

# **EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION PLAN**

**JANUARY 1, 2022 TO DECEMBER 31, 2025**



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**Santa Clara Valley Transportation Authority  
EEO/AAP**

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## EXECUTIVE SUMMARY

### I. Introduction

Santa Clara Valley Transportation Authority (VTA) is an independent special district that provides sustainable, accessible, community-focused transportation options that are innovative, environmentally responsible, and promote the vitality of our region. VTA provides bus, light rail, and paratransit services, as well as participates as a funding partner in regional rail service including Caltrain, Capital Corridor, and the Altamont Corridor Express. As the county's congestion management agency, VTA is responsible for countywide transportation planning, including congestion management, design and construction of specific highway, pedestrian, and bicycle improvement projects, as well as promotion of transit oriented development. VTA provides these services throughout Santa Clara County, including in the cities of Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Los Gatos, Milpitas, Monte Sereno, Morgan Hill, Mountain View, Palo Alto, San Jose, Santa Clara, Saratoga, and Sunnyvale. VTA continually builds partnerships to deliver transportation solutions that meet the evolving mobility needs of Santa Clara County.

The Equal Employment Opportunity (EEO) Program demonstrates VTA's compliance with Equal Employment Opportunity provisions of Federal law and is submitted to the Federal Transit Administration (FTA) every four years. VTA uses the Program to ensure that employees within protected classes are hired, receive promotions, and are otherwise fully utilized within the workforce. The EEO Program also requires VTA to provide documentation that shows how other types of employment practices such as disciplinary actions and terminations impact employees in protected classes compared to employees in non-protected classes.

The EEO Program Contains Seven Elements:

1. Statement of Policy
2. Plan for dissemination both internally and externally
3. Designation of appropriate personnel responsible for conducting the EEO Program, including the designation of an EEO Officer
4. Utilization Analysis
5. Goals and timetables to correct identified areas of underutilization or concentration
6. Assessment of an agency's employment practices
7. Plan for monitoring and reporting on the EEO Program

### II. Authorities

*"Under Federal Transit Laws, FTA is responsible for ensuring that its recipients do not engage in employment discrimination:*

*'A person may not be excluded from participating in, denied the benefits of, or discriminated against under, a project, program, or activity receiving financial assistance under this chapter because of race, color, religion, national origin, sex, disability, or age. (49 U.S.C. § 5332(b))'*

*This provision applies to employment opportunities and supplements employment protections found in Title VI of the Civil Rights Act of 1964 (Title VI). The Title VI regulations prohibiting employment discrimination are found at 49 CFR § 21.5(c)—Nondiscrimination in Federally Assisted Programs of the Department of Transportation."*<sup>1</sup> Title VI prohibits discrimination on the basis of race, color, and national origin. Discrimination on the basis of religion, disability, age, and sex (pregnancy, childbirth, or related medical conditions, gender identify, and sexual orientation) are protected under 49 U.S.C. § 5332.

In addition to the protections covered under Title VI, FTA EEO Circular 4701.1A also provides guidance on other laws that provide civil rights protections for employees of firms that employ 15 or more employees and that hold federal contracts or subcontracts of more than \$10,000. *"These laws also prohibit retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity."*<sup>2</sup>

- Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 and the Civil Rights Act of 1991, prohibits discrimination on the basis of race, color, religion, national origin, or sex.
- Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA), prohibits discrimination on the bases of genetic information (genetic tests or family medical history).

- Age Discrimination in Employment Act of 1967, prohibits discrimination against employees aged 40 and older.
- The Americans with Disabilities Act of 1990, Section 503 of the Rehabilitation Act of 1973, as amended by the Rehabilitation Act of 1993, and Section 504 of the Rehabilitation Act of 1973, prohibit discrimination on the basis of an individuals' disability.
- The Equal Pay Act of 1963, as amended, requires equal pay for men and women who perform substantially the same work.
- Uniformed Services Employment and Reemployment Rights Act of 1994, protects military veterans' employment and reemployment rights.

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<sup>1</sup> Federal Transit Administration, *Circular 4704.1A* (October 31, 2016, Rev. 1, April 20, 2017), p1-1, 1-2

<sup>2</sup> Federal Transit Administration, *Circular 4704.1A* (October 31, 2016, Rev. 1, April 20, 2017), p1-3

## EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT

The Santa Clara Valley Transportation Authority (VTA) is an equal opportunity employer. VTA offers equal opportunity for employment or advancement to all qualified applicants or employees, including recruitment, selection, transfer, promotion, demotion, discharge, layoff, and all other terms and conditions of employment such as benefits, professional development, and pay.

**VTA does not and will not tolerate discrimination against applicants or employees on the basis of AGE, ANCESTRY, COLOR, MARITAL STATUS, MENTAL OR PHYSICAL DISABILITY, GENETIC INFORMATION, NATIONAL ORIGIN, IMMIGRATION STATUS, POLITICAL AFFILIATION, RACE, RELIGION, CREED, SEX, GENDER IDENTITY, GENDER EXPRESSION, SEXUAL ORIENTATION, PREGNANCY, MEDICAL CONDITION, DISABLED VETERAN OR VETERAN STATUS, ETC.**

We are committed to equal employment opportunity and a diverse workforce. It is our mandate that all VTA employees and contractors adhere to both the spirit and the letter of this policy by maintaining an environment free from discrimination. Furthermore, VTA is committed to providing reasonable accommodations to applicants and employees with disabilities or religious needs, absent undue hardship.

To implement our commitment to equal opportunity and nondiscrimination, VTA has in place an Equal Employment Opportunity/Affirmative Action Program with goals and timetables to overcome the effects of past discrimination of minorities and women. State and federal executive orders, statutes, and regulations are the legal basis for the program. The successful achievement of these goals will provide benefits through full utilization and development of previously underutilized human resources.

The General Manager has overall responsibility for the Equal Employment Opportunity/Affirmative Action Program and the organization's compliance with California's Department of Fair Employment and Housing regulations. However, the effective implementation of this Program is the responsibility of all management and employees of VTA. Thus, performance of managers and supervisors will be evaluated on the success of the Program in the same manner as performance on other agency goals.

On a day-to-day basis, Jaye Bailey, EEO Officer, and Deputy Director of Employee Relations & Civil Rights, closely monitors the Equal Employment Opportunity/Affirmative Action Program. Applicants and employees have the right to file complaints alleging discrimination, without fear of retaliation, by contacting the EEO Officer at (408) 952-8901.



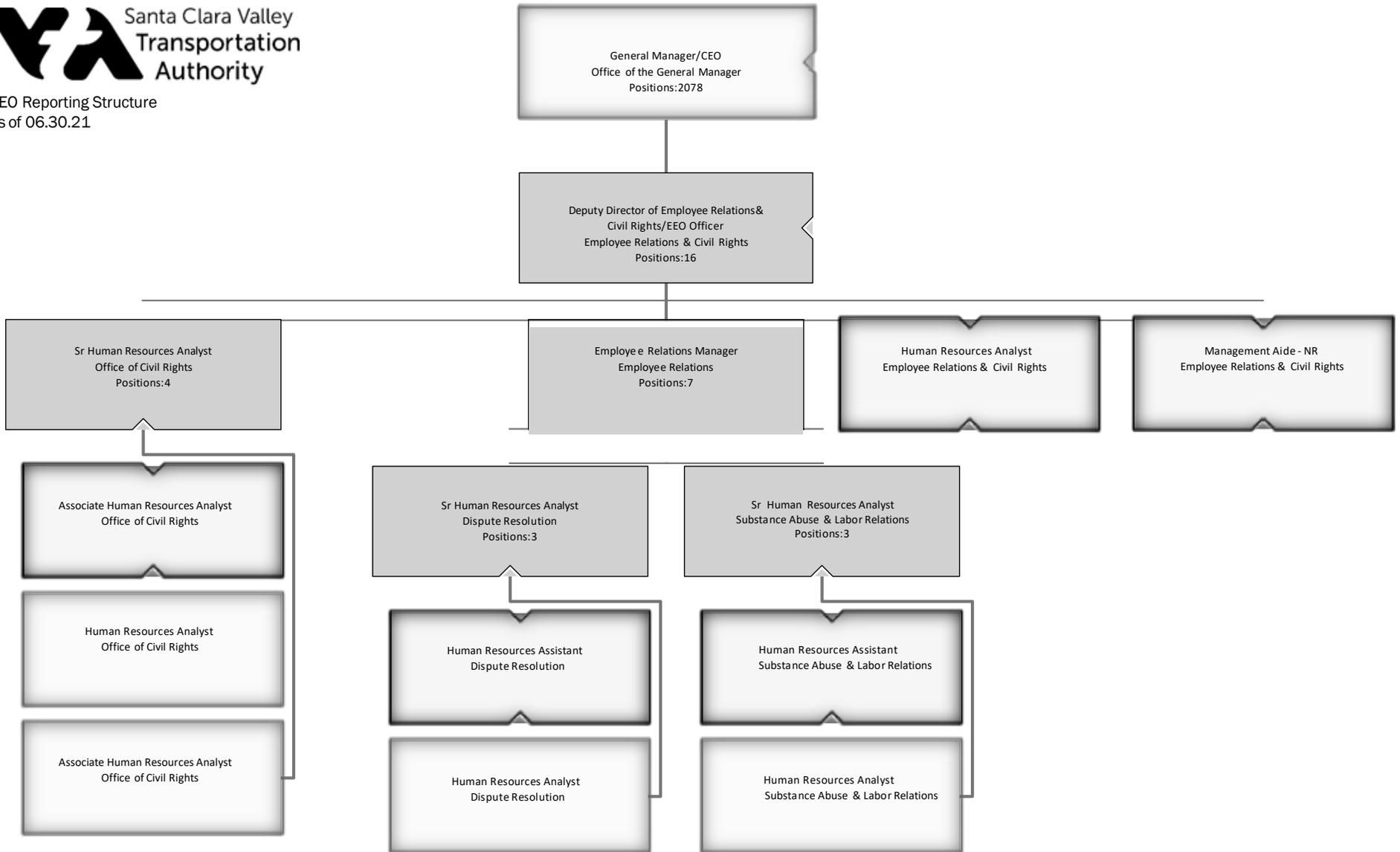
Glenn Hendricks, Chairperson  
Santa Clara Valley Transportation Authority  
Board of Directors



Carolyn Gonot  
General Manager/CEO

August 2, 2021

Date



## **ABOUT VTA**

The Santa Clara Valley Transportation Authority (VTA) is the public transit service provider for Santa Clara County as established in 1972 by the Santa Clara County Transit District Act. Since 1994, VTA also serves as the county's Congestion Management Agency (CMA) responsible for countywide transportation planning and the design and construction of highway, pedestrian, and bicycle improvements.

VTA provides transit services to the 346 square mile, urbanized portion of Santa Clara County which is comprised of 15 cities and the County of Santa Clara with a total population of more than 1.93 million residents. VTA operates 47 bus routes and three light rail transit (LRT) lines--Blue Line-Bay Pointe to Santa Teresa, Green Line-Old Ironsides to Winchester and Orange Line-Mountain View to Alum Rock, within its service area. In addition, VTA funds paratransit and privately-owned shuttle services in the County and participates in providing inter-regional commuter rail and express bus services. All VTA bus and rail vehicles are accessible to individuals with disabilities.

