1, 1995, all employees in safety-sensitive positions will be subject to drug testing in the following circumstances: pre- employment, reasonable suspicion, post-accident, random, return-to-work duty/follow-up drug and alcohol testing. Applicants for safety-sensitive positions will not be hired, nor will current employees be assigned, to safety-sensitive functions unless and until they pass a drug and alcohol test.

CONSEQUENCES OF A POSITIVE TEST RESULT - GCTD prohibits an employee from performing a safety-sensitive function when an employee's alcohol test indicates an alcohol concentration at or above 0.04 or greater and/or detects prohibited drugs and substances including (but not limited to) the following: Amphetamines and Methamphetamines, Cocaine, Marijuana/Cannabinoids (THC), Phencyclidine (PCP), Opioids (codeine, heroin morphine, oxycodone, oxymorphone, hydrocodone, hydromorphone) (49 CFR § 40.23).

When GCTD has received a verified positive drug test result or a confirmed alcohol test level at or above 0.04 or greater, or when an employee refuses to submit to a required drug or alcohol test, GCTD shall advise the employee of the resources available for evaluating and resolving problems associated with prohibited drug use and alcohol misuse, including the names, addresses, and telephone numbers of substance abuse professionals (SAPs) and counseling and treatment programs (49 CFR § 655.62). Positive drug/alcohol test results or refusal to submit to a drug test may result in disciplinary action up to and including dismissal of employment or, if not yet hired, disqualification from further consideration (GCTD Personnel Rules).

An applicant who is disqualified or an employee who is disciplined/terminated as the result of failing a drug and/or alcohol test may appeal on the grounds that the drug was obtained legally, or there has been a violation of the test protocol or chain of custody procedures, or other irregularity that invalidates the test results. A disqualified applicant may have his/her drug test specimen retested at his/her own expense and include the results of the retesting in his/her appeal (Cal. Admin Code tit. 2 § 213.6).

CONFIDENTIALITY OF RECORDS - Laboratory reports or test results will be kept in a confidential folder that is separate from the employees' personnel folder and will be held for five (5) years. The Human Resources & Risk Manager is responsible for the security of these reports and for obtaining the results from GCTD's authorized medical clinics. These reports will be disclosed to a very limited number of GCTD's Managers on a strict need-to-know basis. The test results may be disclosed to the tested employee or applicant upon request (49 CFR § 655.71).

ACKNOWLEDGEMENT

I hereby acknowledge that applying for or accepting a safety-sensitive position with GCTD requires that I submit to drug and alcohol testing for pre-employment, reasonable suspicion, post-accident, random, return-to-work and follow-ups. I understand GCTD's authorized third party Medical Review Officer's clinics (Coastal Occupational Medical Group, U.S Healthworks and CMH) will conduct the tests.

I also understand that the results of this drug and alcohol test will be made available to GCTD's Human Resources & Risk Manager. I further understand that the results of this test may adversely affect my application or employment status.

I understand that any material misrepresentation I make or any attempt or fact of contamination of the specimen(s) will be cause for disciplinary action up to and including dismissal. I also understand that I have the right to refuse to submit to a drug or alcohol test. If I refuse, my refusal will result in disciplinary action up to and including disqualification from consideration or, if hired, dismissal of employment.

PRE-EMPLOYMENT NOTIFICATION & PAST TEST RESULTS

I understand and acknowledge that I will be required to undergo a urine drug test under the authority of the U.S. Department of Transportation (DOT), Federal Transit Administration (FTA) prior to being hired or transferred into a safety-sensitive position as defined in CFR Part 655¹. I understand and acknowledge that I will not be assigned to perform a safety-sensitive function unless my urine drug test has a verified negative result.

In the past two years, have you tested positive (or refused to test) on any DOT pre-employment drug or alcohol test, administered by an employer to which you applied for but did not obtain a safety-sensitive position? YES NO

If you answered YES above - Can you provide documentation that you successfully completed the dot return-to-duty requirements described in (49 CFR § 40), Subpart 0? YES NO

INITIAL HERE _____ TO CERTIFY THAT YOU UNDERSTAND AND ACKNOWLEDGE THE ABOVE STATEMENTS

NAME		DATE	

¹ A safety-sensitive function, as described in 49 CFR Part 655 Section 655.4, includes: (1) operating a revenue service vehicle; (2) operating a non-revenue service vehicle, when required to be operated by a CDL holder; (3) controlling dispatch or movement of a revenue service vehicle; (4) maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service; or (5) carrying a firearm for security purposes.

AUTHORIZATION FOR RELEASE OF INFORMATION – 49 CFR PART 40 DRUG AND ALCOHOL TESTING

I hereby authorize release of information from my DOT-regulated drug and alcohol testing records by my previous employer, listed in Section 1-B to the employer listed in Section I-A. This release is in accordance with DOT Regulation 49 CFR Part 40, section 40.25.

YES NO

SECTION I: TO BE COMPLETED BY THE NEW EMPLOYER AND SIGNED BY THE EMPLOYEE, AND TRANSMITTED TO THE PREVIOUS EMPLOYER.

EMPLOYEE NAME		SS# (optional)	
SIGNATURE		DATE	
I-A	NEW EMPLOYER NAME:		
	DESIGNATED EMPLOYER REPRESENTATIVE:		
	ADDRESS:		
	PHONE #:	FAX #:	
I-B	PREVIOUS EMPLOYER NAME:		
	DESIGNATED EMPLOYER REPRESENTATIVE:		
	ADDRESS:		
	PHONE #:	FAX #:	

SECTION II: TO BE COMPLETED BY THE PREVIOUS EMPLOYER AND TRANSMITTED TO THE NEW EMPLOYER.

In the two years prior to the date of the employee's signature (in Section I), for DOT-regulated testing:			
II-A	1. Did the employee have alcohol tests with a result of 0.04 or higher?		YES <input type="checkbox"/> NO <input type="checkbox"/>
	2. Did the employee have verified positive drug tests?		YES <input type="checkbox"/> NO <input type="checkbox"/>
	3. Did the employee refuse to be tested?		YES <input type="checkbox"/> NO <input type="checkbox"/>
	4. Did the employee have other violations of DOT agency drug and alcohol testing regulations		YES <input type="checkbox"/> NO <input type="checkbox"/>
	5. Did a previous employer report a drug and alcohol rule violation to you?		YES <input type="checkbox"/> NO <input type="checkbox"/>
	6. If you answered "Yes" to any of the above items, did the employee complete the return to duty process?		YES <input type="checkbox"/> NO <input type="checkbox"/>
Person providing information in Section II-A			
II-B	NAME	TITLE	
	PHONE	DATE	

NAME		DATE	
------	--	------	--

GOLD COAST TRANSIT DISTRICT
Application for Employment



EQUAL EMPLOYMENT OPPORTUNITY - VOLUNTARY SURVEY

To comply with the U.S. Equal Employment Opportunity Commission and California Fair Employment and Housing requirements, Gold Coast Transit District (GCTD) is asking all applicants to provide the following information. **Data collected will be used only for statistical purposes to measure the effectiveness of our recruitment efforts.**

GCTD does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, religion, age, veteran status or disability in the provision of services or employment. **This portion of the application will be detached, and the information will not be used to make any employment decision that affects you.**

GENDER	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> decline to state
---------------	-------------------------------	---------------------------------	---

AGE GROUP	<input type="checkbox"/> Under 40	<input type="checkbox"/> 40 or over	<input type="checkbox"/> decline to state
------------------	-----------------------------------	-------------------------------------	---

ETHNICITY	DO YOU CONSIDER YOUR ETHNIC BACKGROUND TO BE HISPANIC OR LATINO?		
	Hispanic or Latino means a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture.		
	<input type="checkbox"/> YES, I am Hispanic or Latino.	<input type="checkbox"/> NO, I am not Hispanic or Latino.	

STARTING WITH THE 2000 U.S. CENSUS, THE CLASSIFICATION OF HISPANIC/LATINO WAS CHANGED FROM A RACIAL GROUP TO AN ETHNICITY GROUP. WHETHER OR NOT YOU CHECKED "YES, I AM HISPANIC OR LATINO" ABOVE, YOU MUST ALSO CHECK A CATEGORY OF RACIAL GROUP BELOW.

RACE	WHAT RACIAL GROUP DO YOU CONSIDER TO BE YOUR MOST PREDOMINANT? (CHECK ONLY ONE)		
	SINGLE RACE GROUP CATEGORIES	<input type="checkbox"/> American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.	
		<input type="checkbox"/> Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent, including for example, Cambodia, China, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.	
		<input type="checkbox"/> Black or African American - A person having origins in any of the Black racial groups of Africa.	
		<input type="checkbox"/> Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
		<input type="checkbox"/> Caucasian (White) - A person having origins in any of the original peoples of Europe, the Middle East or North Africa. If your origins are from Spain, you should check "Caucasian."	
	DUAL RACE GROUP CATEGORIES	<input type="checkbox"/> American Indian or Alaska Native & Black	
		<input type="checkbox"/> American Indian or Alaska Native & White	
		<input type="checkbox"/> Asian & White	
		<input type="checkbox"/> Black & White	
OTHER	<input type="checkbox"/> Please name the racial group(s)		

PLEASE TELL US HOW YOU HEARD ABOUT THIS JOB OPENING?

<input type="checkbox"/> Job bulletin posting (flyer)	<input type="checkbox"/> Employee Referral (name)	
<input type="checkbox"/> Newspaper: VC Star, Los Angeles Times	<input type="checkbox"/> EDD Employment Development Department / Jobs Center	
<input type="checkbox"/> Website: www.GoldCoastTransit.org	<input type="checkbox"/> Advertisement seen on bus	
<input type="checkbox"/> Website: www.TransitTalent.com	<input type="checkbox"/> Facebook / Twitter / Instagram (or other social media)	
<input type="checkbox"/> Website: wwwIndeed.com	<input type="checkbox"/> TV / Radio	
<input type="checkbox"/> Another Website (name)	<input type="checkbox"/> Other	

GOLD COAST TRANSIT DISTRICT

Application for Employment

Voluntary Self-Identification of Veterans in the United States Armed Forces

Gold Coast Transit District is an equal opportunity employer. G C T D does not discriminate in hiring or employment against any individual on the basis of race, color, gender, national origin, ancestry, religion, physical or mental disability, age, veteran status, sexual orientation, gender identity or expression, marital status, pregnancy, citizenship, or any other factor protected by anti-discrimination laws. **Data collected will be used only for statistical purposes to measure the effectiveness of our recruitment efforts. This portion of the application will be detached, and the information will not be used to make any employment decision that affects you.**

Are you a veteran of the United States Armed Forces?

- YES, I IDENTIFY AS A VETERAN
- I AM NOT A VETERAN
- I DO NOT WISH TO SELF-IDENTIFY

Voluntary Self-Identification of Disability

Do you have a physical or mental disability or impairment that substantially limits at least one major life activity? *As adapted from the Federal Rehabilitation Act Section 504 Disabled Person - Any person who has an impairment which substantially limits one or more major life activities: i.e. walking, lifting, breathing, hearing, seeing, speaking, reading, writing, etc.