In June 2020, Bay Area Rapid Transit (BART) started service from the Milpitas BART station and the Berryessa BART Station, located in the northeast area of San Jose. To complement these services, VTA redesigned its transit network to meet the transportation needs of people coming into Santa Clara County through BART.

## **INTRODUCTION**

This Equal Employment Opportunity Affirmative Action Plan has been prepared for Santa Clara Valley Transportation Authority (VTA) for the period: January 1, 2022 – December 31, 2025, and addresses associated regulations from the U.S. Department of Transportation's Federal Transit Administration Circular, FTA C 4704.1A, effective October 31, 2016, and revised April 20, 2017, Subject: Equal Employment Opportunity (EEO) Requirements and Guidelines for Federal Transit Administration Recipients. This Plan (EEO/AAP) has been adopted in good faith, in conformance with, and in reliance upon the Equal Employment Opportunity Commission's (EEOC) Affirmative Action Guidelines (44 Federal Register 4422, January 19, 1979).

Data and information used to generate the new Affirmative Action Placement Goals is from July 1, 2018, through June 30, 2021, and is prospective for the four-year period above. VTA provides county-wide transportation to 15 cities and the County of Santa Clara. There are approximately 2,099 employees covered under this Plan, which includes: Officials and Administrators, Professionals, Technicians, Paraprofessionals, Administrative Support, Skilled Craft Workers, and Service-Maintenance.

The adoption of this EEO/AAP does not constitute an admission by VTA that it has violated any of the provisions of Title VII of the Civil Rights Act or the nondiscrimination provisions of its various grant entitlements.

## STATEMENT OF PURPOSE

This EEO/AAP has been designed to bring females, members of minority groups, covered veterans, and persons with disabilities into all levels and segments of VTA's workforce in proportion to their representation in the relevant qualified labor market.

The EEO/AAP, therefore, is a detailed, results-oriented set of procedures which, when carried out, results in full compliance with equal employment opportunity requirements through full utilization and equal treatment of all people. VTA is subject to and must address a variety of state and federal laws and guidelines dealing with equal employment opportunity and affirmative action.

The technical, legal, and mathematical aspects of the EEO/AAP all have one common purpose--to enable VTA to properly identify three key concepts which collectively encompass our Affirmative Action Plan:

- a) the organization's current demographic makeup.
- b) the organization's goals and objectives; and
- c) how the organization may best achieve these goals and objectives.

## APPLICABLE AFFIRMATIVE ACTION LAWS AND REGULATIONS

VTA is subject to the equal employment opportunity and affirmative action requirements of Circular 4704.1A, Equal Employment Opportunity (EEO) Program Guidelines for Grant Recipients, of the Federal Transit Administration (FTA) of the United States Department of Transportation (U.S. DOT). Since it meets the threshold requirements of 50 or more transit-related employees and receives financial assistance from U.S. DOT, VTA is mandated to comply with FTA's EEO Program requirements.

Affirmative Action is a term that encompasses any measure adopted by an employer to correct, to compensate for past or present discrimination, or to prevent discrimination from occurring in the future. Affirmative Action goes beyond the simple termination of a discriminatory practice.

As stipulated in federal regulations, a prerequisite to the development of a satisfactory EEO/AAP is the evaluation of opportunities for the utilization of protected group members, as well as an identification and analysis of problem areas inherent in their employment. Also, where a statistical analysis of the employee workforce reveals a numeric underutilization of minorities or females greater than would reasonably be expected by their availability, a comprehensive EEO/AAP details specific affirmative action steps to ensure equal employment opportunity. These steps are focused to the problems and needs of protected group members. For minorities and females, such steps include the development of hiring and promotion goals to rectify underutilization where found. It is toward this end that this EEO/AAP was developed.

## TERMINOLOGY

The terms "utilization analysis," "underutilization," "deficiency," and "problem area" appearing in this EEO/AAP are terms required by relevant governmental regulations. The criteria used in relation to these terms are those specified by law. Although VTA will use the terms in total good faith in connection with this EEO/AAP, such use does not necessarily signify that VTA agrees that these terms are properly applied to any particular factual situation and is not an admission of non-compliance with EEO laws, regulations, and objectives.

The utilization analysis contained herein is required by the relevant government regulations to be based on certain statistical comparisons. Geographic areas and sources of statistics used herein for these comparisons were used in compliance with relevant government regulations, as interpreted by the designated government representatives. The use of certain geographic areas and sources of statistics does not indicate VTA's agreement that the geographic areas are appropriate in all instances of use or that the sources of statistics are the most relevant. The use of such geographic areas and statistics may have no significance outside the context of this EEO/AAP. Such statistics and geographic areas will be used, however, in total good faith with respect to this EEO/AAP.

Whenever the term "goal" is used, it is expressly intended that it "should not be used to discriminate against any applicant or employee because of race, color, religion, sex, national origin, disability status, or veteran status."

## DESCRIPTION OF RACE/ETHNIC CATEGORIES

The race/ethnic groups used in this EEO/AAP are defined by the EEOC as follows:

- **Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- **\*American Indian or Alaska Native (not Hispanic or Latino):** A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.
- **\*Asian (not Hispanic or Latino):** 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, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **\*Black or African American (not Hispanic or Latino):** A person having origins in any of the Black racial groups of Africa.
- **\*Native Hawaiian or Other Pacific Islander (not Hispanic or Latino):** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **\*White (not Hispanic or Latino):** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Two or More Races (not Hispanic or Latino):** A person who identifies with more than one of the categories marked with an asterisk "\*" above.

## PROTECTED GROUPS

Coverage under affirmative action laws and regulations apply to:

**White females and minority males and females who are recognized as belonging to or identifying with the following race or ethnic groups:** Blacks/African Americans, Hispanics/Latinos, Asians, Native Hawaiian/Pacific Islanders, American Indians/ Alaskan Natives, and two or more races.

**Disabled Veteran:** (1) Any veteran of the U.S. military, ground, naval, or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) a person who was discharged or released from active duty because of a service-connected disability.

**Recently Separated Veteran:** Any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.

**Active-Duty Wartime or Campaign Badge Veteran:** Any veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.

**Armed Forces Service Medal Veteran:** Any veteran who, while serving on active duty in the U.S. military, ground, naval, or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 FR 1209).

**An individual with a disability:** A person who (1) has a physical or mental impairment that substantially limits one or more of his/her major life activities, (2) has a record of such impairment, or (3) is regarded as having such an impairment.

VTA complies with all relevant state and federal laws to ensure equitable treatment for all VTA employees and applicants.

## EEO PROGRAM, INDIVIDUALS WITH DISABILITIES AND VETERANS' EMPLOYMENT PRACTICES REPORTING

*"FTA requires statistical data that show any potential impact of an agency's employment practices on persons with disabilities and veterans. This includes the number of applicants for employment and promotions in each job category and the number hired and promoted, cross-referenced by sex and race. Having this data will assist in measuring the effectiveness of outreach and recruitment efforts for persons with disabilities and veterans...[The agency is not required to conduct a four-fifths rule analysis. The agency can set its own specific aspirational goals, but FTA asks agencies to track raw numbers; for example, the number applied, number hired, number applied for promotion, and number promoted.]"*<sup>1</sup>

Santa Clara Valley Transportation Authority's (VTA) Recruitment and Selection unit tracks employment practices for veterans and for persons who require accommodations<sup>2</sup>. Since the submittal of the 2014 EEO Program, 310 veterans applied for jobs, 4 were new hires and 14 were promoted. During the application process, 20 individuals requested accommodations, none of whom were hired or promoted.

While the above data provides some insight on how VTA's employment practices impact veterans and persons who request accommodations, VTA understands the need to collect and analyze data that reflects the agency's continued efforts to increase the diversity of its workforce. Moving forward, VTA will create reporting forms that will be used during the hiring and promotion processes that will allow applicants to voluntarily self-identify as veterans or individuals with disabilities. The forms will be kept confidentially and completed separately from employment applications, applications for promotions, or documents that allow for promotions through reclassification.

VTA will collect the following data for veterans and for persons with disabilities crossed referenced by sex and race:

1. Number of persons **who** applied
2. Number of persons hired
3. Number of persons **who** applied for promotion
4. Number of persons **who were** promoted
5. Number of persons **who were** eligible or applied for promotion through reclassification
6. Number of persons **who were** reclassified
7. Number of persons who requested reasonable accommodations (disability only)
8. Number of persons who received reasonable accommodations (disability only)

By disaggregating the data for veterans and individuals with disabilities VTA can see a clearer picture of how its employment practices affect persons in those categories. VTA will use this information to establish a baseline for availability and track the utilization of veterans and persons with disabilities.

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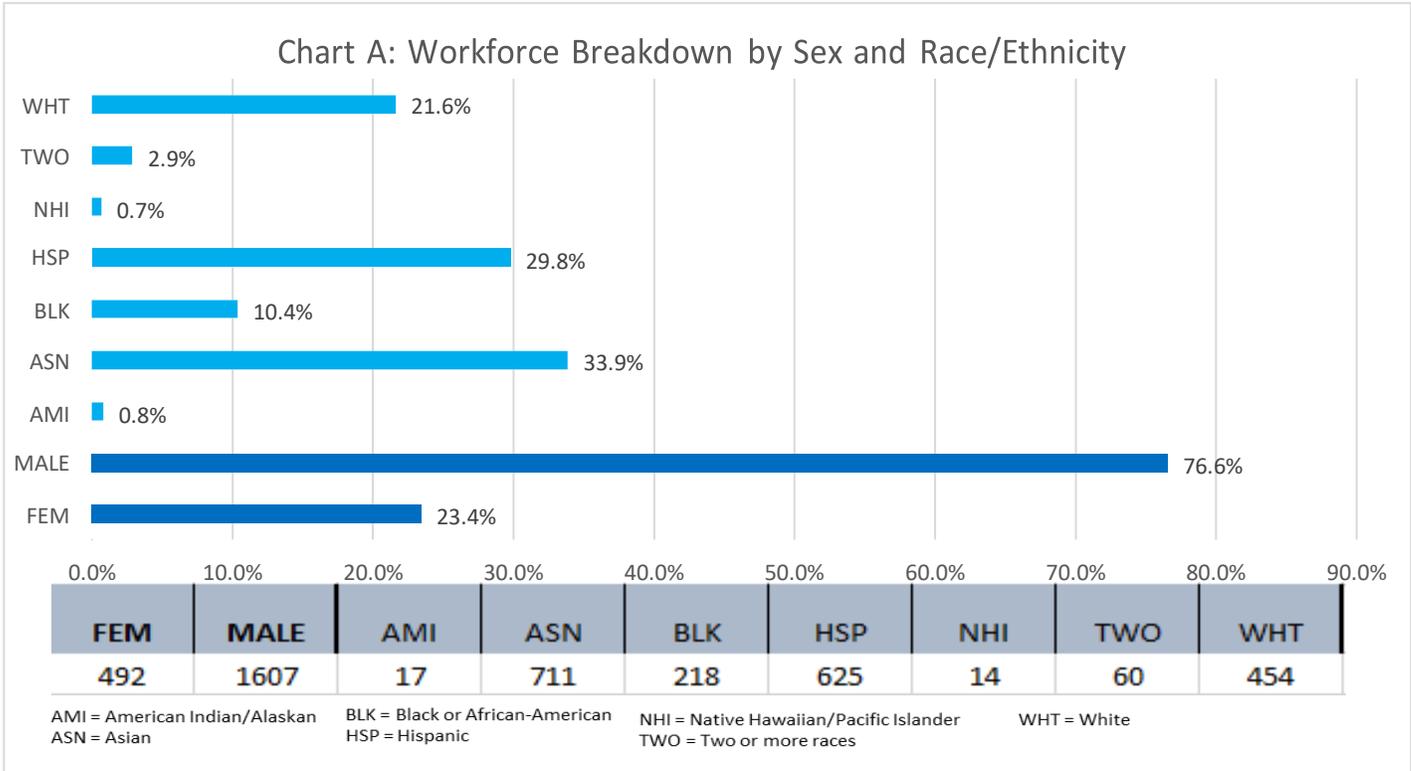
<sup>1</sup> Federal Transit Administration, *Circular 4704.1A* (October 31, 2016, Rev. 1, April 20, 2017), 2-10

<sup>2</sup> An accommodation can be provided for reasons other than disability. For example, a person who is limited English proficient (LEP) may request an accommodation for language assistance.

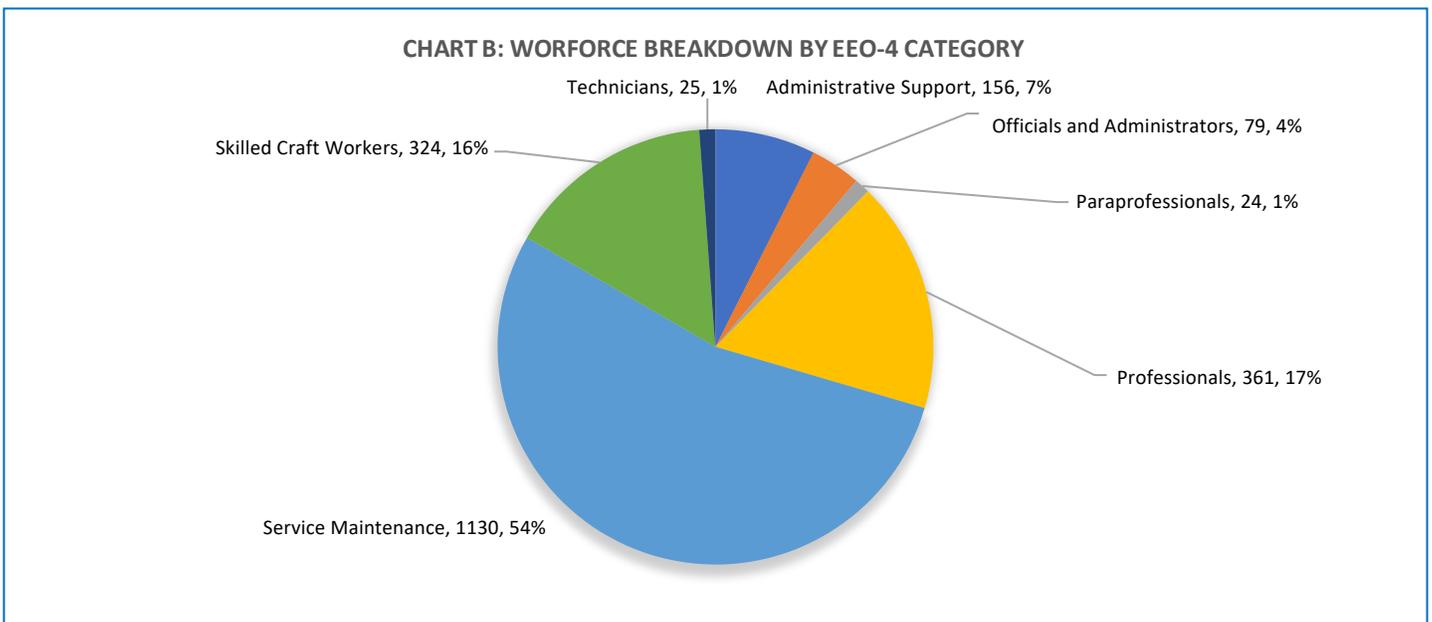
## OVERVIEW OF VTA'S WORKFORCE

VTA is located in San Jose, California, under the direction of a 12-voting member Board of Directors with fiscal year 2022 and fiscal year 2023 operating budgets of \$521.1 million and \$544.2 million.

VTA is a diverse organization. The total number of VTA employees as of June 30, 2021, was 2,099, made up of 76.6% males and 23.4% females. Minorities represent 78.4% of the employee population, and 21.6% are non-minorities. The highest employee representation among minorities are Asian (33.9%), Hispanic (29.8%), and Black or African- American (10.4%).



VTA's workforce is divided into 7 EEO-4 Categories:



During the period beginning on July 1, 2018, through June 30, 2021, VTA's workforce decreased by 135 employees from 2,234 to 2,099, a 6.04% decrease in the overall workforce. Female representation in the workforce decreased by 1.5% overall. Minority representation in the workforce increased by 5.4% overall. A summary of changes in VTA's workforce can be found in Exhibit A.

VTA had multiple reorganizations throughout the reporting period of January 1, 2018, to December 31, 2021. The divisions and executive offices are shown below as of 6/30/2021.

VTA Employees work in seven divisions and three executive offices:

**Divisions**

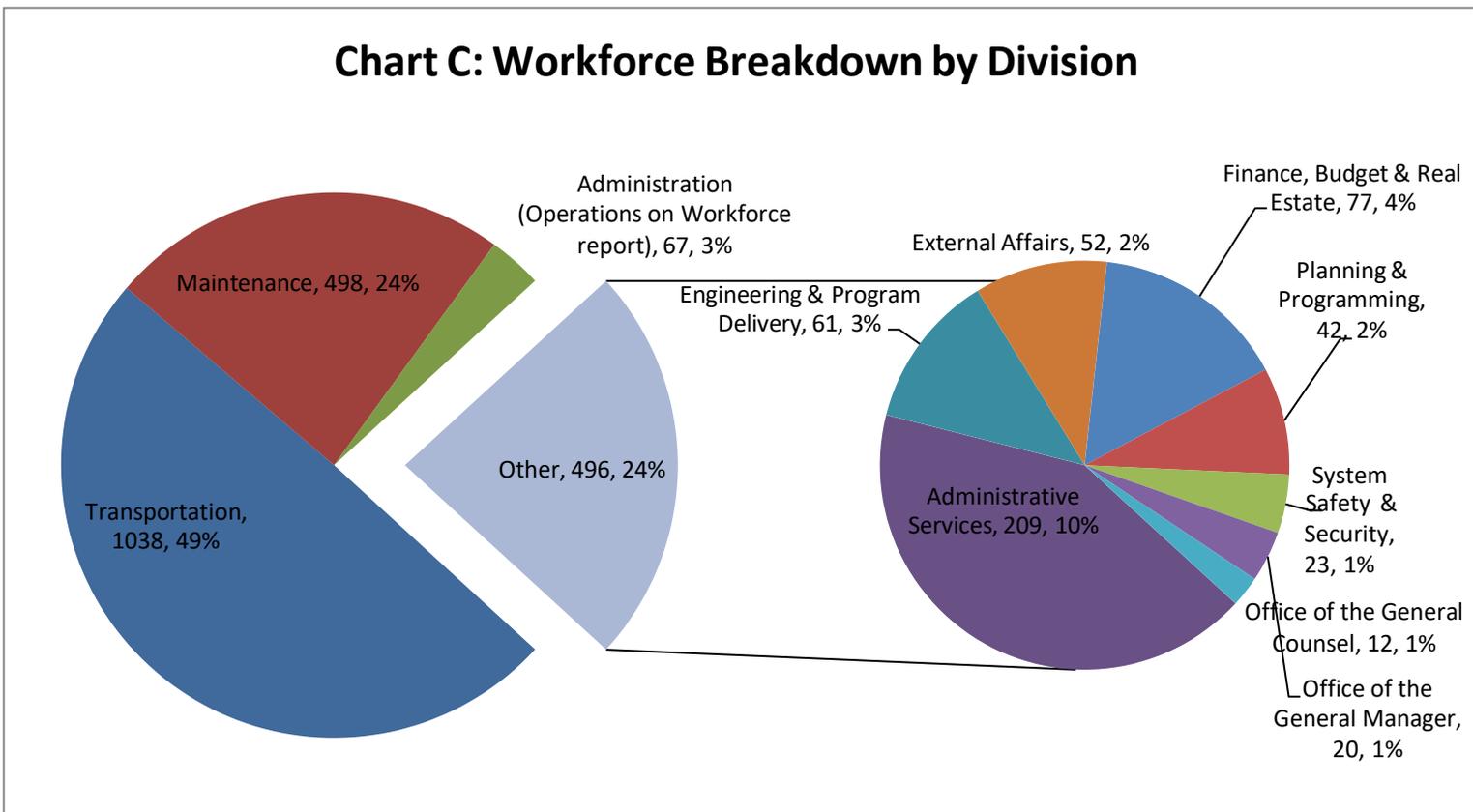
1. Administrative Services
2. Engineering & Program Delivery
3. External Affairs
4. Finance, Budget & Real Estate
5. Operations (Includes the following: Administration, Maintenance & Transportation)
6. Planning & Programming
7. System Safety & Security

**Executive Offices**

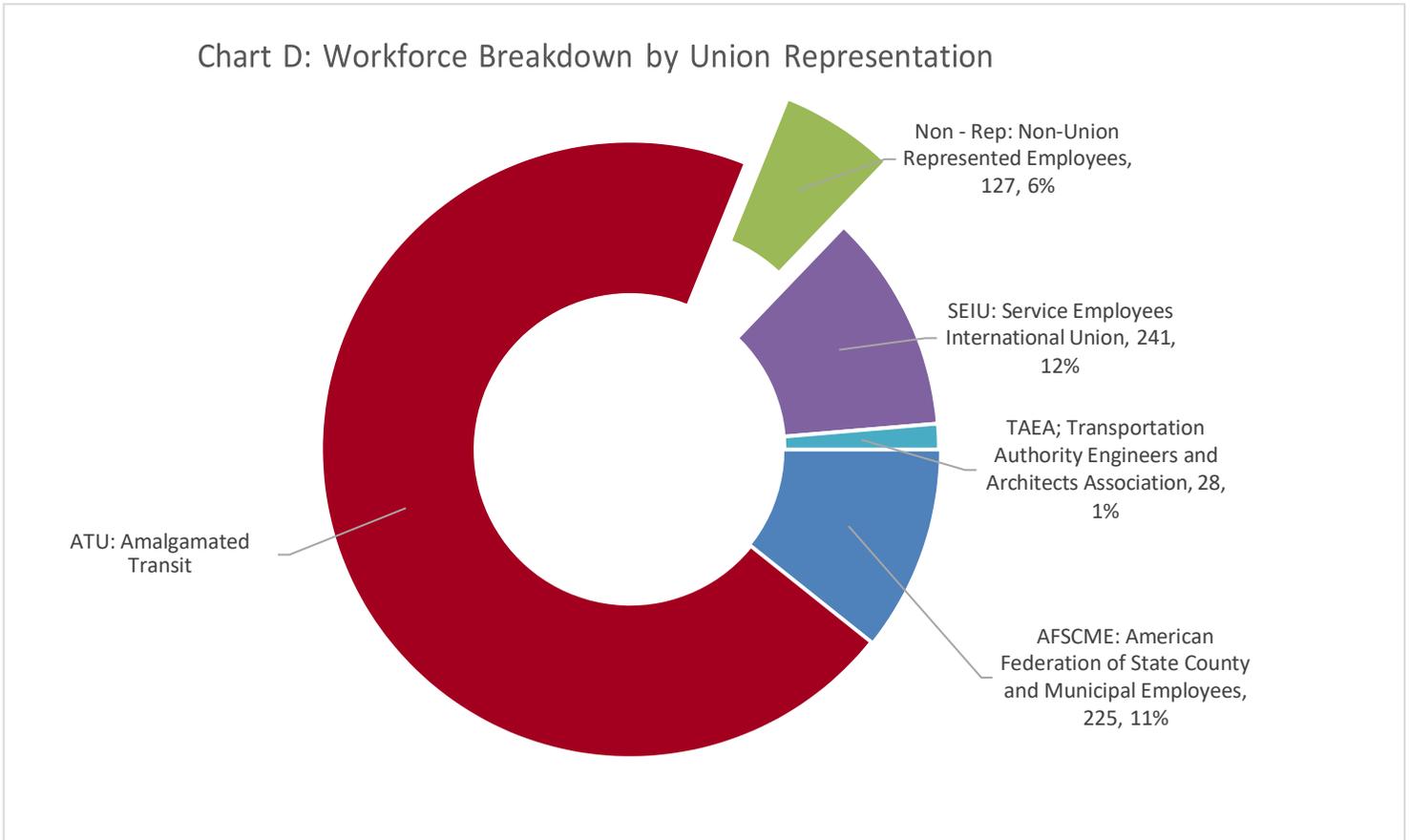
- Office of the General Manager
- Office of the General Counsel
- Office of the Auditor General\*