- YES, I HAVE A DISABILITY
- NO, I DO NOT HAVE A DISABILITY
- I DO NOT WISH TO SELF-IDENTIFY

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. In compliance with the Americans with Disabilities Act (ADA), if you need special assistance, please contact GCTD's Human Resources at (805) 483-3959.



**JOB ADVERTISING
RECRUITMENT SITES**

On-line Recruiting Sites:	Pricing:	Print/On-line
Passenger Transport	\$1.50 p/w Logo Fee Per Issue: \$40.00	Both
Transit Talent	\$110.00/\$135.00 featured listing \$130-2 Issues/\$155-2F Issues \$150-3 Issues/\$175-3F Issues \$165-4 Issues/\$190-4F Issues	Both
Indeed	\$25.00 no Host/ \$50 Host	On-line
Zip Recruiter	\$350.00	On-line
VC Star	\$700.00-\$1,000.00 7day/14days	Print Only
VC Start On-line Career Builder The Job Network	\$800.00-\$1,000.00 30 day (Included) (Included)	On-line
GCTD Website	\$0	On-line
One Stop Simplicity	\$250.00	College Campus recruiting platform
SCRS-National Recruiter Phillips S. Buckley	Contingency Search 15%-18% of candidates annual salary with 6-month guarantee Dedicated Team Search 3 rd up front/3 rd upon offer/ 3 rd 30 days after 1-year guarantee	
DBS Search Group Lindsay Lett	12% candidates first yr. salary/90-day guarantee	
Chris Reeves Staffing Solutions	772-678-5635 12%-15% candidates annual fee/6-month guarantee	
Glassdoor.com	Free	On-line
CaJOBS	Free	On-line
Careersingovernment.com	Starting at \$400 to \$1,000.00 depending on ad/including diversity boosts can purchase in pack \$ increase	On-line

GOLD COAST TRANSIT DISTRICT



MV Transportation

FTA/EEO-4 Program

Division: Oxnard, CA

Division 141

Plan Dates: Expire January 2022

Data Dates: January 2016-December 2018

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Confidentiality/Privilege Statement

Copies of this EEO Program (Plan) and all related documents and support data are made available on loan to the Division's client(s) upon request and on the condition that the client(s) hold them totally confidential and not release copies to any persons whatsoever without prior written consent of MV Transportation, Inc. (MV). The EEO Plan and its supporting documents contain confidential information which may reveal directly or indirectly, the Company's business plans. MV considers this Plan, all portions thereof, and all supporting material to be its private and confidential property to be on loan to the government under specific conditions, and to be exempt from disclosure under federal and state Freedom of Information Acts on the ground, among others, that such material constitutes: 1) personnel files, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, which are exempt from disclosure under federal and state law; 2) confidential, commercial or financial information, which is exempt from disclosure under federal and state law; 3) investigatory records compiled for law enforcement purposes, the production of which would constitute an unwarranted invasion of personal privacy, which are exempt from disclosure under federal and state law; and 4) matters specifically exempt from disclosure by statute.

MV Transportation, Inc. further requests everyone who has any contact with this Plan or its supporting documents and other data treat such information as totally confidential and that such information not be released to any person whatsoever.

In the preparation of this EEO Plan, the terminology used in the applicable laws and regulations were used as a guide by MV Transportation, Inc. Therefore, the use of such terms as "underutilization," "deficiency," "problem areas," should not be construed as an admission by MV, in whole or in part, that any protected class has been or are presently being underutilized, concentrated, or discriminated against in any way in violation of federal, state or local fair employment practice laws. Further, nothing contained in the EEO Program or its supporting data should be construed as an admission by MV Transportation, Inc., in whole or in part, that it has contravened such federal, state or local employment laws.

In developing and implementing this Plan, MV has been guided by its established policy of providing equal employment opportunity. Any goals that MV Transportation, Inc. has established herein are not intended as rigid, inflexible quotas that must be met, but rather as targets reasonably attainable by applying every good faith effort in implementing this Plan. The use and/or effect of goals in this EEO Plan is not intended to discriminate against an individual or group of individuals with respect to any employment opportunity for which he, she or they are qualified on the grounds that he, she or they are not the beneficiaries of affirmative action themselves. Indeed, nothing herein is intended to sanction the discriminatory treatment of any person.

Statement of Policy

MV Transportation (MV) management and staff pledge their continued support to the Federal Transit Administration's (FTA) program on equal employment opportunity affecting employment practice, including but not limited to recruitment or recruitment advertising, hiring, upgrading, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation and treatment of employees will be administered without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veterans status, or other protected class. and terms and conditions as set forth under the requirement of circular 4704.1A.

MV is firmly committed to a policy of equal employment opportunity and will administer its personnel policies and conduct its employment practices in a manner that results in treatment based on merit, experience and other work related criteria, without regard to race, color, creed, religion, sex, national origin, age, disability or any other protected characteristic under relevant state and federal laws.

MV is committed to undertake an affirmative action program, including recommended goals and timetables, to effectively advance program objectives.

MV is committed to non-discrimination in the provision of all services to its employees and the public. All decisions regarding selection and conditions of employment of eligible persons will be made without regard to race, religion, color, sex, age, national origin, disability, or reprisal. All employee conduct, whether intentional or not, that discriminates against another employee due to race, color, creed, religion, sex national origin, age, disability or any other protected characteristic under relevant state and federal laws will not be tolerated. Such conduct is cause for disciplinary action up to and including termination. Plan is available for inspection upon request

MV is committed to providing reasonable accommodations to applicants and employees who are qualified for a job, so that they may perform the essential job duties of the position.

Any employee or applicant who believes that he/she had been subjected to discrimination or retaliation has the right of contacting their local EEOC office or the company EEO Compliance Manager. Retaliation against an individual who file a charge or complaint, etc., is strictly prohibited and will not be tolerated.

Brandy Gaskin, EEO Compliance Manager has been delegated responsibility for developing and monitoring equal employment opportunity programs. Ms. Gaskin reports directly to the CEO, however, management personnel at every level shares in the responsibility for promoting equal employment opportunity and ensuring essential compliance. Officials, managers and supervisors will be evaluated on the efforts they expend to insure the success of the EEO program the same as their performance on other organization goals. Ms. Gaskin contact-2711 N. Haskell Ave, Suite 1500 | Dallas, TX 75204, telephone (972) 391-4600.

Successful achievement of EEO goals will provide benefits to recipients, sub-recipients, and contractors though fuller utilization and development of previously underutilized human resources.



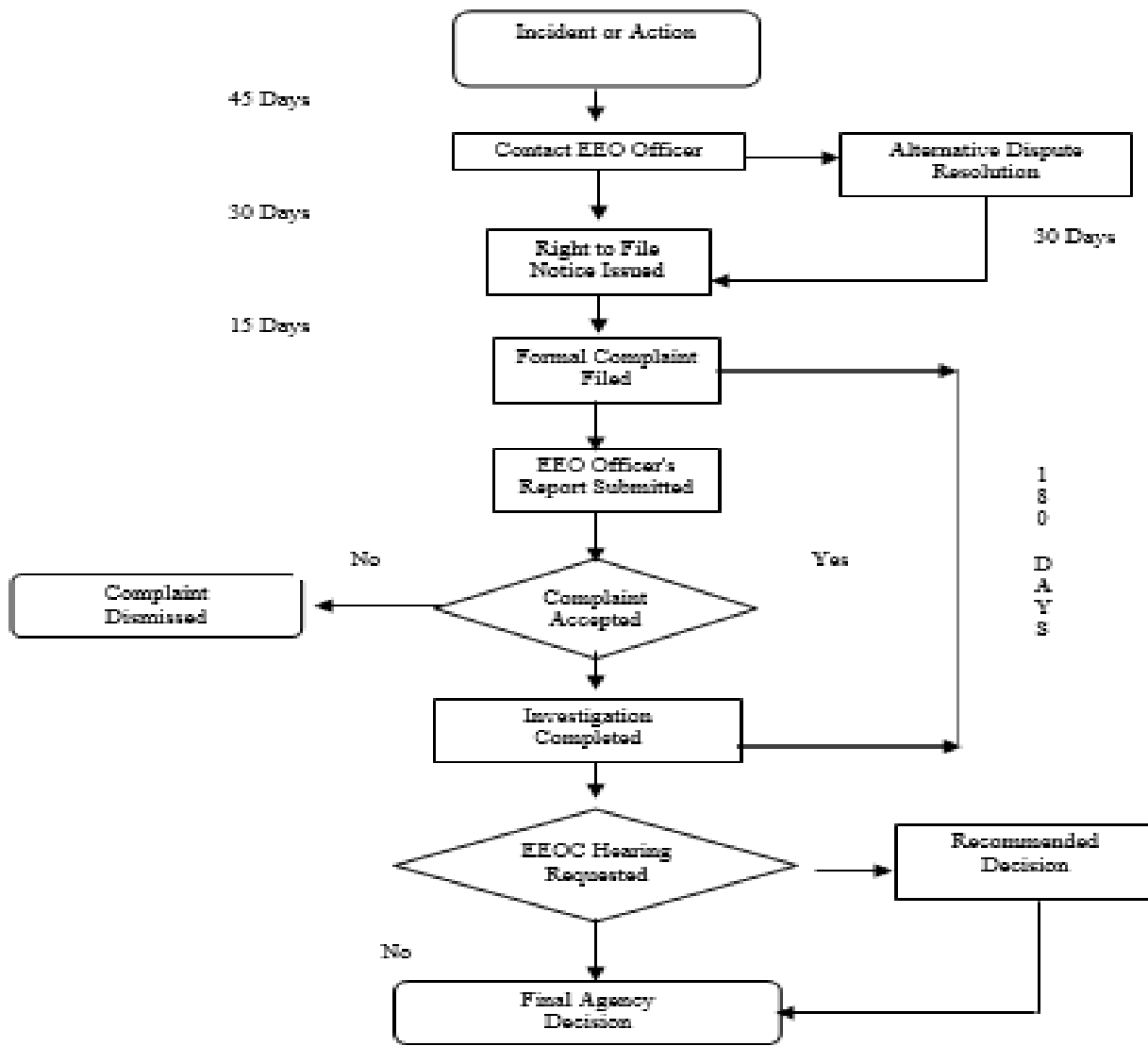
11/4/2018

Kevin Jones

Chief Executive Officer

MV Transportation, Inc.

How to File Complaint Process



Investigation Process

When a complaint is received, the allegations will be investigated promptly in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent possible under the circumstances. The investigation may include review of document, interviews, assessment of evidence and other actions relevant to the circumstance of each case.

In determining whether alleged conduct constitutes an EEO violation, consideration shall be given to facts and circumstances, including the context in which the alleged incident occurred.

If it is determined that a violation has occurred, action to eliminate the offending conduct will be taken promptly. When appropriate, disciplinary action will be taken against the employee up to and including dismissal.

Filing a Formal Complaint

- Complaints may also be filed in person, by telephone or on a statement form.
- Anonymous letters will also be investigated to the extent possible.
- When contacted, complainants should be able to provide corroborating information to support the allegation. For example, names of witnesses, letters, memos, dates and times the incident took place.
- Complainants will be given information on external enforcement agencies (i.e., the EEOC, the Commission on Human Relations).