\*Note: The Office of the Auditor General is not comprised of VTA employees and therefore not included in the analysis.

For the purposes of this analysis, the Operations division, making up 76.4% of the total employee population, is further segmented into Administration, Maintenance, and Transportation sections.



Of those employed at VTA as of June 30, 2021, 93.8% are represented by Labor Organizations while 6.2% are non-represented. The represented employees are segmented below:



### WORKFORCE REDUCTIONS AT VTA

No employees were laid-off during the reporting period (July 1, 2018, through June 30, 2021).

### RELIANCE ON EEOC GUIDELINES

Although VTA is confident that no violation of Title VII of the Civil Rights Act exists at VTA, it has developed this EEO/AAP in accordance with and in reliance upon the EEOC's Guidelines on Affirmative Action, Title 29 Code of Federal Regulations, Part 1608.

### REPORTING PERIOD

The prior Equal Opportunity/Affirmative Action Plan (EEO/AAP) was submitted to the FTA for approval on 2/26/2018. The time-period covered by the prior year EEO/AAP was from January 1, 2018, to December 31, 2021. The new EEO/ AAP covers the time period from January 1, 2022, to December 31, 2025.

## CHAPTER 1: EEOC JOB CATEGORY ANALYSIS

Job Categories used for utilization analyses and goal setting were based on the U.S. EEOC Job Categories. VTA Job Titles were grouped based on definitions and content from the EEOC Form 164, State and Local Government Information (EEO-4) Instruction Booklet.

### Description of EEOC Job Categories

The combining of VTA job classifications into separate job categories conforms to EEOC guidelines. The occupations employed at VTA are included in the following eight job categories as defined by the EEOC (EEO Job Categories are in bold type).

**Officials and Administrators.** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis, includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and- housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.

**Professionals.** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge, includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

**Technicians.** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training, includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.

**Protective Service Workers.** Occupations in which workers are entrusted with public safety, security, and protection from destructive forces, includes: police patrol officers, firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.

**Paraprofessionals.** Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept, includes: research assistants, medical aides, child support workers, policy auxiliary welfare service aides, recreation assistants, homemakers' aides, home health aides, library assistants and clerks, ambulance drivers and attendants, and kindred workers.

**Administrative Support (Including Clerical and Sales).** Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office, includes: bookkeepers, messengers, clerk-typist, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

**Skilled Craft Workers.** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs, includes: mechanics and repairers electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.

**Service-Maintenance.** Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene, or safety of the general public or which contribute to the upkeep and care of buildings, facilities, or grounds of public property. Workers in this group may operate machinery, includes: chauffeurs, laundry and dry-cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners, and groundkeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.

## CHAPTER 2: WORKFORCE ANALYSIS

VTA conducted a workforce analysis to identify employees at VTA by sex and race/ethnicity in each EEO-4 Job Category and job title. All employees, including departmental supervisors, exempt and nonexempt, were analyzed. Each EEO-4 Job Category and job title was examined in terms of: the total number of employees, the number of male and female employees, the total number of employees with a disability, the total number of employees who identify as a veteran, the total number of minority employees, the male and female minority employees, the total number of White, Black, Hispanic, Asian, Native Hawaiian or Pacific Islander, American Indian or Alaskan Native employees, and employees with two or more races. An analysis of VTA's workforce as of June 30, 2021 was conducted agency-wide and by executive office, division and section as follows:

- Workforce analysis by EEOC Job Category (agency-wide). Please see Exhibit B.
- Workforce analysis by EEOC Job Category for each Executive Office, Division and Section. Please see Exhibits I-1 to I-11.
- Job Category Summary by EEOC Job Category (agency-wide). Please see Exhibit D.
- Job Category Summary by Job Title Analysis for each EEOC Job Category (agency-wide). Please see Exhibit E.

### CHAPTER 3: INTERNAL AVAILABILITY - PROMOTABLE/TRANSFERABLE EMPLOYEES

Information on VTA's internal availability of promotable and transferable employees was developed in conjunction with the workforce analysis. These are employees in feeder job categories, which comprise VTA's internal pool of candidates who may compete for upward mobility in job opportunities at VTA. Feeder job categories identify the job titles through which an employee can move to the top of a line of progression within VTA. Applicable feeder job categories cross division lines and are identified for each EEO-4 Job Category. Trend analysis since the last EEO/AAP report showed additional feeder groups are being utilized in promotions and transfers, as reflected below:

Chart E: Internal Availability Feeder Job Categories	
Job Category	Internal Feeder
Officials and Administrators	Professionals
Professionals	Professionals, Technicians, Skilled Craft Workers, Paraprofessionals, Administrative Support, Service-Maintenance
Technicians	Technicians, Paraprofessionals
Paraprofessionals	Paraprofessionals, Administrative Support
Administrative Support	Administrative Support, Skilled Craft Workers, Service-Maintenance
Skilled Craft Workers	Skilled Craft Workers, Service-Maintenance
Service-Maintenance	Service-Maintenance

\*VTA does not employ any Protective Service Workers as defined by the EEO-4 Job Categories.

The internal availability of promotable/transferable employees provides useful information regarding patterns of vertical and horizontal movement throughout our workforce.

## CHAPTER 4: DETERMINING MARKET AVAILABILITY

After the job category analysis, workforce analysis, summary of utilization (review of hires, promotions, transfers, demotions, and terminations), and internal availability analyses were completed, an availability analysis was conducted for each job category. "Availability" is an estimate of the proportion of each sex and race/ethnic group, as well as proportion of veterans and individuals with disabilities, available and qualified for employment at VTA for a given job category in the relevant labor market during the life of the EEO/AAP. Availability indicates the approximate level at which veterans and individuals with disabilities, as well as each race/ethnic and sex group, could reasonably be expected to be represented in a job category if VTA's employment decisions are being made without regard to sex, race, ethnic origin, veteran status, or disability status. Availability estimates are a way of translating equal employment opportunity into numerical terms. Correct utilization analyses, worthwhile and attainable goals, and real increases in employment for underutilized groups depend on an accurate availability analysis. With valid availability data, we can compare the percentages of those who could reasonably be expected to be employed versus our current employment (from the workforce analysis), identify underutilization or areas of deficiency, and establish goals and timetables to correct any problems.

### Steps in Utilization Analysis

**Availability Factors:** The following availability factors are required for consideration when developing availability estimates for each job category:

- Internal Factors: The percentage of minorities, females, veterans, or individuals with disabilities among those promotable, transferable, and trainable within the organization.
- External Factors: The percentage of minorities, females, veterans, or individuals with disabilities with the requisite skills in the reasonable recruitment area.

**Reasonable Recruitment Area (External):** The reasonable recruitment areas were identified for each job category as the area external to VTA from which VTA typically recruits or draws job applicants for positions in the category: The United States, the State of California, or the Local Area. The reasonable recruitment areas were weighted according to VTA's traditional recruitment practices.

**Local Labor Market:** The local labor market is one component of the reasonable recruitment area. To accurately define the local labor area for those job categories recruited "locally," the counties in which VTA employees reside were identified. This data was then used to define the local labor area. The analysis shows that the vast majority of VTA employees reside in Santa Clara County, California, and the immediate surrounding areas. These counties include: Alameda, Contra Costa, Marin, San Benito, San Mateo, San Francisco, and Santa Clara. The labor market availability data for these six counties was considered and tabulated by EEO-4 category as a basis of calculating local labor market availability for the purposes of this EEO/AAP.

For Availability Analysis, please see Exhibit F.

**Obtain Availability Data:** The data used to define the local labor market was obtained as follows:

- Reasonable Recruitment Area (External): Data from 2019 EEO-4 State and Local Government Information National Employment Summary were used as follows:

**Chart F: External Availability Data Sources**

Job Category	Factor	Data Source
Officials and Administrators	Ext 1	2019 EEO-4 State and Local Govt Information National Employment - Summary by Job Category (CA)
	Ext 2	2019 EEO-4 State and Local Govt Information National Employment - Summary by Job Category (US)
Professionals	Ext 1	2019 EEO-4 State and Local Govt Information National Employment - Summary by Job Category (CA)
	Ext 2	2019 EEO-4 State and Local Govt Information National Employment - Summary by Job Category (US)
Technicians	Ext 1	2019 EEO-4 State and Local Govt Information National Employment - Summary by Job Category (CA)
	Ext 2	2019 EEO-4 State and Local Govt Information National Employment - Summary by Job Category (US)
Paraprofessionals	Ext 1	2019 EEO-4 State and Local Govt Information National Employment - Summary by Job Category (CA)
	Ext 2	2019 EEO-4 State and Local Govt Information National Employment - Summary by Job Category (US)
Administrative Support	Ext 1	2019 EEO-4 State and Local Govt Information National Employment - Summary by Job Category (CA)
	Ext 2	2019 EEO-4 State and Local Govt Information National Employment - Summary by Job Category (US)
Skilled Craft Workers	Ext 1	2019 EEO-4 State and Local Govt Information National Employment - Summary by Job Category (CA)
	Ext 2	2019 EEO-4 State and Local Govt Information National Employment - Summary by Job Category (US)
Service-Maintenance	Ext 1	2019 EEO-4 State and Local Govt Information National Employment - Summary by Job Category (CA)
	Ext 2	2019 EEO-4 State and Local Govt Information National Employment - Summary by Job Category (US)

**Availability Analysis:**

Analyses were conducted that compared market availability to internal utilization of employees within each Division, EEOC Job Category, with further breakdowns by sex, race/ethnicity, veteran status, and disability status. Any resulting underutilization of employees served as the basis for recommended goals. For Agency-wide Utilization Analysis, please see Exhibit G-1. For Executive Office, Division and Section analyses, please see Exhibits I-1 to I-11.

## CHAPTER 5: PLACEMENT GOALS

VTA has established goals for each job category where underutilization has been identified. These goals take into account the availability of basically qualified persons in the relevant labor market area. They also take into account anticipated employment opportunities. These goals will be reached primarily through implementation of our action-oriented programs. The action-oriented programs consist primarily of a balanced mix of internal and external hiring, and succession planning. Selections will occur only from among qualified applicants. Goals do not require the hiring of persons when there are no vacancies or the hiring of a person who is less likely to do well on the job ("less qualified") over a person more likely to do well on the job ("better qualified"), under valid selection procedures.

Goals are not rigid and inflexible quotas that must be met but are instead targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire EEO/AAP a success. A goal and its associated timetable represent a guidepost against which VTA, a community group, or a compliance agency can measure progress in remedying identified deficiencies in VTA's workforce. By setting realistic goals based on expected vacancies and anticipated availability of skills within the relevant labor area, and using a job-related selection system, VTA should be able to meet the goals. This assumes VTA conducts effective recruitment and advertising efforts to ensure an adequate pool of qualified applicants who identify as female, veterans, persons with disabilities, and/or as individuals belonging to a minority group exists from which to make selections.

In establishing goals and timetables, VTA considered the results that could reasonably be expected from putting forth every good faith effort to make our overall EEO/AAP successful. For agency-wide goals, please see Exhibit G-2.

### Goals Methodology - Whole Person Rule

The following process was used to establish goals and timetables as described below:

- Goals were established for females, total minorities, individual minority groups, veterans, and individuals with disabilities in any job category where underutilization was identified.
- Goals are not ultimate and fixed.
- A goal was established for each underutilized job category. This is a percentage placement rate, which is a target percentage that is used as a guideline, not a quota, in filling positions with people in underutilized categories.
- Actions plans were established for reaching the goals using the placement rates and anticipated employment opportunities. In identifying anticipated employment opportunities, VTA considered contraction in its workforce for the coming years, as well as expected turnover.
- Job category size is a factor in determining goals. Job categories with less than two incumbents rarely result in the assignment of goals. In addition, goals were not established where the difference between workforce utilization and parity was less than one whole person.
- Goals were not established that would exclude veterans, individuals with disabilities, any sex, or any race/ethnic group. The Goals Report for each EEOC job category shows the number and percentage of representation of employees, the availability percentage, and whether the job category has any underutilized protected groups. It also includes goals and the number of protected individuals needed to achieve parity within the job category.

## CHAPTER 6: IDENTIFICATION OF PROBLEM AREAS AND ACTION-ORIENTED PLANS

### Terminology

The terms “utilization analyses” and “problem area” appearing in this chapter are terms VTA is required to use by Federal governmental regulations. The criteria used in relation to these terms are those specified by the relevant government authority. These terms have no independent legal or factual significance. Although VTA will use the terms in total good faith in connection with its EEO/AAP, it is not an admission of non-compliance with EEO laws, regulations, and objectives. Whenever the term “goal” is used, it is expressly intended that it should not be used to discriminate against any applicant or employee.

Based on analyses of each job category, areas of concern have been identified and are discussed below. In addition to the identification of problem areas within job category (underutilization), VTA has reviewed data to identify problem areas in each of its selection procedures (i.e., hires, promotions, and terminations) as well as by organizational unit. VTA will continue to monitor and update these studies during each EEO/AAP year. In each case where potential problem areas have been identified, affirmative actions, as appropriate, will be taken consistent with any of the action-oriented programs of this EEO/AAP. For Summaries of these analyses, please see Exhibits C through G-2.

Goals are established within each of the EEO-4 Job Categories at no less than the current availability data for the job category. VTA has reviewed the utilization analyses for VTA by EEOC Job Category and evaluated the hires, promotions, and terminations within and among job categories during the period under review.

**Utilization Analysis:** The current utilization of minorities, females, veterans, and individuals with disabilities at VTA was assessed in all job categories to identify those job categories where there was an underutilization and/or concentration of minorities, females, veterans, and individuals with disabilities in relation to their availability in the relevant labor market.

**Personnel Activity Data:** The following sources of data were used for each of the personnel activity analyses over the period July 1, 2018, through June 30, 2021. A descriptive breakdown is given for the following:

- **Hires:** Hires by job category were tabulated for VTA with further breakdown by division, sex, race/ethnicity, disability status, and veteran status. Please see Exhibit K-1
- **Rehires:** Rehires by job category were tabulated for VTA with further breakdown by division, sex, race/ethnicity, disability status, and veteran status. Please see Exhibit K-1
- **Promotions:** Promotions by job category were calculated for VTA with further breakdown by division, sex, race/ethnicity, disability status, and veteran status. Please see Exhibit K-2
- **Demotions:** Demotions by job category were calculated for VTA with further breakdown by division, sex, and race/ethnicity, disability status, and veteran status. Please see Exhibit K-2
- **Transfers:** Transfers by job category between Divisions were calculated for VTA with further breakdown by division, sex, race/ethnicity, disability status, and veteran status. Please see Exhibit K-3
- **Separations:** Voluntary and involuntary separations were calculated for VTA by job category with further breakdown by division, reason for separation, sex, race/ethnicity, disability status, and veteran status. Please see Exhibits K-4 and K-5
- **Disciplinary Actions:** Disciplinary actions were calculated for VTA by action taken with further breakdown by sex and race/ethnicity. Please see Exhibit K-6
- **Training:** Formal and informal types of training were calculated for VTA by EEO-4 job category with further breakdown by division, training type, sex, race/ethnicity, disability status, and veteran status. Please see Exhibit K-7

**Impact Ratio Analysis:** An Impact Ratio Analysis compares the employment rates of minorities, females, veterans, and individuals with disabilities to the employment rates for non-minorities, men, individuals who do not identify as a veteran, and individuals who do not identify as having a disability. For hires and promotions, the “80% Rule” is used as a threshold to determine if potential “adverse impact” exists. That is, if the minority or female group’s rate of selection, or the rate of selection for veterans or individuals with disabilities, is less than 80% of the rate for non-minorities, males, those who identify as veterans, or those who identify as having a disability, “adverse impact” may be indicated. For terminations, if a protected group’s rate is more than 120% of the group with the lowest selection rate, adverse impact may exist. The following impact ratio analyses were conducted for the period of July 1, 2018, to June 30, 2021:

Hires - Please see Exhibit L-1.

Promotions - Please see Exhibit L-2.

Demotions - Please see Exhibit L-3.

Terminations - Please see Exhibit L-4.

Training - Please see Exhibits L-5 to L-7.

## CHAPTER 7: DESIGNATION OF RESPONSIBILITY

As part of its efforts to ensure equal employment opportunity to all individuals, VTA has designated specific responsibilities to various staff to ensure that the EEO/AAP focuses on all components of the employment system. To that end, the General Manager and the EEO Officer have undertaken the responsibilities described below.

**General Manager:** The primary overall responsibility and accountability for implementing the EEO/AAP rests with the General Manager, through the EEO Officer. The EEO Officer is responsible for adherence to VTA's policy of equal employment opportunity and affirmative action. The General Manager's role includes, but is not limited to, the following:

- Designate appropriate personnel with the responsibility for overseeing, administering, implementing, and monitoring VTA's EEO/AAP. Ensure that these personnel are identified in writing by name and job title
- Ensure that those designated personnel responsible for all EEO/AAP components are given the necessary authority and top management support and staffing to successfully implement their assigned responsibilities
- Impart the personal direction that assures total involvement and commitment to equal employment opportunity programs through VTA's EEO/AAP

**EEO Officer:** Responsibility for the daily management of the EEO/AAP rests with the EEO Officer who ensures adherence to all relevant EEO/AAP policies and procedures through executive staff, department managers, and supervisors. Successful implementation of this program is a basis for evaluating the EEO Officer's effective work performance. The EEO Officer's responsibilities include, but are not limited to, the following:

- Developing the EEO policy statement and a written EEO Program
- Assisting management in collecting and analyzing employment data, identifying problem areas, setting goals and timetables, and developing programs to achieve goals
- Designing, implementing, and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where proactive action is needed
- Reviewing the agency's nondiscrimination plan with all managers and supervisors to ensure that the policy is understood
- Concurring in the hiring and promotion process
- In conjunction with human resources, periodically reviewing employment practices policies (e.g., hiring, promotions, training), complaint policies, performance evaluations, grievance procedures, and union agreements
- Reporting at least semiannually to the CEO/GM on each department's progress in relation to the agency's goals and on contractor and vendor compliance
- Serving as liaison between the agency; Federal, state, county, and local governments; regulatory agencies; and community groups representing minorities, women, and persons with disabilities, and others
- Maintaining awareness of current EEO laws and regulations, and ensuring the laws and regulations affecting nondiscrimination are disseminated to responsible officials
- Investigating complaints of EEO discrimination
- Providing EEO training for employees and managers
- In conjunction with human resources, advising employees and applicants of available training programs and professional development opportunities and the entrance requirements
- Auditing postings of the EEO policy statement to ensure compliance information is posted and up to date

- Develop and recommend EEO/AAP policies and procedures, including written EEO/AAP internal and external communication procedures
- Assist in recruiting minority, disabled, and female participants, while suggesting outreach sources for use by hiring officials

**Managers and Supervisors:** In their direct day-to-day contact with VTA's employees, managers and supervisors have assumed certain responsibilities to facilitate VTA's compliance with the effective implementation of the EEO/AAP. These include, but are not limited to, the following:

- Assist in identifying problem areas and establishing agency and unit goals and objectives
- Participate actively with groups that specifically serve the needs of minorities, females, and persons with disabilities; community organizations; and community service programs designed to promote EEO
- Participate actively in periodic audits of all aspects of employment in order to identify and remove barriers obstructing the achievement of specified AAP goals and objectives
- Hold regular discussions with other managers, supervisors, and employees an affinity groups to ensure the agency's policies and procedures are being followed
- Review the qualifications of all employees to ensure that minorities, disabled persons, and females are given full opportunities for transfers, promotions, training, salary increases, and other forms of compensation
- Participate in the review and/or investigation of complaints alleging discrimination
- Conduct and support career counseling for all employees
- Participate in periodic audits to ensure that each agency unit is in compliance (e.g., EEO posters are properly displayed on all employee bulletin boards)
- In conjunction with the EEO Officer, maintain and update the personnel database for generating reports required for the nondiscrimination program
- Cooperate with the EEO Officer in review of information and investigation of complaints
- Encourage employee participation to support the advancement of the EEO Program (e.g., professional development and career growth opportunities, posting promotional opportunities, shadowing, mentoring)

## CHAPTER 8: INTERNAL AUDIT AND REPORTING

Inherent in the EEO/AAP is the need for periodic self-assessment of problems encountered, corrective action taken, and progress made. Self-evaluation requires complex record keeping systems on applicants, employees, and components of the EEO/ AAP itself. Periodic reports from the EEO Officer and other relevant persons are required.

The objective of all record keeping systems to be implemented is to assess:

- the results of past actions and trends
- the appropriateness of goals and objectives
- the appropriateness, and relevancy of identified solutions to problems, and the adequacy of the EEO/AAP as a whole. In addition, a further objective is to identify any proper corrective actions to be made to required components of the EEO/AAP.