Timeliness

- A complainant is to report the incident as soon as possible.
- The FTA and EEOC may have their own deadlines to file complaints. Employees and applicants for employment may contact either or all offices for additional information regarding their requirements.
- Disciplinary Action If it is determined that an MV employee engaged in any activity involving a violation to a departmental policy or inappropriate conduct, disciplinary action will be taken as appropriate, up to and including dismissal. Employees will not be disciplined or otherwise retaliated against for reporting in good faith what he or she believes to be a possible violation of MV's EEO

policies, even if he or she is not sure a violation has occurred. However, any employee who is in receipt of a complaint or has knowledge of a potential violation and fails to take action by reporting the matter may be subject to disciplinary action up to and including dismissal.

- Posting All policies relevant to Equal Employment Opportunity are to be posted on bulletin boards, in the Human Resources Division and in areas where employees normally congregate.

Goals and Objective

Goals and objectives shall be reviewed (quarterly, semiannual or annually). The following activities necessary to prepare and update the goals and objectives of the EEO plan:

- a) Analyze current staff and staffing patterns to determine the demographics of MV employees and of the order to establish benchmark ratios of race and sex.
- b) Based on the ratios developed under section (a), establish short range (less than 1 year) employment goals and objectives to address any areas of under-utilization of minorities or females and/or which would further equal employment opportunity for MV employees or the projected work force.
- c) Based on the ratios developed section (a), establish longer range (1-3 years) employment goals and objectives to address any areas of under-utilization of minorities or females and/or which would further equal employment opportunity for MV employees or the projected work force.

Dissemination of Policy

MV Transportation, Inc. is aware of the importance of publicizing and the dissemination of the EEO policy statement by positing in a noticeable locations, where employees, applicants, and potential applicants are aware of the agency's commitment to EEO. MV Transportation disseminate the EEO policy internally and externally.

Internal Dissemination

MV Transportation is committed to communicating the existence of the EEO policy and program to employees, applicants, and potential applicants by:

- Providing written communications from the Chief Executive Officer.
- Posting official EEO materials (e.g., Federal and state labor laws poster(s)) and the agency's policy statement on bulletin boards, near time clocks, in employees' breakrooms, and in the employment/personnel office.

- Including the EEO policy statement in the agency’s personnel and operations manual, employee handbooks, reports, and manuals FTA C 4704.1A Chapter 2 – EEO Program Requirements 2-3.
- Meeting with CEO, top management officials (e.g., bus operations, human resources, planning, marketing, etc.) at a minimum semiannually to discuss the EEO Program and its implementation.
- Meeting with all employees and affinity groups to seek input on the program implementation.
- Conducting periodic EEO training for employees and for managers.
- Conducting EEO training for all new supervisors or managers within 90 days of their appointment.

In addition to posting and publicizing the EEO policy statement, MV Transportation includes the policy statement in employee orientation materials and require new employees to sign a form acknowledging they have read and understand the policy. MV Transportation maintain documentation that the EEO policy and program distributed to employees and managers. This includes maintaining agendas, training records and sign-in sheets for meetings conducted when the EEO policy and its implementation are explained.

External Dissemination

1. Recruitment Sources. MV currently partners with Americas’ Job Exchange, which has specific exchanges for Veterans, Disability, Women and Minorities as well as networks with state unemployment agencies and community-based organizations. All advertisements seeking applicants for employment will identify MV Transportation, Inc. as an “Equal Opportunity Employer”.
2. Outreach. When conducting outreach or partnering/advertising with recruiting sources, MV will ensure that all external recruiting partners have received MV EEO Policy.
3. Advertisements. MV currently relies on CareerBuilder to post open positions. Occasionally, MV may elect to post in a local publication if required to keep up with staffing needs. All advertisements seeking applicants for employment will identify MV Transportation, Inc. as an “Equal Opportunity Employer.”
4. External Applicants. MV Transportation, Inc. will notify all applicants of the EEO policy. Application forms state our commitment to equal employment opportunity. Notices to recruitment sources and all employment advertisements state this EEO policy.

Designation of Personnel Responsibility

Brandy Gaskin has been named the EEO Officer and reports directly to Kevin Jones, Chief Executive Officer, for the purpose of achieving compliance with this plan. Additional organizational information in the form of an Organizational Chart is attached as **Appendix B**. The EEO Officer has been charged with the following responsibilities:

1. The EEO Officer is responsible for developing and recommending an EEO policy, a written EEO program and developing an internal and external communication procedures (outlined in prior section);
2. Be sensitive to, and aware of, the varied ways in which discrimination occurred as be committed to the EEO program goals and objectives;
3. Have knowledge of civil rights precepts, policies, rules, regulations and guidelines;
4. The EEO Officer has the authority and ability to work and communicate with other Managers and Supervisors at all organizational levels to achieve EEO goals and objectives;
5. Assisting divisional management in collecting and analyzing employment data, identifying problem areas, setting goals and timetables, and developing programs to achieve goals;
6. Designing, implementing and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where further action is needed;
7. Reporting periodically to the Chief Executive Officer, Chief Operations Officer and regional Senior Vice Presidents on progress of each division in relation to goals;
8. Serving as a liaison between MV Transportation, Inc., federal, state and local governments, regulatory agencies, minority, disabled and women's organizations, and other community groups;
9. Assuring that current legal information affecting affirmative action is disseminated to responsible officials;
10. Assisting in recruiting minority, disabled and women applicants and establishing outreach sources for use by hiring officials;

11. In conjunction with the Director of Compensation, concurring in all hires and promotions;
12. Processing internal employment discrimination complaints (external discrimination complaints are handled by the Associate General Counsel);
13. Working with divisional managers and supervisors to ensure that MV EEO Policy is understood and adhered to,
14. Develop and review EEO training programs for managers and employees, as well as partnering with the Director of Learning and Development to identify the most effective method of learning;
15. Partnering with Human Resources to advise employees and applicants of available training programs, professional development opportunities and minimal entrance requirements, and;
16. Partnering with Human Resources, Legal, and Labor leaders (where needed) to periodically review MV employment practices, reasonable accommodation policies, performance evaluations, complaint procedure, union agreements, and Open-Door policy to ensure effectiveness. The latest policy, last reviewed in January 2017, is attached as **Appendix C**.

Although MV Transportation, Inc.'s EEO Officer has primary responsibility for implementing the company's EEO plan, carrying out EEO and affirmative action is an integral function of all officials, managers, and supervisors. Managers are expected to carry out the following responsibilities as part of their job:

1. Assisting in identifying problem areas and working with the EEO Officer to establish recruiting and hiring goals and objectives;
2. Being actively involved with local minority organizations, women's and disabled groups, community action organizations and community service programs designed to promote EEO;
3. Assisting the EEO Officer by participating actively in periodic audits of all aspects of employment in order to identify and to remove barriers obstructing the achievement of specified goals and objectives;
4. Holding regular discussions with other managers, supervisors, and employees to assure that MV Transportation, Inc.'s policies and procedures are being followed;
5. Reviewing the qualifications of all employees to assure that minorities, vets, disabled persons and women are given full opportunities for transfers, promotions, training, salary increases and other forms of compensation;
6. Participating in the review and/or investigation of complaints alleging discrimination;
7. Conducting and supporting career counseling for all employees; and
8. Participating in periodic audits to ensure that each division is in compliance (e.g., EEO posters are properly displayed on employee bulletin boards).

Current Utilization Analysis

A utilization analysis consist of a workforce analysis and an availability analysis. The purpose of the utilization analysis is to identify those job categories where there is an underutilization and/or concentration of minority males and women in relation to their availability in the relevant labor market.

- Officials and Managers includes, but not limited to:

- CEO
- Vice Presidents
- Directors
- Counsel
- Managers

- Administrative Support includes, but not limited to:

- Reservationist
- Dispatcher
- Lead Dispatcher
- Scheduler
- Administrative Clerk
- Scheduling Supervisor
- Dispatch Supervisor

- Craft Workers includes, but not limited to:

- Mechanics

- Service/Maintenance includes, but not limited to:

- Drivers
- Utility Worker
- Bus Aides

The current workforce analysis as of November 2018, which may includes the following position categories (Officials and Managers, Administrative Support, Skilled and Service/Maintenance):

Of the (3) **Officials and Managers** positions:

- There was one (1) or 33% female in this position, there was a slight underutilization, where availability is listed at 37.8%. After “whole person” calculation, this represent an underutilization of .14, which is less than one whole person. No goal is set for this position.
- There was one (1) or 33% minority in this position. This exceeds expectation, where availability is listed at 12.9%.

Of the (7) **Administrative Support** positions:

- There was four (4) or 57% female in this position, there was a slight underutilization, where availability is listed at 74.3%. After “whole person” calculation, this represent an underutilization of 1.21, which is less than one whole person. Goals was set as follow:

Short Term (first 12 months): No Goal Set

Long Term (2-4 years): Increase females in the position by one (1) whole person.

- There was three (3) or 42% minority in this position. This exceeds expectation, where availability is listed at 11.7%.

Of the (3) **Skilled Workers** positions:

- There were zero (0) or 0% female in this position. This exceeds expectation, where availability is listed at 5.4%.
- There was three (3) or 100% minority in this position. This exceeds expectation, where availability is listed at 36.5%.

Of the (33) **Service/Maintenance** positions:

- There was sixteen (16) or 48% females in this position. This exceeds expectation, where availability is listed at 31.3%.
- There was sixteen (16) or 48% minority in this position. This exceeds expectation, where availability is listed at 39.6%.