The records that are maintained are the basis for updating the EEO/AAP, including revising the availability data and re-establishing long-range and annual numerical goals and timetables. The internal audit and reporting system is used as the basis for evaluating systemic, results-oriented programs and affirmative action efforts.

### Recruitment and External Selection Procedures

The Uniform Guidelines on Employee Selection Procedures (1978) requires that employers maintain data with which a determination can be made of the adverse impact their selection procedures may have. VTA obtains information from its application forms to conduct such analyses for all applicants. The application form also contains applicant residency information to further define VTA's local labor market area, to determine if VTA's recruitment techniques are effective, to identify the most effective referral sources, and to determine if an applicant pool, at any stage in the selection process, is equal to or greater than availability as set forth in the EEO/ AAP.

VTA uses on-line application forms. All relevant information to determine adverse impact is contained in the on-line application. Ethnicity and veteran status information is collected in the form of voluntary, confidential questions. No employment decisions are made based on confidential data fields.

An applicant tracking system is used by VTA to identify the selection procedure steps in which each applicant participated and the outcome at each step in the process (e.g., the applicant did not appear at a particular step in the process, the applicant was rejected at a particular step in the process, etc.). Data is maintained for a single selection procedure as a whole and for each of its components. Analyses are also conducted to compare the original applicant pool to availability in order to evaluate recruitment effectiveness. Responsibility for making these calculations rests with the EEO Officer. Calculations are made periodically, especially for classifications with large numbers of selections. The methodology used addresses the requirements of the Uniform Guidelines on Employee Selection Procedures (1978) and relevant case law. These procedures are designed to obtain and analyze information by job classification and/or job category, as appropriate for each sex group and race/ethnic group. For summaries of applicant analyses, please see Exhibits J-1 to J-2.

### VTA Employment Practices

#### 1) Recruitment and Employment Selection Processes

- a) Santa Clara Valley Transportation Authority (VTA) provides employment opportunities to qualified applicants regardless of race/ethnicity, color, religion, sex, national origin, age, disability, or military status. To this end, VT engages in the following steps:
  - i) VTA seeks active involvement with various organizations that refer diverse applicants to VTA job opportunities. For a list of these organizations, please see Exhibit M. For an example of an Outreach letter, please see Exhibit N. Staff from VTA's Recruitment & Selection (R&S) Unit attend job talks and career fairs hosted by local agencies seeking to provide employment assistance to their clients. We also forward our job opportunities to our community partners. For a list of these organizations, please see Exhibit O.
  - ii) VTA encourages all employees to participate in courses, workshops and seminars designed to further their career development.

iii) Active recruiting is conducted by participation in career fairs at local educational institutions and organizations with diverse student populations. Recruiting efforts to reach minorities and females include advertising in publications and on-line job websites targeted towards those populations. VTA also advertises in directories of EEO employers that target, veterans, and minority applicants. For a list of publications and job websites that target minority and/or female applicants, please see Exhibit O. For examples of an outreach advertisement, please see Exhibit P.

2) Selection and Hiring Practices. It is VTA policy that anyone interested in employment may submit an on-line application for employment in response to an advertised position. To see a sample VTA application, please see Exhibit Q. All aspects of the selection process will be administered without regard to race/ethnicity, color, religion, sex, national origin, age, disability, or military status. VTA's general selection policies and practices are as follows:

- a) Applications are accepted in response to the placement of ads in local newspapers, targeted websites, job boards, social media, and minority publications.
- b) Candidates for employment must meet the minimum qualifications to advance in the recruitment process.
- c) Proper consideration is provided to such factors as education, experience, skills, advancement potential, and character.
- d) All applications are accepted and pre-screened by the Recruitment & Selection Unit staff to ensure that applicants meet minimum qualifications and have submitted a complete application.
- e) Applicants are then tested for the position for which they have applied. The type of tests utilized are a direct result of information obtained from job analyses. The types of tests include proctored written multiple-choice or "fill-in-the blanks" tests, proctored performance tests, oral board tests, writing exercises, or training and experience evaluations which are conducted using grading matrices.
- f) All tests are proctored by trained staff. Applicants are asked to only include their applicant identification numbers on score sheets and written exercises to ensure anonymity. The multiple-choice tests are created based on questions obtained from a data base of validated test questions to which Recruitment and Selection subscribes. Recruitment and Selection collaborates with the hiring authority to determine specific questions to use from the database and questions provided by the hiring authority.

Recruitment and Selection also creates application-oriented written exercises with the assistance of hiring authorities, which are used to determine candidates' technical knowledge, and writing ability, as applicable. A panel of three subject matter experts use grading rubrics to score writing exercises.

Multiple-choice tests are scored by human resources analysts who use the testing module of the applicant tracking system to enter test keys and upload individual test score sheets.

VTA also purchases validated tests for some recruitments. One such example is the operator trainee test, which includes a customer service video exam that was purchased from a vendor. Recruitment and Selection administers the tests and sends the score sheets to the vendor for grading.

Recruitment and Selection creates exam answer keys based on information obtained from a test question database and from hiring authorities for "fill-in-the blank" and application-oriented writing exercises.

VTA uses a 70% pass rate for all tests.

VTA conducts periodic audit of its various tests to ensure that adverse impact does not exist.

- h) Candidates who pass the test are referred to the hiring authority for interviews conducted by pre-approved, diverse panels. All panel members are provided Employee Selection Process (ESP) training and are placed on a list from which panel members are selected. Panel members are trained regarding the formulation of appropriate interview questions and how to objectively rate applicant responses against rating factors. The Recruitment and Selection unit also offers guidance in formulating interview questions. The hiring authority is required to provide business-related reasons for the selection or non-selection of each interviewee. The hiring authority is also responsible for debriefing internal candidates regarding their non-selection for a position.

i) Drug tests, physical examinations, and background fingerprint checks are conducted after a job offer is made by the respective department head.

3) VTA maintains a record of each applicant's race/ethnicity, sex, position sought, and referral source through its applicant tracking system. The disposition of each application is also stored in our Applicant Tracking System. Race/ethnicity and sex categories are provided for applicants who self-disclose their race/ethnic and sex categories. Hiring authorities do not have access to applicants' sex and race/ethnicity information which have no bearing on any employment decisions. For applicant information from 07/01/2018 to 06/30/2021, please see Exhibits J-1 and J-2.

#### 4) Seniority, Transfers and Promotion Policies

a) Seniority – VTA employees are represented by the following Unions:

- i. Amalgamated Transit Union, Local 265 represents VTA employees within the transportation and maintained departments as certified by the U.S Department of Labor. Please see Exhibit R-1.
- ii. Service Employees International Union (SEIU), Local 521 represents VTA administrative employees. Please see Exhibit R-2.
- iii. American Federation of State, County and Municipal Employees (AFSCME), Local 101, AFL-CIO largely represents VTA supervisory employees. Please see Exhibit R-3.
- iv. The Transportation Authority Engineers and Architects Association (TAEA), Local 21 represents VTA's Engineers and Architects. Please see Exhibit R-4.

Seniority practices affecting employees represented by the aforementioned unions are agreed to in each labor contract.

b) Transfers – It is VTA policy to afford current employees the opportunities for transfers and promotions without regard to race, color, religion, sex, national origin, age, disability, or military status. Individuals interested in transfers are required to complete a VTA application for currently open positions. These candidates bypass testing and are directly certified for interviews. They must however be selected through a competitive interview process. Selection is determined by work performance, expected potential, and qualifications for the new job. Please see Exhibit K-3.

c) Promotions – VTA makes every effort to promote from within and provide employees with developmental opportunities to qualify them for promotional opportunities. Developmental programs include: training, tuition reimbursement, and succession plan educational programs. It is the responsibility of management to provide developmental assistance by which minority and female employees can advance within the company. Information regarding new job opportunities is disseminated weekly to all employees. Selection is determined by work performance, expected potential, and qualifications for the new job. Positions within management are based on qualifications and potential to handle added responsibilities. Please see Exhibit K-2.

#### 5) Training and Educational Opportunities

VTA's Organizational Development and Organizational Training (OD&OT) unit provides customized and mandated non-technical training programs. It is responsible for the implementation of education and training to VTA employees regardless of race/ethnicity, color, religion, sex, national origin, age, disability, or military status. VTA employees are the Agency's most important assets therefore it is important that we nurture this talent through a culture of continuous learning that instills a foundation of knowledge, skills, and competencies.

a) Training – Training is provided on topics such as safety and compliance, sexual or other forms of harassment, violence in the workplace, drug and alcohol, Title VI and Title VII of the Civil Rights Act, customer service, and computer software.

b) Education - Employees are encouraged to utilize VTA's Educational/Professional Development Program which includes tuition reimbursement towards degrees, certificates, or professional development. Employees are also encouraged to borrow materials from VTA's Employee Resource Center which houses a wide variety of professional and personal development books, videos, and periodicals. To further encourage continuing education and enhance job performance, VTA offers the following professional development programs:

- I. Tuition Reimbursement - A reimbursement program established to assist employees pursuing degree(s), certificate(s), or professional development. Employees may be eligible to receive additional benefits based on their collective bargaining agreement.
- II. Training Advisory - VTA paid training deemed necessary by a manager for an employee to obtain knowledge and develop needed skills in their present job.
- III. Supervisory Home Study Program - A self-paced, independent-learning program that provides employees an understanding of basic supervisory principles.

## 6) Compensation and Benefits

VTA complies with the Equal Pay Act which requires that males or females in the same or similar jobs be given equal pay for equal work. It also complies with Title VII which makes it illegal to discriminate based on sex in pay or benefits.

## 7) Disciplinary and Termination Practices

VTA seeks to employ competent employees who complete their job assignments appropriately and in an acceptable manner. As part of its commitment to maintain a highly qualified workforce, VTA provides opportunities for employee training to enhance job performance. Employees may also participate in seminars, conferences, and trainings.

The General Manager and department executive staff or their designees hire, evaluate, discipline and discharge employees. VTA's General Manager is appointed by the VTA Board of Directors and the General Manager's terms of employment are determined by negotiated employment agreement. The General Manager, department of executive staff, or their designees prepare employee job classifications or revise classifications based on business need. Employee job performance is evaluated by department executive staff or their designees on an ongoing basis.

When an employee's conduct or job performance falls below acceptable standards, they may be disciplined to improve job performance and/or for failure to adhere by VTA policies and procedures and/or applicable negotiated labor agreements. Generally, disciplinary action will follow a progressive sequence as follows:

- Step 1. Verbal Warning
- Step 2. Written Warning
- Step 3. Suspension
- Step 4. Discharge

The purpose of progressive discipline is to ensure that the employee is informed of any performance deficiencies which may exist and to provide the employee with an opportunity to correct such deficiencies. Employees are provided an opportunity to respond to any intended disciplinary action on the part of the supervisor either orally or in writing. For represented employees, collective bargaining agreements provide further guidance and also follow a progressive sequence under most circumstances, except for particularly egregious policy violations or based in practice.

VTA Management, with approval by Executive Management, may elect to begin the discipline process at any stage if in their opinion the problem cannot be corrected by a less severe form of disciplinary action.

### **Verbal Warning**

Verbal Warning normally occurs under the following circumstances:

- Unacceptable violation of established rules and regulations
- Established pattern of inappropriate behavior or unsatisfactory job performance which is contrary to the agency job objectives or department
- Decline in previously acceptable conduct or work quality to levels below acceptable standards
- Poor performance or conduct which interferes with business operations or personnel, which is not sufficiently serious to warrant a higher level or disciplinary action.