There are no positional reports in the following categories:

- Professionals
- Technicians
- Para-Professional

Period As Of: December 31, 2018																	Current		Availability		% of Under-Utilization		GOAL		PROJECTED % INCREASE										
Dept. Job Title or Number	TOTAL			MALE							FEMALE							MIN		F		Availability		% of Under-Utilization		GOAL		12 MO		2 YR		3 YR		4 YR	
	TOTAL	M	E	W	AA	HISP	AS	AIAN	NHOPI	MULTI	W	AA	HISP	AS	AIAN	NHOPI	MULTI	#	%	#	%	MIN	F	MIN	F	MIN	F	MIN	F	MIN	F	MIN	F		
Officials and Managers	3	2	1	1	0	1	0	0	0	0	1	0	0	0	0	0	0	1	33.0%	1	33.0%	12.9%	37.8%	20.1%	-4.8%	(0.60)	0.14	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Admin Support	7	3	4	0	0	2	0	0	1	0	0	0	1	0	1	2	0	3	42.0%	4	57.0%	11.7%	74.3%	30.3%	-17.3%	(2.12)	1.21	0.0%	0.0%	0.0%	1.0%	0.0%	0.0%	0.0%	0.0%
Skilled	3	3	0	0	0	2	1	0	0	0	0	0	0	0	0	0	0	3	100.0%	0	0.0%	36.5%	5.4%	17.0%	35.1%	(32.47)	(67.04)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Service/Maintenance	33	17	16	1	2	12	0	0	2	0	1	1	12	0	0	2	0	16	48.0%	16	48.0%	39.6%	31.3%	8.4%	16.7%	(2.77)	(5.51)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Professionals																		N/A	N/A	0	0.0%			0.0%	0.0%	0.00									
Technicians																		N/A	N/A	0	0.0%			0.0%	0.0%	0.00									
Para-Professional																		N/A	N/A	0	0.0%			0.0%	0.0%	0.00									
TOTAL	46	25	21	2	2	17	1	0	3	0	2	1	13	0	1	4	0																		

AA - African American
HISP - Hispanic

AIAN - American Indian or Alaskan N.
NHOPI - Native Hawaiian or Other Pacific Islander

AS - Asian
Multi - Two or More Races

3-Years Utilization Analysis

Dept. Job Title or Number	Period As Of: January 2016-December 2018																
	All Employees			EMPLOYEES													
				MALE							FEMALE						
	TOT	M	F	W	AA	HISP	AS	AIAN	NHOPI	MULT	W	AA	HISP	AS	AIAN	NHOPI	MULT
Officials and Managers	4	2	2	1	0	1	4	0	0	0	1	0	1	0	0	0	0
Admin Support	20	10	10	1	0	7	0	0	1	1	0	2	3	0	1	2	2
Skilled	5	5	0	0	0	4	1	0	0	0	0	0	0	0	0	0	0
Service/Maintenance	98	62	36	3	7	47	3	0	4	3	6	1	25	1	0	3	3
Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Para-Professional	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total	127	79	48														

AA - African American

AIAN - American Indian or Alaskan Native

AS - Asian

HISP - Hispanic

NHOPI - Native Hawaiian or Other Pacific Islander

Multi - Two or More Races

Goals and Timetables

1. Goals and timetables are an excellent management tool to assist in the optimum utilization of human resources. Specific and detailed percentage and numerical goals with timetables must be set to correct any underutilization of specific affected classes of persons identified in the utilization analysis. Usually, long-range goals will be designed to eliminate underutilization in job categories where it has been identified. Based on the utilization analysis, MV Transportation will establish goals and timetables designed to correct any identified deficiencies. The goals and timetables should be attainable, in terms of the analysis and the entire program of affirmative action, to remedy existing employment practices that may unjustifiably be contributing to underutilization. In establishing the size of goals and the length of the timetables, MV should consider results which can reasonably be expected from putting forth every good faith effort to make the overall affirmative action program work. If goals and timetables are not met, there is an obligation to justify this failure following MV annual evaluation of the EEO Program. The justification for failing to meet a goal(s) should address such factors as: whether the anticipated job openings materialized, the availability of persons whose employment could have resulted in the goal(s) being achieved, and the adequacy of recruitment and other affirmative actions to change existing employment practices so that the goal(s) could be achieved.
2. Long-range goals are usually stated as percentages, although numerical projections are recommended where feasible. Such goals should consider the fact that availability of traditionally underutilized or underemployed groups is not constant. Future projections should be taken into consideration. Generally, an EEO Program will be formulated with long-range goals to be attained within a period of 4 to 5 years.
3. Short-term or intermediate numerical goals should be set and pursued in order to assure accomplishment of long-range goals. Short-term goals represent the net increase in minority and/or women's employment in a particular job category within the next 12 months. Short-term goals should be stated, both as actual numbers and percentages, and should be based on anticipated job openings, job group availability, and the long-range goals set for minorities and/or women in the particular job category. Projections of vacancies should also be established in terms of a job progression chart in order to determine which vacancies can be filled immediately by underutilized persons and the possibilities of these persons being promoted into upper-level positions in terms of long-range goals.
4. Short-term or intermediate goals should be weighted and established so that they are likely to produce the greatest results. As an example, if MV has no members of a specific affected group in a particular

job classification, initial short-term goals should be set higher to maximize the expectation of recruitment and selection from the affected group. On the other hand, if MV has a good representation of traditionally underutilized groups in the lower steps of the job progressions, and members of each affected group are moving into higher steps of the job progressions with regularity, a lower allocation of openings at the upper level may be adequate.

5. In developing goals and timetables to correct underutilization, MV should use the following guidelines:
 - a. Involve personnel staff and department managers in the process.
 - b. Set goals that are significant, measurable, and attainable.
 - c. Make goals with timetable specific for planned results.
 - d. Consider anticipated attrition, expansion, contraction (especially the impact on employment of projected contracting out and privatization/competitiveness activities), turnover in the work force, and availability of persons with required skills.
 - e. Consider effects of changes in existing employment practices that may contribute to underutilization in increasing availability of minorities and women.
 - f. Goals should not be rigid and inflexible, but must be targets reasonably attainable by applying every good faith effort to make all aspects of the affirmative action program work.

Assessment of Employment Practices

As a part of its ongoing commitment to the EEO Program, MV conducts detailed assessments of current employment practices in order to identify those that create employment barriers or contribute to underutilization in an unjustifiable manner. The assessments detailed in this section are intended to evaluate the impact of MV employment practices in the areas of recruitment, selection, promotion, termination, transfer, layoff, disciplinary action, compensation and benefits, training, etc.

Recruitment and Selection

Position Descriptions

General job summaries are attached as **Appendix D**.

Recruitment Methods, Sources and Referral Procedures

MV Transportation advertises open position by posting them to CareerBuilder and with America's Job Exchange, which sends jobs to numerous organizations, including state employment agencies, which serve female, minority, veteran and disabled job seekers. Additionally, there is heavy volume of walk-in applicant traffic as well as employee referrals. MV Transportation will need to further analyze whether or not these methods are sufficient as they relate to reaching minority job seekers.

Application Procedures

MV utilizes a web-based online hiring system. This process serves a dual purpose of providing an electronic/online application for applicants and providing MV with an administration interface so that General Managers and other division supervisory staff can manage the application process. This application can be accessed from personal computer; however, applicants typically apply in-person at the division and complete the application on-site using the application kiosk. Assistance with the process is provided for those applicants that have little or no computer experience. For applicants requiring an accommodation to the application process due to a medical condition or disability, an accommodation can be requested. Screen shots of the application are attached as **Appendix E**.

Resume Screening

Unless an accommodation has been granted due to mental condition or disability, all applicants are required to complete MV online application unless an accommodation. Each application is reviewed for completeness, job history, job stability, experience and relevant experience and education. Incomplete

or inaccurate applications may disqualify an individual from consideration for hire, although MV Transportation may make attempts to obtain and/or clarify any missing or questionable information.

Interview and Selection Process

Individuals whose employment applications indicate they may be qualified for a particular vacancy are given an interview. A list of standardized questions is used on applicants for consistency in the process. The purpose of the interview is to establish qualifications for the open position, to review and confirm the information on the application, and to complete any missing information.

Depending on the open position, an applicant may be interviewed by the General Manager, Operations Manager, Safety Manager and/or Maintenance Manager. At the close of the selection process, the hiring manager will consider all elements collectively, including, but not limited to: knowledge, skills, abilities, experience, job history and stability and employment interviews. The final selection is made by the General Manager and the candidate deemed best qualified for the position will receive the job offer.

Depending on the requirements of the position, a candidate who is offered a position must also pass MV corporate qualifications standards, which may include a pre-employment drug test, clean driving record, physical, drug and alcohol testing, and/or background check.

MV Transportation verifies that a newly-hired employee is either a U.S. Citizen or authorized to work in the United States.

For data regarding MV Application and Hiring practices, please refer to the Applicant and Hiring Activity tables below:

Applicant and Hiring Activity (3-Years)

Job Category (Use EEO-4)	Total		W		A/IAN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	-	2			-	-	-	-	-	2	-	-	-	-	-	-
Total Hires	-	1			-	-	-	-	-	1	-	-	-	-	-	-
Selection Rate	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Number Applied	15	14	2	-	-	-	-	4	11	7	-	-	-	-	2	3
Total Hires	7	6	1	-	-	-	-	2	5	2	-	-	-	-	1	2
Selection Rate	46.7%	42.9%	50.0%	N/A	N/A	N/A	N/A	50.0%	45.5%	28.6%	N/A	N/A	N/A	N/A	50.0%	66.7%
Ratio to Highest Rate	100.0%	91.8%	75.0%	N/A	N/A	N/A	N/A	75.0%	68.2%	42.9%	N/A	N/A	N/A	N/A	75.0%	100.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	Yes	No
7 - Skilled Craft																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	69	32	5	9	-	-	11	-	42	21	3	1	3	1	5	-
Total Hires	44	20	2	5	-	-	5	-	29	13	3	1	2	1	3	-
Selection Rate	63.8%	62.5%	40.0%	55.6%	N/A	N/A	45.5%	N/A	69.0%	61.9%	100.0%	N/A	66.7%	N/A	60.0%	N/A
Ratio to Highest Rate	100.0%	98.0%	40.0%	55.6%	N/A	N/A	45.5%	N/A	69.0%	61.9%	100.0%	N/A	66.7%	N/A	60.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	Yes	N/A	Yes	Yes	No	N/A	Yes	N/A	Yes	N/A

Training - Drivers

Drivers – All individuals who are hired into the Driver position must undergo MV standardized driver training program, which includes classroom training, behind-the-wheel training and cadet training.

For drivers, additional safety training is provided every two months and Behind-the-Wheel (BTW) training is done annually.

Driver Training Modules

Course Title	Length of Training	Date & Location of Training	Name of Instructor
Employee Handbook	60 minutes	On-site, first week of employment	Avatar Learning System
Whistleblower	30 minutes	On-site, first week of employment	Avatar Learning System
Harassment	30 minutes	On-site, first week of employment	Avatar Learning System
ADA – Introduction	30 minutes	On-site, first week of employment	Avatar Learning System
ADA – Sensitivity	60 minutes	On-site, first week of employment	Avatar Learning System

Training Module Descriptions

Employee Handbook – An overview of MV Handbook, which includes our EEO Policy, Harassment-Free Workplace Policy and Open-Door Policy.

Whistleblower – An introduction on the importance of making an internal complaint, what should be reported and who it should be reported to. This module also includes information on protection against retaliation for whistleblowers.

Harassment-Free Workplace – This training module discusses the importance of creating a respectful work environment that is free of unlawful harassment. It includes definitions and examples of different types of unlawful harassment, including discrimination and sexual harassment.

Introduction to ADA – This module provides an overview into key components of the ADA, its purpose, and its effect on the day-to-day operations of our business.

ADA – Sensitivity – This module informs employees on different cognitive and physical conditions so that drivers have a solid understanding and respect for our passengers conditions as well as how to properly handle them when acting as a representative of MV.

Training – Manager, Supervisors

Additional training for Managers and Supervisor is included below, along with a course summary.

Manager/Supervisor Training Modules

Type of Training	Frequency	Location	Name of Instructor
Harassment-Free Workplace	2 years	Online	Skillsoft
Code of Conduct/Ethics	2 years	Online	Skillsoft
Selection for Success – Interviewing, Selecting & Hiring	As needed	On-site	Regional HR Director
Selection for Success - Diversity & EEO	Annually	On-site	Regional HR Director
Selection for Success – ADA/ADAAA	Annually	On-site	Regional HR Director
GM Essentials	Once	Offsite	Sr. HR Director and Director of Learning and Development

Training Module Descriptions

Harassment-Free Workplace – This is an interactive, two-hour training module that provides an overview and examples of unlawful harassment, including discrimination, hostile work environment, sexual harassment, etc. It provides supervisors and managers with the tools they need to properly identify and address different forms of harassment while stressing the importance of creating a harassment-free workplace by leading by example.

Code of Conduct/Ethics – This is an interactive, two-hour training module that provides managers and supervisors with an understanding of MV Code of Conduct, including our obligation to obey the law, to avoid conflicts of interest and our goal to provide and maintain an ethical work environment while promoting a positive work environment.

Interviewing, Selecting and Hiring – This module provides an overview into legally protected characteristics and their effect on interviewing, selecting and hiring. This includes an overview into topics that cannot be discussed during job interviews and/or used as a basis for consideration in hiring.

Diversity and EEO – This module discusses the importance of valuing and respecting all people. It illustrates that the goal of diversity is to benefit from having a workforce that fully reflects the community we serve. This module also provides information on Affirmative Action and Equal Opportunity, which ensures that all individuals have an equal opportunity for employment, without regard to race, color, religion, sex, national origin, disability, or veteran status.

ADA/ADAA – This module provides an introduction into the ADA as well as valuable information on what you can and cannot ask applicants as well as what to do if an applicant requests a reasonable accommodation.

GM Essentials – This week-long, offsite, SME-lead training program is intended to provide General Managers with a solid foundational understanding of what is required in their role. This training covers various topics

across multiple functional areas, including: ethics, harassment, discrimination, ADA/ADAA accommodations etc., as well as the GM's role in responding to and/or properly reporting these items.

Seniority

A seniority list is maintained by the Company outlining each classification (full-time, part-time) and each department (Driver, Dispatch, etc.). Work is assigned and/or bid based on seniority and cross-bidding between departments is not permitted. Seniority shall terminate if an employee resigns or quits, is discharged for cause, or is laid off.

Promotional Practices

MV encourages its employees' career development, and in support of that effort, the Division promotes from within whenever possible. Interested employees must complete an application prior to deadline in order to be considered by the interview panel. The panel consists of the General Manager, Safety Manager, Operations Manager, Human Resources Manager (if applicable) and/or Maintenance Manager.

After the interviews are held, the supervisor department manager and General Manager make a final selection. Selection decisions are based on the following criteria: past performance, skill, ability, experience, attitude, efficiency, disciplinary record, attendance record, and length of service. In the event that all applicants were otherwise considered equally qualified, seniority may be used as a basis for making a final selection.

For data regarding the Division's promotional practices, please refer to the Promotion/Demotion Log attached in the table below.

Promotional Activity (3-Years)

Job Category (Use EEO-4)	Total		W		A/IAN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Number Applied	-	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-
Total Promotions	-	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-
Selection Rate	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Number Applied	1	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-
Total Promotions	1	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-
Selection Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	-	1	-	-	-	-	-	-	-	-	-	-	-	-	1	-
Total Promotions	-	1	-	-	-	-	-	-	-	-	-	-	-	-	1	-
Selection Rate	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A
Ratio to Highest Rate	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A

Compensation

The collective bargaining agreement sets forth initial wage rates and wage increases for covered employees. Initial compensation for all other positions is negotiated through MV corporate office, based on the prevailing bid model. Non-union employees may receive an annual wage increase based on an annual performance review.

Discipline and Termination

Work Rules are needed to ensure the safety and well-being of all employees. The purpose of Work Rules is not to punish employees, but rather it is intended to inform employees about MV expectations and provide a framework for coaching and counseling. MV reserves the right to skip steps in the disciplinary process whenever it determines that circumstances warrant. Work Rules are divided into two groups of offenses:

- Minor Violations are typically addressed in a four-step process, although the Company need not follow this sequence:
 - First Violation – Counseling session/verbal warning
 - Second Violation – Written warning
 - Third Violation – Final warning and/or unpaid suspension
 - Fourth Violation – Termination
- Major Violations will warrant disciplinary action up to a final warning and/or unpaid suspension, or termination.

The reasons that MV can terminate an employee for (but are not limited to) are for poor job performance, poor attendance, lack of a valid driver's license and/or proper medical certification (when required by the job), insubordination, violation of work rules/policies, drug and/or alcohol use in violation of MV Substance Abuse Program, dishonesty, fraud, or for inability to acquire necessary skills to perform the job. When appropriate, an employee may be demoted. Grievance procedures are described in the CBA should an employee decide to grieve his/her termination.

For additional data on terminations, please refer to the Termination Tables below:

Involuntary Terminations (3-Years)

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	-	1					-	-	-	1	-	-	-	-	-	-
Total Involuntary Terminations	-	1					-	-	-	1	-	-	-	-	-	-
Involuntary Termination Rate	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Total Workforce	-	-					-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	-	-					-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	-	-					-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	-	-					-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Total Workforce	6	7	1				-	2	4	3	-	-	-	-	1	2
Total Involuntary Terminations	6	6	1				-	2	4	2	-	-	-	-	1	2
Involuntary Termination Rate	100.0%	85.7%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	66.7%	N/A	N/A	N/A	N/A	100.0%	100.0%
Ratio to Lowest Rate	85.7%	100.0%	66.7%	N/A	N/A	N/A	N/A	66.7%	66.7%	100.0%	N/A	N/A	N/A	N/A	66.7%	66.7%
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	N/A	Yes	Yes	No	N/A	N/A	N/A	N/A	Yes	Yes
7 - Skilled Craft																
Total Workforce	-	-					-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	20	57	3	6			7	-	-	47	3	1	4	-	3	3
Total Involuntary Terminations	15	20	2	5			5	-	-	13	3	1	2	-	3	1
Involuntary Termination Rate	75.0%	35.1%	66.7%	83.3%	N/A	N/A	71.4%	N/A	N/A	27.7%	100.0%	N/A	50.0%	N/A	100.0%	33.3%
Ratio to Lowest Rate	46.8%	100.0%	41.5%	33.2%	N/A	N/A	38.7%	N/A	N/A	100.0%	27.7%	N/A	55.3%	N/A	27.7%	83.0%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	Yes	N/A	N/A	No	Yes	N/A	Yes	N/A	Yes	No

External Factors

Based on the Utilization Analysis, there is no indication that external factors are inhibiting the employment of affected classes.

Monitoring and Reporting Systems

A workforce analysis report showing the race, gender and job classification will be maintained by MV and provided on an annual basis to the Division's client(s), if so requested.

In order to properly assess the progress of the EEO program and to measure the extent to which these goals are met, the company has put together the following procedures:

An important part of any successful EEO program is the establishment of an effective and practical internal monitoring and reporting system. This system should facilitate an overall evaluation of key performance indicators of MV EEO plan, as well as provide a foundation for identifiable corrective action. As part of this EEO Program, MV will monitor records of personnel transactions at all levels to ensure that MV EEO Policy is carried out.

Analysis

1. In collaboration with Human Resources, evaluate quarterly updates of key EEO performance indicators.
2. These indicators shall include a comparative trend analysis of 1) workforce analysis by race, gender and EEO job categories, 2) underutilization of EEO job categories, 3) internal complaints by protected characteristics, 4) external complaints by protected characteristics, and 5) analysis of other significant trends.
3. Monitoring records on applicants, new hires, terminations, and promotions by race and gender to ensure that all employees are treated in a fair and equitable manner.
4. Reviewing divisional goals with senior management staff.
5. Quarterly updates will be shared with the appropriate leadership at the regional and corporate levels, including (but not necessarily limited to) the regional Senior Vice President, the regional Area Vice President, the regional Director of Human Resources, the regional Recruiting Manager and the Corporate Sr. Director of Human Resources. Additionally, the office of the EEO Officer shall ensure that divisional staff are accountable for utilization report information as well as their recruitment efforts.

6. The office of the EEO Officer shall partner with the regional Human Resources Director and the regional Recruiting Manager to ensure that the hiring manager has reviewed the underutilization report(s) prior to receiving final approval to proceed with interviews for vacant positions.
7. A year-end analysis review shall be conducted to assist in the establishment of EEO goals and objectives for the succeeding year.

Monitoring of Subcontractors

The office of the EEO Officer shall be responsible for developing guidance, policies and procedures to comply to the objectives of this program, including ensuring that subcontractors working with MV Transportation on federally-funded projects and contracts comply with all applicable laws and regulations governing equal employment opportunities. Such actions include, but are not limited to: requiring EEO plan submissions from subcontractors on an ongoing basis, reviewing and monitoring subcontractor performance and compliance as they apply to EEO requirements, and conducting site visits and interviews where appropriate to review documentation and identify areas where training may be required.

Reporting

The EEO Officer will be responsible for reporting areas of deficiency to the Division during a formal quarterly review. Underutilization that is identified will be addressed via a joint effort between the EEO Officer, the Corporate Recruiter and divisional management in an effort to identify appropriate corrective action(s) and recruiting strategies.

The EEO Officer is also responsible for chairing a quarterly meeting with senior leadership to provide a Company-wide review of current or newly identified deficiencies, as well as providing updates and action plans on previously identified deficiencies.

EEO Complaints

MV Transportation encourages applicants and employees to seek advice, assistance and help with any complaint they feel may involve issues of discrimination or harassment on the basis of race, color, religious creed, national origin, ancestry, sex, age, physical or mental disability, or genetic information, consistent with Federal and State laws. Any person who believes that he or she has been subjected to discrimination or harassment on the basis of any of the above may file an internal complaint with MV Transportation and/or file an external complaint with State or Federal agencies.

Information is held in confidence to the extent possible unless disclosure is otherwise required by law. Retaliatory action of any kind, taken by an employee of MV Transportation against any witness or any other employee as a result of filing a complaint, is strictly prohibited and shall be regarded as a separate and distinct cause for complaint under these procedures.

EEO Complaints – Training

To address issues of discrimination and/or unlawful harassment, MV Transportation has rolled out an interactive, online training program that all exempt-level employees and employees in supervisory positions are required to take every two (2) years. On-site training is available for groups that require for the training to be conducted in-person. Additional training beyond the basic requirements may also be scheduled as part of the resolution to a specific complaint.

EEO Complaint Capturing

MV has several ways of capturing EEO complaints:

- MV maintains a toll-free 800 “Employee Relations Hotline.” The Hotline number is prominently posted at all divisions in break rooms and general area. In addition to divisional postings, the Hotline is described in MV Employee Handbook, which is distributed to all employees when they are hired. All calls to the Hotline are routed to a confidential mailbox, which is checked one to two times per day by MV Directors of Human Resources and Labor Relations. All complaints are assigned to the appropriate regional Director of Human Resources and Labor Relations and promptly investigated;
- Employees who call the main switchboard with complaints of this nature are immediately routed to the appropriate regional Director of Human Resources and Labor Relations for prompt investigation;
- All complaints of this nature received via mail or fax are immediately re-routed to the appropriate regional Director of Human Resources and Labor Relations for prompt investigation; and
- In the event that an employee files an EEO complaint with divisional supervisory/managerial staff, managers are instructed to immediately report it to the appropriate regional Director of Human Resources and Labor Relations for prompt investigation.