A verbal warning is normally documented by the employee's immediate supervisor to provide a written record of the counseling and to provide the employee with notice of desired improvements.

### **Written Warning**

Written warning normally occurs under the following circumstances:

- Employee fails to implement agreed upon corrective actions to maintain acceptable work or job performance after verbal counseling and/or job training; or
- Sub-standard job performance or conduct which is serious enough to warrant more severe disciplinary action above verbal counseling.

A written warning is normally prepared by the employee's immediate supervisor, and prior to being issued to the employee, it is reviewed by the Employee Relations Manager and/or Deputy Director of Employee Relations and Office of Civil Rights, or their designee. A copy of the written counseling will be placed in the employee's official personnel file. If the employee disagrees with the cause or content of the written warning, the employee may appeal the disciplinary action in accordance with applicable collective bargaining agreements or applicable VTA policy.

### **Suspension**

A suspension without pay is the appropriate disciplinary action in the following circumstances:

- Continued violation of policy or unsatisfactory behavior for which a written reprimand has been previously issued
- Damage or loss of VTA property through negligence or willful misuse by an employee or
- Unsatisfactory performance or conduct which is severe in nature and interferes with VTA operations or with performance of duties by other personnel.

Department managers may authorize a suspension without pay after receiving approval of the Executive Management, or his or her designee. If the employee is to be suspended without pay for five (5) or more days, they will be subject to a pre-disciplinary (Skelly) hearing. Once a determination has been made to make a recommendation for a suspension, the employee is to receive a written notice stating the following:

- The reason(s) for the suspension and specific policy violations or unsatisfactory conduct
- The duration of the suspension
- A notice to the employee of their right to appeal the discipline with the procedures to formally appeal the decision
- Notice of progressive discipline and that continued unsatisfactory conduct may lead to further disciplinary action up to and including termination, and
- Represented employees have additional grievance and appeal rights under their respective collective bargaining agreements (see Exhibits S-1 to S-4).

### **Discharge**

Dismissal from VTA employment may be appropriate disciplinary action under the following circumstances:

- Incompetence (Including lacking the requisite skills or abilities to perform the assigned job)
- Theft
- Physical assault against employees, customers, vendors, or visitors
- Violation of law, either on or job-related duty, resulting in conviction

- Commission of an act of moral turpitude, including sexual harassment
- Gross neglect of assigned duties
- Insubordination, willful disobedience, and/or refusal or failure to follow directives or perform work properly assigned by a supervisor
- Dishonest actions, including falsification of information to secure a job or falsification or intentional destruction of VTA records
- Gross or repeated failure to abide by rules and regulations of federal, state, or local laws
- Mismanagement or neglect that places the lives or property of others in jeopardy and/or
- Substandard performance or conduct which continues despite repeated attempts at correction through discipline or counseling

### **Pre-Disciplinary (Skelly) Hearing**

VTA will conduct a hearing before taking any disciplinary action which would result in the employee losing a right (money or status) through demotion, suspension without pay for five or more days, or dismissal.

The following steps should be followed when conducting a pre-disciplinary hearing:

- A written notice shall be provided to the employee at least five days prior to a scheduled pre-disciplinary hearing. The hearing shall be scheduled to provide the employee with an opportunity to discuss the recommended disciplinary action and to provide the employee an opportunity to respond
- The hearing shall be objective and impartial. The employee shall be presented with the charges and provided with a full opportunity to support their position
- The hearing officer shall consider the employee's response and issue a final disciplinary notice in writing. A copy of the written decision will be issued to the Employee Relations Manager and, where applicable, union representatives

The final notice of disciplinary action should include:

- A notice of charges
- A listing of the specific rule(s) the employee violated
- The disciplinary action
- Right of appeal or grievance

If the employee disagrees with the disciplinary action, the employee may file a grievance or an appeal per the applicable collective bargaining agreement or policy.

### 8) External Factors Contributing to Underutilization of Affected Classes

Underutilization has been experienced with female applicants and subsequent hires in the area of executive/senior officials and managers, first/middle officials and managers. Professionals, technicians, craft workers, and laborers. Underutilization has also been experienced with minority applicants and subsequent hires in the technician areas. VTA recognizes the need to better promote its future job postings with external agencies that specifically train or recruit females and minorities in these areas.

### 9) Impact of VTA's Employment Practices on Applicants and Current Employees

Statistical data on the effects of VTA's employment practices were analyzed as indicated in Exhibit J-1 . There are no known practices or processes that explicitly or implicitly prohibit or exclude any member of a class from the recruitment, application, hiring, or promotional process.

## Monitoring and Reporting

The monitoring and reporting system for VTA measures the degree to which EEO/AAP program goals and objectives are being achieved. It also allows for ongoing monitoring of recruitment activities and early interventions if necessary.

- EEO progress will be reviewed annually among VTA management.
- The EEO Officer will continually evaluate procedures for applicant tracking, employment recordkeeping, and other critical components of the EEO/AAP. All open positions are emailed internally, posted at all VTA's work locations and posted online. The postings include the job description and job qualifications. All postings state that VTA is an "Equal Opportunity Employer." An online application tool contains information regarding applicant's date of application, name, referral source, position applied for, interview status, race/ethnicity and sex, and disposition. The following records will also be kept: hiring, separation, disciplinary actions, and promotions.
- The EEO Officer will conduct annual reviews to ensure EEO/AAP problems encountered are identified, corrective actions are implemented, and progress is achieved in resolving any deficiencies. They will consult with management who will play an important role in this review and implementation of any corrective action, if necessary.
- The EEO Officer will obtain feedback on the EEO/AAP program through follow-up meetings with managers, communications with employees and evaluations of VTA records and reports involving enforcement of EEO/AAP policies and practices. Employees are encouraged to file an EEO complaint if they believe that their rights under the VTA EEO/AAP policy have been violated.
- Contractors and subcontractors are required to comply with laws, regulations, and VTA policy relative to EEO and prohibiting discrimination.
- All EEO complaints alleging discrimination or harassment based on race, color, national origin, religion, age, sex, and disability are recorded and tracked upon receipt. The following information is recorded: Name of complainant, current contact information, time and date of alleged violation, a description of how, when and where the alleged violation took place, including a description of why the complainant believes that they were treated differently from others, names and contact information of witness(es), and any other information complainant believes is relevant to the complaint.
- VTA management will continue to document and assess its EEO processes for its overall effectiveness and remain willing to make the necessary adjustments to ensure that it retains a diversified workforce throughout the agency at all times.

## **Action-Oriented Programs**

### **Numerical Goals**

Periodically, an evaluation is made of progress toward meeting numerical goals that have been established by job category to correct specific underutilizations. The evaluation is conducted by identifying the actual placement rates that VTA has met in hiring or promoting minorities and females into the job categories. The actual placement rate is compared to the placement rate that was designated in the EEO/AAP and an analysis is made of each instance in which VTA may have intended to meet the established placement rate but did not. For each such instance, a description is provided of VTA's good faith efforts to meet the established placement rate.

Additional information is obtained through periodic meetings with those involved in making hiring and promotion recommendations or decisions. During these sessions, an identification of progress as well as problems in meeting affirmative action numerical goals is made. Through this system, all those involved in making employment decisions have a chance to contribute to effectively meeting designated objectives, laying the groundwork for the coming year's EEO/AAP, and evaluating progress made. The EEO Officer is responsible for compiling the goals progress reports, holding annual meetings with hiring authorities, and for undertaking any necessary corrective action.

### **Affirmative Action Plan**

The EEO/AAP is reviewed and updated every 4 years. The EEO Officer formally reports to executive management on the program's effectiveness and submits recommendations to improve any unsatisfactory performance. During the EEO/AAP review process, emphasis is placed on the results of the various records previously described. Consideration is also given to new and relevant laws, guidelines, regulations, and court decisions. Availability data is reviewed and updated when possible. Midway through the plan period, goals, long range goals, and placement rates may be reviewed and updated, as necessary.

## **CHAPTER 9: DISSEMINATION OF EEO POLICY**

VTA has procedures in place for both the internal and external dissemination of the EEO/AAP.

### **Internal Dissemination**

VTA distributes the Equal Employment Opportunity/Affirmative Action Policy Statement to all employees and contractors. New employees are provided VTA's policies through New Hire Orientation on their first day of employment with VTA. The information distributed to all employees provides guidance on the prevention of discrimination and harassment in VTA's workplace and procedures for dealing effectively with employment discrimination issues. It also creates awareness of appropriate workplace behavior at VTA. In addition, newly hired employees are given copies of the EEO/AAP nondiscrimination policies. They are required to read and acknowledge receipt of these policies. The signed acknowledgement is placed in the employee's personnel file.

The EEO/AAP and ADA policies are included in VTA's Personnel Policies and Procedures manual. The manual has been distributed to VTA's Board of Directors, all employees, and VTA union representatives.

Management and supervisory personnel are provided additional guidance concerning the EEO/AAP policies and procedures in one-on-one and/or small group management and supervisory meetings.

VTA's Office of Civil Rights staff, all of whom report to the EEO Officer, have met with the Employee Advisory Committee (EAC) (a cross-section of VTA employees) to communicate VTA's nondiscrimination policies and solicit feedback on how to improve placement goals.

Official posters with federal, state, local, and VTA policies and procedures are posted at VTA work sites in conspicuous places.

### **External Dissemination**

All VTA employment bulletins, recruitment advertisements, and notices issued by the Human Resources Department include VTA's commitment to equal employment opportunity and affirmative action and states that VTA is an "equal employment opportunity employer."

Contracts for outside consultants, contractors, and vendors state that VTA's nondiscrimination and harassment prevention policies apply to their behavior in VTA's work environment.

The EEO Officer annually mails VTA's EEO/AAP policy to external community-based organizations and reaches out to them to encourage qualified applicants including women, minorities, and other protected group members to apply for open positions at VTA in order to help achieve agency goals in underutilized areas. Diversity, Equity, and Inclusion staff also meet regularly with various local ethnic community groups to communicate VTA's commitment to Equal Employment Opportunity.

## CHAPTER 10: WORKFORCE UTILIZATION, GOALS, AND ACTION-ORIENTED PLANS

The following section includes analyses of VTA’s workforce, both agency-wide and by division. Goals were determined where workforce utilization analyses indicated the presence of under-representation of protected groups, based on the goal methodology described in Chapter 5. Action-oriented plans were identified based on these agency-wide and division goals. The following analysis is presented in the data exhibits:

- Workforce Utilization Analyses (For Agency-Wide, please see Exhibit G-1; for Divisions and Sections, please see Exhibits I-1 to I-11)
- Market Availability Analyses (Please see Exhibit F)
- Goals, where applicable (Agency-Wide and by Division). (For Agency-Wide, please see Exhibit G-1; for Divisions and Sections, please see Exhibits I-1 to I-11)

Chart G: Summary of Goals		
Internal Feeder	Area of Under-Representation	Shortfall
Officials and Administrators	Females	6.99%
	Minorities	2.43%
Professionals	Females	20.60%
Technicians	Females	9.63%
	Minorities	4.90%
Administrative Support	Minorities	3.52%
Skilled Craft Workers	Females	5.19%
Service-Maintenance	Females	8.85%

### Action-Oriented Plans

VTA has made good progress during the previous Affirmative Action Plan period and is committed to making further progress in order to achieve parity in all job categories.