EEO Complaints – Investigations

All EEO complaints are thoroughly and promptly investigated promptly by the HR Department. The division has one (1) regional Director of Human Resources and Labor Relations assigned to it, but all investigations are done with the assistance and under the supervision of the EEO Officer, the Senior Director of Human Resources and Labor Relations, and under the direction of MV Transportation’s Associate General Counsel.

1. Following the receipt of a complaint, the Director of Human Resources and Labor Relations will meet with the complainant to ensure that the charges are accurately stated and fully understood. During this initial conference, the basis of the complaint shall be clearly defined.
2. The Directors of Human Resources and Labor Relations will conduct a thorough investigation in consultation with the Sr. Director of Human Resources and Labor Relations, the EEO Officer, and Associate General Counsel.
3. The investigation will include interviews with all parties named by the complainant as witness or the employee(s) wholly or partially responsible for the alleged discriminatory act(s). The investigation process will also include a review/analysis of relevant personnel records.
4. The investigation process and submittal of written findings will be conducted in an expedient manner, taking into consideration the availability of the complainant, respondent, witnesses and any other individuals deemed necessary to provide required information. Whenever possible, investigations will be concluded within fifteen (15) business days.
5. Upon completion of the investigation, the Director of Human Resources and Labor Relations shall present a written report to the General Manager and the EEO Officer setting forth all factual findings. This report may include a recommendation for appropriate resolution.
6. Upon receipt of the report from the Director of Human Resources and Labor Relations, the General Manager shall, within ten (10) days, take one of the following actions:
 - a. If it is determined that there are no issues of discrimination or harassment on the basis of protected classes (previously named), the General Manager will inform the complainant in writing and the complaint will be dismissed/closed.

- b. If it is determined that the alleged discriminatory act(s) occurred, the General Manager will make a determination as to what remedial action(s), if any, will be made to address the issues brought forth in the complaint.

EEO Complaints – Disciplinary Action

If specific violations are identified, a determination should be made into whether counseling or disciplinary action is appropriate.

- **Informal Counseling** – an informal counseling is the conversation between a supervisor and a subordinate in an attempt to correct a work-related behavioral problem. These are generally unwritten. During this conversation, the supervisor must identify it as such to the employee. The supervisor is expected to assist the employee by identifying, specifically, the incident that led to the informal counseling. The supervisor must communicate why the behavior is unacceptable and what is expected of the employee in the future. The supervisor must also communicate that unless immediate and sustained improvement is demonstrated, appropriate disciplinary action may be pursued. Union representation may be requested (if applicable).

Because informal counseling is verbal and not always witnessed, supervisor need to keep notes and documents memorializing that the conversation took place.

- **Formal Counseling** – A formal counseling is a written document which requires that the supervisor record and identify the conduct required, the actions that led to the counseling, expectations and, if appropriate, a timeline for improvement. The supervisor must communicate that additional disciplinary action may be pursued if immediate and sustained improvement is no demonstrated.

In the event that the employee refuses to sign written warning, the supervisor must note that the “employee refused to sign” and a witness (another member of management) must sign confirming the refusal.

EEO Complaints – Case Tracking

All investigations are monitored and tracked using iSight, MV case tracking software. Once a complaint is made, the Director of Human Resources and Labor Relations logs the case into iSight. In addition to providing basic database functionality, iSight also allows the Directors of Human Resources and Labor Relations to manage their case loads in a number of ways:

- Allows the Directors, Sr. Director and EEO Officer to run comprehensive reports (scheduled or as-needed) to review case activity a number of ways, including, but not limited to, by Director, by region, by division, by case type, or by any other number of factors.
- Allows the Directors to create reminders for follow-up investigative items, such as phone calls, letters, interviews, etc.
- Allows evidentiary items, documents and exhibits associated with the investigation to be electronically attached to the case and be kept as a part of the case file.
- Allows for the storage of standard templates for response letters to allow for consistent communication with witnesses, complainants and respondents. The system also has the ability to track the communication if it was emailed from within the system.
- Maintains a complete audit trail of any user who has logged into the system, accessed/viewed a case, added information, etc.

ADA and Reasonable Accommodation

Policy

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of MV Transportation to comply with all federal and state laws concerning the employment of persons with disabilities and act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

When an individual with a disability is requesting accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

MV Transportation will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to MV Transportation. Contact HR with any questions or requests for accommodation.

All employees are required to comply with the company safety standards. Current employees who pose a direct threat to the health and/or safety of themselves or other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employees' immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the company ADA policy.

The HR department is responsible for implementing this policy, including resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

Interactive Process

When a request is made for a reasonable accommodation, the following steps will take place:

1. The division manager or HR representative will send the written request and any medical documents supporting the extension to the corporate LOA supervisor.
2. The LOA supervisor will review all documents and:
 - a. Set up a meeting with the division, LOA department, HR and the employee
 - b. Send out the 1st interactive letter to the employee informing them of the meeting. In the letter there will be a medical questionnaire for the employee physician to complete
 - c. The employee is notified that they must participate in the interactive process
 - d. During the meeting there will be an open discussion on how to reasonably accommodate the employee

If a reasonable accommodation is available, the LOA Supervisor will send a letter to both the employee and division with information and confirmation on the accommodation.

If no reasonable accommodation is available, the LOA Supervisor will send a letter summarizing the meeting along with the date the employee will be terminated.

If the employee does not submit the requested written documentation to MV Transportation and/or does not attend the interactive meeting, then a second interactive request will be sent to the employee. If there is still no response, then MV will submit a third and final interactive request to the employee.

If the employee is unresponsive to all three interactive requests, then a letter will be sent to the employee informing them they have been terminated for lack of participation.

If the employee is covered under the CBA (collective bargaining agreement) we must review the leave language if applicable

APPENDIX A – EEO Policy

MV employment policy is to provide equal opportunity to all persons. In furtherance of this policy, employment decisions shall be based on merit, qualifications, and competence. Except where required or permitted by law, employment practices shall not be influenced or affected by virtue of an applicant's or employee's race, color, creed, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identification, or any other characteristic protected by law. This policy statement governs all aspects of employment including but not limited to recruitment, selection, promotions, terminations, transfers, layoffs, compensation, training, benefits, and other terms and conditions of employment.

MV prohibits retaliation against applicants or associates who file discrimination charges with federal, state or local fair employment practice agencies, participate in investigations of such charges, or oppose unlawful employment practices.

MV Equal Opportunity Policy is an essential part of the Company's overall commitment to attract, hire and develop a strong, talented and diverse work force. MV will make every effort to reasonably accommodate qualified applicants or employees with disabilities based on the essential functions of the job, as well as the sincerely held beliefs of applicants or employees, provided such accommodation does not result in undue hardship to MV. Any requests for reasonable accommodation should be submitted to your supervisor.

If you need additional assistance, please contact the Human Resources Department via the Open Door Hotline, at 877-687-2338.

APPENDIX B – Organizational Chart

Will be provided in a separate document.

APPENDIX C – Open Door Policy

As a MV employee, you've joined an organization that places high value on customer service. That same high value is placed on employees. You will find your supervisor values you as an employee and is there to help guide and assist you in performing your role.

We challenge ourselves to take the initiative and be part of the solution. Anytime you have a suggestion or idea to make things better or a concern about the way things are done, discuss it with your supervisor or any member of management. Your input is a valuable part of our success.

We are committed to addressing workplace concerns and issues important to you. If a situation arises with your job, another employee, or customer that makes you uncomfortable, MV asks that you immediately bring it to our attention. You can discuss the situation with your supervisor. If, for any reason, you do not want to discuss the situation with your supervisor or if you feel issues remain unresolved, you can contact another member of management or you can call our Open Door Hotline at 877-687-2338 or email at opendoor@mvtransit.com. You can also write to us at MV Transportation, 5910 N. Central Expressway, Suite 1145, Dallas, TX 75206. Address your letter to the Vice President of Human Resources. Please see our Open Door policy for more information.

You can be assured that such complaints will be investigated and that you will not be subject to any adverse action as a result of making a good faith complaint.

APPENDIX D – Summary of Principal Job Duties

General Manager

The General Manager will provide support, leadership and direction to assigned operating location to ensure delivery of annual business plans. He/she will control the daily operation of our transportation contract, in compliance with the policies of the contracting agency and in conformance with Company procedures. Key responsibilities include:

Job Description/Duties

- Identify select, train and mentor location staff.
- Effectively and frequently communicate with location staff and support team members.
- Oversee safety and training programs, plans and processes to ensure compliance with company, contract and regulatory requirements.
- Maintain client contact routinely to meet or exceed expectations.
- Ensure that all location financial metrics are managed continuously, exceptions are reported and action plans are developed to ensure the location meets its financial, safety and operational expectations.
- Implement, promote and adhere to company policies and procedures.
- Participate in labor and employee relations activities.
- Provide insight and information to support location(s) contract renewals.
- Create and present annual budget.

Requirements

College degree or equivalent business management experience. Management experience required. 20-25 years Transportation/transit experience required.

MS Office, strong analytical skills, strong written and verbal communication skills and high degree of multi-tasking skills

Operations Manager

The Operations Manager is responsible for providing complete oversight in the following operational areas:

- Reviews Monthly Financial Statements (including AR/AP processes).
- Participates in Monthly Safety Meetings.
- Maintain contact with local union for operational \ disciplinary issues.
- Monitors and evaluates Operational statistics; includes: vehicle on-time statistics, missed runs, revenue/cost data, total work hours, total pay hours, customer complaint data, accident data, road call data, and other operations related functions.
- Assures location compliance to the Standard Operating Procedure as outlined by the client, as well as MV Policy Handbook and the current Labor Agreement.
- Performs all other duties as assigned and may assist with other areas based on location needs.

Requirements

- Ideal candidate will have 15+ years of Transit Industry experience.
- Trapeze Integrated Transit Software knowledge is a must
- Labor Negotiations Experience.
- A motivated, self-starter who is able to work in a fast-paced environment.
- Excellent communication (written and verbal) and decision-making skills.
- Excellent interpersonal and organizational skills with extreme attention to detail and accuracy.
- Demonstrate regular and consistent attendance and punctuality.
- Previous management experience is required.

Maintenance Manager

The Maintenance Manager position is responsible for and has complete oversight of the entire maintenance function.

Key Responsibilities/Experience

Position will be responsible for:

- Tracking and controlling parts inventories
- Managing relationships with vendors and suppliers
- Implementing and managing work schedules, projects and assignments
- Managing the financial and accounting aspects of a fleet maintenance operation
- Communicating effectively with all levels of staff, both written and orally

Requirements

- Must have computer skills and working knowledge of MS Outlook, Excel and Word
- Must be able to read, understand, edit and create spreadsheets
- Must have technical competence with light/medium/heavy-duty vehicle repair and preventive maintenance
- Must display initiative, professionalism and tact at all times
- Must have a minimum of 15+ years of fleet/vehicle maintenance management experience

Safety Manager

Job Description/Duties:

- Manage new hire and veteran operator training programs, including keeping all appropriate documentation, to ensure that all operators receive the maximum initial & recurrent training and that all current employees receive required ongoing and post-accident training.
- Respond to and/or provide for trained staff response to operator accidents and incidents, ensuring appropriate collection of information, documentation of events, and reporting per company and client policy.
- Conduct regular audits of employee training files and vehicle maintenance files and conduct regular facility safety audits ensuring compliance with OSHA and EPA regulations and related corporate policies.
- Hire and manage all safety department employees to ensure that all safety staff have appropriate qualifications, certifications and training.
- Provide regular reports to local and corporate management staff of safety department efforts, claims status, training efforts, accident history, worker's compensation claims status, and other required information.

Knowledge, Skills, & Abilities:

- Knowledge of local training program and local operations as well as familiarization with the service area.
- Knowledge of State and Federal regulations and corporate safety programs and policies
- Ability to communicate effectively and work with all departments
- Strong organizational and analytical skills as well as the ability to work independently
- Familiar with windows-based computer operating systems and Microsoft Office packages.

Human Resources Manager

This position will have responsibility and oversight for all Human Resources and Labor functions.

Job Description

- Manage the negotiations and renewals of Collective Bargaining Agreements and serve as the point-person on union-related matters.
- Investigate and document employee relations issues.
- Provide support to department heads and supervisors on day-to-day decisions regarding disciplinary matters, performance management, and terminations.
- Provide training to department heads and supervisors on labor and HR-related protocol.
- Ensure compliance with federal and state laws regarding employment and labor-related matters.
- Represent the division at arbitrations.

Job Requirements

- Lead Chair experience negotiating Collective Bargaining Agreements.
- Extensive experience with conducting employee investigations.
- Extensive experience with resolution of grievances and the arbitration process.
- Strong Collective Bargaining Agreement interpretation skills.
- Ability to be self-directed and manage multiple tasks in a fast paced, demanding work environment.
- Ability to work collaboratively and form positive relationships with operational managers, as well as with union representatives and officers. Ability to handle and provide support in a multi-unit environment.

Additional requirements:

- Bachelor's Degree in a relevant field, Master's a plus.
- PHR or SPHR strongly preferred.
- Must display strong writing ability.
- Must be proficient in Microsoft Office, especially Word and Excel programs.

Accounting Manager

Job Description/Duties:

- Analyzes budget requests and directs the preparation of the budget
- Prepares annual financial statements and reports required by law or the contract.
- Develops and maintains an accounting system.
- Maintains a running analysis of accounts.
- Supervises the maintenance of essential accounting records and files.

Requirements:

- A Bachelor's degree from an accredited college or university with a major in Accounting, or a closely related field is required
- Knowledge and ability to apply the principles, methods, and procedures used in budgeting, accounting, internal auditing, program evaluation, and financial and managerial reporting.
- Knowledge and ability to apply the laws, rules, and regulations governing the installation, operation, and keeping of accounts and their application to specific situations.
- Knowledge of the preparation of involved and detailed accounting and other financial reports containing findings, conclusions, and recommendations.
- Ability to make oral and written presentations in a clear, concise manner.
- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the company.
- Minimum of 5 years' experience consisting of:

Parts Manager

Job Description/Duties:

- Maintain an orderly workplace
- Provide oversight and direction to the Parts Clerk
- Properly staffing the department, including hiring, firing training and motivating the performance of all parts department staff
- Oversee an annual operating budget for the parts department
- Work with the maintenance and body shop managers to ensure inventory is available when needed
- Establish competitive pricing specification in various categories with vendors
- Determining appropriate inventory levels while ensuring periodic parts turnover
- Adjust stock to curtail accumulation of unused or old parts
- Confirm that parts are appropriately coded and organized

Requirements

- Must be aware of the latest automotive technologies
- Must have at least 5 years of experience as an automotive Parts Manager in either transportation or automotive dealership
- Computer proficiency in MS Outlook, Excel and Word
- Understand and keep abreast of federal, state and local regulations
- Strong communication skills in order to properly communicate with employees and vendors
- Valid driver's license

Assistant General Manager

Job Description/Duties

- Provide backup to the RVP/General Manager as needed in all areas of the operation
- Assist the RVP/GM with selecting, training and mentoring local staff
- Effectively and frequently communicate with location staff and support team members.
- Oversee safety and training programs, plans and processes to ensure compliance with company, contract and regulatory requirements.
- Maintain client contact routinely to meet or exceed expectations.
- Ensure that all location financial metrics are managed continuously, exceptions are reported and action plans are developed to ensure the location meets its financial, safety and operational expectations.
- Implement, promote and adhere to company policies and procedures.
- Participate in labor and employee relations activities.
- Provide insight and information to support location(s) contract renewals.
- Create and present annual budget.

Requirements

College degree or equivalent business management experience. Management experience required. 10-15 years Transportation/transit experience required.

MS Office, strong analytical skills, strong written and verbal communication skills and high degree of multi-tasking skills

Road Supervisor

Job Description/Duties:

- Conduct site checks and road observations according to client and local policy. Document findings accordingly and provide necessary reports to project staff.
- Conduct wheelchair securement and vehicle cleanliness checks on in service vehicles.
- Monitor street operations for on-time performance and schedule and route adherence.
- Respond to accidents and incidents assisting to manage the situation as well as collecting all required information, assist dispatch and operations staff in resuming service levels according to contract specifications and minimizing passenger disruptions.
- Accompany operators to medical facilities as required after accident or injury, ensure proper administration of post-accident drug and alcohol testing.
- Ensure that all operators are fit for duty, meet uniform and equipment standards and are in possession of proper licensing and certifications.
- Provide feedback to safety and operations departments on service items that affect safety and performance, identify potential safety hazards and provide feedback to be incorporated into daily operations procedures.
- Accurately document all field observations and ensure file maintenance.

Requirements

- Must have a CDL with P endorsement.
- Must be able to show proof of clean driving record.
- High School Diploma or Equivalent, Certifications according to local contract requirements
- Previous passenger transportation in current project or similar environment preferred. Previous training and/or field supervision experience preferred but not required.
- Familiarization with service area.
- Ability to manage emergency situations.
- Knowledge of State and Federal regulations and corporate safety programs and policies.
- Ability to communicate effectively and work with all departments.
- Ability to work independently and objectively.

Safety Trainer

Job Description/Duties:

- Assist the Director of Safety with all aspects of the training program, including new hires, routing retraining and post-accident training.
- Respond to and/or provide for trained staff response to operator accidents and incidents, ensuring appropriate collection of information, documentation of events, and reporting per company and client policy.
- Assist the Director of Safety with regular audits of employee training files and vehicle maintenance files and conduct regular facility safety audits ensuring compliance with OSHA and EPA regulations and related corporate policies.

Knowledge, Skills, & Abilities:

- Knowledge of local training program and local operations as well as familiarization with the service area.
- Knowledge of State and Federal regulations and corporate safety programs and policies
- Ability to communicate effectively and work with all departments
- Strong organizational and analytical skills as well as the ability to work independently
- Proficient in MS Outlook, Word and Excel

Payroll Clerk

Job Description/Duties:

- Review time records for accuracy
- Compile payroll data and enter information into the payroll system
- Ensure no overpayments of time, overtime or paid time off
- Print up checks and direct deposit advices
- Sort, stuff and distribute paychecks

Requirements

- 2 or more years of experience in accounting, including General Ledger, AP, Financial Reporting, or Payroll
- Computer proficiency, including experience in MS Outlook, Word and Excel
- Payroll-related working knowledge of general payroll practices
- Maintain confidentiality

Customer Service Representative

Job Description/Duties:

- Receive incoming calls from customers in a timely manner
- Interacts with customers in a professional manner to provide solutions and answers
- Provide necessary follow up with customers as needed

Requirements

- Basic computer and math skills.
- Proficient in MS Outlook, Word and Excel
- Customer service experience required.
- Strong interpersonal skills and excellent written and oral communication skills required.
- Critical thinking and problem-solving skills are also required.
- Transit experience a plus.
- Ability to work a varied schedule; rotating weekend work required.

Dispatcher

Position is responsible for providing direction to and maintaining two-way communications with all operators while monitoring system performance and making scheduling adjustments where necessary to maximize on-time performance,

Key Responsibilities

- Assign stand-by or extra-board operators in the event of operator absences, increased service volumes or in order to minimize service disruptions as a result of traffic, vehicle malfunctions, operator problems and/or emergency situations.
- Maintain attendance log for operators and other appropriate staff
- Assign vehicles giving consideration to preventive maintenance schedules and capacity needs
- Maintain two-way communication with operators, providing information on customers, cancellations, and directional assistance where necessary
- Monitor operators and trip status, making adjustments and reassignments as necessary to ensure on time performance
- Maintain professional demeanor and appearance.
- Handle multiple tasks accurately and effectively in a fast paced environment.

Requirements

- High School Diploma or Equivalent
- Previous data entry, dispatch, customer service, supervisory and/or operating experience desired but not required
- Strong customer service skills.
- Data entry experience and general knowledge of windows-based computer operating system and Microsoft Office package.
- Knowledge of service area.
- Ability to read, write and speak clearly the English language – basic knowledge of Spanish may be required depending on contract location and requirements,
- Able to use multi-line phone system and handle multiple tasks concurrently.
- Ability to work independently and follow directions.
- Ability to adapt and remain flexible in a dynamic environment.

Receptionist

Job Description/Duties:

- Greet visitors and assisting them by providing them with the information needed or by referring them to the correct staff member
- Operating the telephone switchboard by answering incoming calls, transferring calls to appropriate personnel, taking messages and using the paging system
- Document visitors who come into the building
- Perform general administrative duties and maintaining the lobby/reception area

Requirements

- Must possess excellent organizational skills
- Must be friendly, courteous and possess excellent interpersonal and communication skills
- High school diploma or equivalent
- Proficiency in MS Outlook, Excel and Word

Parts Clerk/Maintenance Clerk

Job Description/Duties:

- Check in daily parts orders and place into inventory
- Report any shortages, overages and damages to parts manager.
- Pull maintenance orders to meet parts delivery schedules.
- Assist delivery drivers in loading and unloading of parts.
- Report all stock outages or quantity discrepancies to parts manager.
- Participate in perpetual inventories as directed by management.
- Assists with other duties within the parts department.
- Conduct will call or emergency purchase delivery duties.
- Maintains fleet records on preventive maintenance schedules and corrective maintenance performed on all units.
- Inputs fleet information into the computerized fleet management system.
- Administrative duties as assigned

Requirements

- Candidates must be 21 years of age or over.
- Computer Skills (Word & Excel).
- Clerical skills: file, alphabetize, organize, count & sort.
- Able to lift 50 pounds.
- Maintain a strong attendance record.
- Follow company safety and operational rules and procedures.
- Must possess a clean DMV record and a reliable employment history with a strong attendance and punctuality record.

Shop Foreman

Job Description/Duties:

The **Shop Foreman** manages all day-to-day maintenance aspects of the maintenance operation to include primary associated and preventative maintenance and any warranty or non-warranty repairs of buses. The Maintenance Supervisor will be overseeing all maintenance and utility staff. The Supervisor will assure that all contractual requirements are achieved. Duties include daily, weekly, monthly and annual reporting responsibilities. Successful applicant will work and report to the Resident Maintenance Manager in the running of the day-to-day business. Position will be supervising a currently growing fleet 175 paratransit vehicles with a variety of gasoline and diesel engines. In addition, the Maintenance Supervisor must have experience with Air Conditioning systems, transmissions, emission control systems, and wheelchair lifts. The chosen candidate will be required to participate as needed in the maintenance and repair of the fleet.

Requirements

- Must possess at least 5 current ASE certifications.
- Must be able to properly prioritize, implement and manage work schedules, projects and assignments.
- Must have the ability to track and control parts inventories, vendors and suppliers.
- Must be able to communicate effectively with all levels of staff in written and oral formats.
- Must have computer skills including word processing, spreadsheets and Microsoft outlook.
- Must have technical competence with heavy duty vehicle repair and preventive maintenance.
- Must display initiative, professionalism, candor and tact at all times.
- Must have a minimum of 5 years fleet / vehicle maintenance management experience.
- Experience with paratransit vehicle maintenance preferred.

“A” Mechanic

Job Description/Duties

The "A" Level Technician will perform routine maintenance and repairs on all fleet vehicles and shop equipment and facility. The Technician is required to perform all other duties as required and needed to operate the maintenance department within reason to their scope of ability or as directed. This position will perform engine and transmission replacements, air conditioning repairs, drivability diagnosis and electrical and wiring problems.

Requirements

Abilities: Understand the theory, operation, and repair of gas and diesel engines, heating and cooling, and brake systems; learn and follow industrial and shop safety rules; read and interpret technical manuals and schematics; effectively use computers and the Company’s software programs for inventory and parts

Additional Requirements

- Must be able to properly prioritize, implement and manage work schedules, projects and assignments.
- Must be able to communicate effectively with all levels of staff in written and oral formats.
- Must have computer skills including word processing, spreadsheets and Microsoft outlook.
- Must have 5+ years of experience as a full time journey level mechanic.
- Possess a “Master” ASE Certification.
- Experience as a certified “A” Mechanic preferred.
- Have taken basic automotive or heavy duty repair courses or have good understanding of basic automotive/heavy duty systems.
- Must have a rolling steel tool box and the needed tools to complete “A” level work.
- Must be a least 21 years of age.
- Must possess, or be able to obtain within 90 days of employment, a valid Class “C” Commercial Driver License with Passenger Endorsements, and a medical certificate.
- Work well with others and display initiative, tact and professionalism at all times
- Able to lift up to 70 lbs.

“B” Mechanic

Job Description/Duties

The "B" Level Technician will perform routine maintenance and repairs on all fleet vehicles and shop equipment and facility. The Technician is required to perform all other duties as required and needed to operate the maintenance department within reason to their scope of ability. This position may perform engine and transmission replacements, air conditioning repairs, drivability diagnosis and electrical and wiring problems.

Requirements

Abilities: Understand the theory, operation, and repair of gas and diesel engines, heating and cooling, and brake systems; learn and follow industrial and shop safety rules; read and interpret technical manuals and schematics; effectively use computers and the Company's software programs for inventory and parts

Additional Requirements

- Must be able to communicate effectively with all levels of staff in written and oral formats.
- Must have computer skills including word processing, spreadsheets and Microsoft outlook.
- Must have 3+ years of experience as a full time journey level mechanic.
- Possess a "Master" ASE Certification.
- Experience as a certified "B" Mechanic preferred.
- Have taken basic automotive or heavy duty repair courses or have good understanding of basic automotive/heavy duty systems.
- Must have a rolling steel tool box and the needed tools to complete "B" level work.
- Must be a least 21 years of age.
- Must possess, or be able to obtain within 90 days of employment, a valid Class "C" Commercial Driver License with Passenger Endorsements, and a medical certificate.
- Work well with others and display initiative, tact and professionalism at all times
- Able to lift up to 70 lbs.

“C” Mechanic

Job Description/Duties

The "C" Level Technician will perform routine maintenance and repairs on all fleet vehicles and shop equipment and facility. The Technician is required to perform all other duties as required and needed to operate the maintenance department within reason to their scope of ability. This position may perform air conditioning repairs, drivability diagnosis and diagnose electrical and wiring problems.

Requirements

Abilities: Understand the theory, operation, and repair of gas and diesel engines, heating and cooling, and brake systems; learn and follow industrial and shop safety rules; read and interpret technical manuals and schematics; effectively use computers and the Company's software programs for inventory and parts

Additional Requirements

- Must be able to communicate effectively with all levels of staff in written and oral formats.
- Must have computer skills including word processing, spreadsheets and Microsoft outlook.
- Must have 1-3 years of experience as a full time journey level mechanic.
- Possess a “Master” ASE Certification.
- Experience as a certified “C” Mechanic preferred.
- Have taken basic automotive or heavy duty repair courses or have good understanding of basic automotive/heavy duty systems.
- Must have a rolling steel tool box and the needed tools to complete “C” level work.
- Must be a least 21 years of age.
- Must possess, or be able to obtain within 90 days of employment, a valid Class “C” Commercial Driver License with Passenger Endorsements, and a medical certificate.
- Work well with others and display initiative, tact and professionalism at all times
- Able to lift up to 70 lbs.

Driver

The fixed route operator is primarily responsible providing safe, reliable and efficient service while operating a motor transit vehicle.

Job Description/Duties

- Transporting passengers
- Utilize 4-point securement of wheelchairs and scooters
- Communicate via 2-way radio to dispatch

Requirements

- Must have (or be able to obtain) and CDL 'B' class permit with a 'P' endorsement
- Must be able to read a map
- Possess excellent communication and decision-making skills
- Have no moving violations or serious traffic violations in prior three (3) years

Facility/Janitorial/Utility Worker

Job Description/Duties

- Maintain floors, including tile, carpet and vinyl
- Sanitize workspaces, office equipment and lunch/break areas
- Maintain supplies and office cleaning inventory
- Clean lights and lighting fixtures
- Perform light maintenance duties, such as collecting trash and recyclables
- Fuel buses
- Wash and maintain cleanliness of buses

APPENDIX E – Sample Electronic Application

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https://hrx.talx.com/WebM

Personal Information

Use this form to ensure all of your personal information is correct. Fields that are labeled with **bold letters** are required. Information that you have provided to us already is pre-populated for your review and confirmation.

IMPORTANT NOTE: If your Social Security Number or Name is incorrect, please STOP now and notify the Human Resources Department.

This form is used to populate fields on subsequent forms. Once you have completed this form, you will not be permitted to change any of the information on this or any of the on boarding forms. Prior to pressing the Save button, please review the information to ensure it is correct.

Social Security Number	000-10-0527
First Name	Cristing
Middle Name	
Last Name	Testing
Street Address	360 Campus Lane
Apt	
City	Fairfield
State	CA
Zip code	94534
Telephone	(707) 863-8980
Email Address	
Date of Birth	1/1/1970
Gender	Female
Marital Status	
Driver License Number	V23443339
Driver License State	CA
Driver License Expiration Date	12/31/2011

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Driver License State CA
Driver License Expiration Date 12/31/2011

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E-Signature

MV Transportation, Inc. has adopted an online hiring process that greatly reduces paperwork and the amount of time it takes to place someone on payroll. You will be asked to provide your signature electronically on the required forms and documents by placing your initials in a box where indicated.

By providing your signature below, you:

- Agree that your initials, in conjunction with your personal password that you used to gain access to the system, will identify that record or transaction as yours.
- Agree that because an electronic record or transaction undertaken with your password will be attributed to you, it is essential that you keep it secure. You also agree that you will not disclose your password to another person.
- Understand that a record or signature may not be denied legal effect or enforceability solely because it is in electronic form.

By entering my initials in the 'My Initials' box below, I certify that the above information is true and correct and I agree to the conditions stated above.

Enter your initials to create your electronic signature.

My Initials: CT Date: 5/28/2010

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Additional Information

Additional Information

1. Can you perform the essential functions of the position for which you are applying?
 YES NO

2. How did you hear about MV?
 Walk-In
 Grand Rapids
 Employee Referral
 Job Fair
 Website
 Advertisement
 Other

3. If hired, can you provide proof of your legal right to work in the United States?
 YES NO

4. I am applying for:
 Full Time

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Past Address

Please list all of your residences for the past three (3) years if you have not been at your current residence for the past three (3) years. If you have been at your current residence for the past three (3) years, please click on **Save and Continue**.

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Relatives

If you have any relatives or know anyone currently employed by our company, please provide their name.

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Criminal History

Have you ever been convicted of a felony or any now pending? No

Have you ever been convicted of a misdemeanor or any now pending? No

Record of conviction does not necessarily disqualify you from employment consideration. Please provide dates and details of the felony convictions.

Have you ever tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which you applied for, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past two years? No

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Employment History

Complete this form for each of your previous employers during the last ten (10) years.

Do you have any previous employment? Yes

Please indicate the reason for no previous employment

Were you subject to Federal Motor Carrier Safety Regulations while employed? No

123 Employer

Name of Employer	123 Employer
Address	
Suite#	
City	Fairfield
State	CA
Zip code	
Phone	
Contact Person	Human Resources
May we contact now?	Yes
Start Date	2/2005
End Date	I am still employed
Last Position Held	Payroll Clerk
Ending Salary/Wage	\$13.00 Hourly
Duties	Filing, basic HR administrative duties
Reason For Leaving	Looking for career advancement

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Education

List names and locations of educational institutions attended. For checking your occupational background, state your degree or credentials received.

High School

School Name	Fairfield High School
City	Fairfield
State	CA
Years Completed	12
Graduated?	Yes

College/University

College Name	
City	
State	
Graduated?	
# Years Attended	
Major	
Education Level	

Trade/Vocational School

College Name	
City	
State	
Graduated?	
# Years Attended	
Major	
Education Level	

Other School

School Name	
City	
State	
Graduated?	
# Years Attended	
Major	
Education Level	

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State	
Graduated?	
# Years Attended	
Major	
Education Level	

List other skills (e.g., computer knowledge, language skills) or special training or business/civic organization affiliations related to the position you are seeking.

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Driving Experience Summary

Complete this form for each of your vehicle types.

Do you have any previous driving experience? Yes

No Employment History Reason

Bus

Vehicle Type (If van, bus, or school bus, indicate number of passengers.)	Bus
From	1/2000
To	6/2002
Approximate Annual Miles Driven in a year	50000

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From	1/2000
To	6/2002
Approximate Annual Miles Driven in a year	50000

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Accident Record

Complete this form for any accidents you've had in the last three (3) years.

Have you had any accidents in the past three (3) years? Yes

No Employment History Reason

Personal vehicle

Type of Vehicle	Personal vehicle
Nature of Accident (head-on, rear-end, upset, etc.)	Rear-end collision
# of Injuries	0
# of Fatalities	0
Date	3/2009
Location	Corner of 5th and L Street in Fairfield

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Traffic Convictions