VTA has analyzed and identified continued areas for improvement. As stated in Circular 4704.1A, Equal Employment Opportunity (EEO) Program Guidelines for Grant Recipients, of the Federal Transit Administration (FTA) of the United States Department of Transportation (U.S.DOT), VTA must develop and execute action-oriented programs designed to correct any areas identified as deficient pursuant to Circular 4704.1A and to attain established goal and objectives.

Goals were established by EEOC job categories to improve areas of underutilization. A breakdown was done at the Executive Office and division level. Due to size, the Operations Division was divided into three sections: Administration, Transportation, and Maintenance. Progress towards meeting numerical goals is measured periodically and at the end of the AAP period. Actual placement rates at VTA are evaluated and minority and female hiring and/or promotion rates are analyzed. Actuals are compared to goals established in the AAP to ascertain if goals have been met.

Throughout the AAP period, good faith efforts were made to meet established placement goals however the global pandemic highly effected outreach efforts in 2020-2021 as many events and community group meetings were cancelled.

The EEO officer, along with HR and Office of Civil Rights staff, performed the following internal and external outreach efforts including:

Presented at various community events, community group meetings, and locations:

- o Unity Care, a 25-year celebration event held for foster youth and underserved youth and families. (August 25, 2018).
- o Work2Future Job Fair, located at San Jose City College, where different agencies and organizations presented job and internship opportunities for the public. VTA’s Recruitment and Selection Unit also advertised current job openings (September 12, 2018).
- o Project HIRED; a 40-year celebration event held for individuals with barriers to employment. (September 20,

2018).

- o 11th Annual Disability Awareness Day Event held by the City of San Jose to celebrate diversity, awareness, and empowerment for persons with differing abilities. (Date: October 4, 2018).

SHRM - SJSU, a networking event held by San Jose State University. VTA's Recruitment and Selection Unit also advertised current job openings (March 15, 2019).

- o Transgendered Job Fair, hosted by the Billy DeFrank LGBTQ+ Center. VTA's Recruitment and Selection Unit also advertised current job openings (June 15, 2019).
- o Santa Clara County Commission on the Status of Women's Annual Equality Day Celebration, a networking event held at the Mexican Heritage Plaza. (August 23, 2019)
- o American Society of Civil Engineers, a job fair and networking event held by San Jose State University. VTA's Recruitment and Selection Unit also advertised current job openings (September 27, 2019).

A World Refugee Day Celebration YouTube video created and hosted by the Refugee and Immigrant Forum of Santa Clara County in partnership with VTA and other local agencies and organizations. (Date: June 21, 2021).

- Confirmed that VTA was still listed as an Equal Opportunity Employer on the Cal Ops website (September 16, 2021).
- Mailed/mailed outreach letter and VTA's EEO and Affirmative Action policy to twenty-one chambers of commerce, 10 community colleges and universities, and 73 community-based organizations (January 2, 2019).
- Mailed/mailed outreach letter and VTA's EEO and Affirmative Action policy to twenty-one chambers of commerce, 10 community colleges and universities, and 73 community-based organizations (January 2, 2020).
- Mailed/mailed outreach letter and VTA's EEO and Affirmative Action policy to twenty-one chambers of commerce, 10 community colleges and universities, and 73 community-based organizations (January 25, 2021).
- Met with the VTA Employee Advisory Committee members to seek input from various employee groups on how to improve placement goals (Meeting date: September 9, 2021).

The Recruitment and Selection team provides the Hiring Authority information on EEO goals to advise when an open position is in a job category under-represented by minorities and/or females.

VTA has expanded its internship programs to include partnerships with high schools located in under-served areas of Santa Clara County, San Jose Job Corps, and community colleges, in addition to graduate and undergraduate students from local universities in an effort to reach female and minority students interested in careers in planning, finance, engineering, and other fields.

An EEO report and analysis is updated and reviewed with Division Chiefs and Directors, as well as the General Manager, at least on a semiannual basis. On each recruitment, every effort is made to improve areas of underutilization and managers are evaluated on their EEO program progress annually on their performance evaluation.

## **CHAPTER 11: EEO COMPLAINT PROCESS**

VTA encourages employees to report any alleged harassment, retaliation, or discrimination immediately to the Office of Civil Rights (OCR) for a prompt internal investigation. Any employee may report concerns about harassment, retaliation, or discrimination to the Office of Civil Rights. Reports can also be made to a direct supervisor, any person in authority, Federal Equal Employment Opportunity Commission, or the California Department of Fair Employment and Housing. Findings from investigations, if substantiated, will result in appropriate action that may include discipline or related corrective actions, such as training or facilitated conflict resolution are warranted.

VTA's General Counsel's office responds to external complaints from federal and state agencies such as the U.S. Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or other relevant governmental agencies.

VTA may receive complaints alleging harassment, retaliation, or discrimination. In compliance with EEOC regulations, any allegations or complaints of harassment, retaliation or discrimination are addressed in a timely manner and where applicable in accordance with the Collective Bargaining Agreements. When OCR finds that policy violations have been substantiated, management is notified and may work with Employee Relations to recommend discipline or related corrective actions to ensure that substantiated inappropriate action(s) or behavior(s) have been addressed.

Office of Civil Rights processes, tracks and monitors all EEO complaints. The OCR is also responsible for accepting, rejecting, closing, or permitting the withdrawal of complaints.

### **Filing A Discrimination, Harassment, or Retaliation Complaint at VTA**

Any VTA employee, applicant, contractor, or member of the general public who believes that he/she may have been subjected to discrimination, harassment, or retaliation is encouraged to take proactive actions including the filing of a complaint.

The individual should document the alleged violation, including the time and date of the incident, where the incident occurred, and the name(s) of any witness(es).

VTA encourages employees to take action against any alleged discrimination, harassment, or retaliation by telling the offender that they do not like the inappropriate behavior, that it is unwelcome, and to stop it. If this does not work, or if the employee does not feel comfortable talking to the offender, he or she is encouraged to report the inappropriate behavior to those who can assist in the matter.

## Internal Resources:

Employees, contractors or subrecipients can file complaints with:

- Any VTA Supervisor, Manager, Superintendent, Deputy Director, Director, or Chief Officer
- VTA's Office of Civil Rights  
3331 North First Street, Building B-2  
San Jose, CA 95134-1906  
(408) 952-8901
- Union representative

## External Resources:

If an individual has exhausted all internal alternatives available to resolve their issue, or if they feel more comfortable, they can request the assistance of several external resources. VTA cooperates with investigations initiated by external parties. The following external resources include:

- U.S. Equal Employment Opportunity Commission  
(Federal regulatory agency for civil rights complaints) San Jose Local 96  
North Third Street, Suite 250  
San Jose, CA 95112  
1-800-669-4000
- California Department of Fair Employment and Housing  
(State regulatory agency for civil rights complaints)  
39141 Civic Center Drive, Suite 250  
Fremont, CA 94538  
(510) 789-1085
- Federal Transit Administration  
Region IX  
Office of Civil Rights  
90, 7th Street, Suite 15-300  
San Francisco, CA 94103  
(415) 734-9490
- Private Attorney

Complainants who contact VTA's Office of Civil Rights can expect OCR staff to:

- Actively listen, objectively fact-find, and in partnership with all concerned parties, to investigate any complaints, and address inquiries that are referred to them
- Refer non-civil rights issues to management for resolution
- Investigate civil rights related issues and if substantiated, management is notified and may collaborate with Employee Relations to recommend discipline or related corrective actions

# **EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION PLAN**

**JANUARY 1, 2022 TO DECEMBER 31, 2025**



**Data Exhibits  
A-L**



## Exhibit A

### Valley Transportation Authority Workforce Summary of Changes in VTA Workforce July 1, 2018 to June 30, 2021

Description	6/30/2018	6/30/2021	6/30/2018	6/30/2021	#	%
	Total Employees	Total Employees	% of Total	% of Total	Change	Change
Total Employees	2234	2099			-135	-6.04%
Male	1678	1607	75.11%	76.56%	-71	-4.23%
Female	556	492	24.89%	23.44%	-64	-11.51%
Non Minority	603	454	26.99%	21.63%	-149	-24.71%
Minority	1631	1645	73.01%	78.37%	14	0.86%
<b>EEOC Job Category</b>						
Official and Administration	89	79			-10	-11.24%
Minority	46	42	51.69%	53.16%	-4	-8.70%
Female	31	28	34.83%	35.44%	-3	-9.68%
Professionals	387	361			-26	-6.72%
Minority	267	270	68.99%	74.79%	3	1.12%
Female	164	151	42.38%	41.83%	-13	-7.93%
Technicians	30	25			-5	-16.67%
Minority	20	17	66.67%	68.00%	-3	-15.00%
Female	4	4	13.33%	16.00%	0	0.00%
Paraprofessionals	22	24			2	9.09%
Minority	16	19	72.73%	79.17%	3	18.75%
Female	16	17	72.73%	70.83%	1	6.25%
Administrative Support	175	156			-19	-10.86%
Minority	119	112	68.00%	71.79%	-7	-5.88%
Female	114	91	65.14%	58.33%	-23	-20.18%
Skilled Craft Workers	356	324			-32	-8.99%
Minority	224	228	62.92%	70.37%	4	1.79%
Female	10	6	2.81%	1.85%	-4	-40.00%
Service-Maintenance	1175	1130			-45	-3.83%
Minority	939	957	79.91%	84.69%	18	1.92%
Female	217	195	18.47%	17.26%	-22	-10.14%

#### Exhibit A - Summary of Changes in VTA Workforce

This Summary of Changes report compares VTA workforce demographics in the last Affirmative Action Plan year as of June 30, 2018, to the new Affirmative Action Plan demographics as of June 30, 2021. The top portion of the chart compares Males to Females and Non-Minorities to Minorities on an agency-wide basis. The lower portion of the chart compares changes in Minority and Female populations on an agency-wide basis by EEO-4 job category.

## Exhibit B

### Valley Transportation Authority Workforce Analysis Chart Agency-Wide 30-Jun-21

Data Exhibits | 35

EEO-4 Category	Employees			Female							Male							Current				Availability		Underutilization		Goal	
	TOT	FEM	MALE	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	MIN	%	FEM	%	MIN	FEM	MIN	FEM	MIN	FEM
Officials and Administrators	79	28	51	0	10	2	2	0	1	13	0	16	7	4	0	0	24	42	53.16%	28	35.44%	55.60%	42.43%	-2.43%	-6.99%	1	5
Professionals	361	151	210	2	69	8	32	0	7	33	0	83	19	45	0	5	58	270	74.79%	151	41.83%	63.85%	62.43%	10.95%	-20.60%	N	74
Technicians	25	4	21	0	3	0	0	0	1	0	0	9	1	1	0	2	8	17	68.00%	4	16.00%	68.67%	24.77%	-0.67%	-8.77%	1	2
Paraprofessionals	24	17	7	0	7	0	5	0	1	4	0	3	1	2	0	0	1	19	79.17%	17	70.83%	75.53%	69.18%	3.64%	1.66%	N	N
Administrative Support	156	91	65	3	10	13	37	1	5	22	1	16	5	20	1	0	22	112	71.79%	91	58.33%	75.31%	44.18%	-3.52%	14.15%	5	N
Skilled Craft Workers	324	6	318	0	0	2	3	0	0	1	2	90	18	104	1	8	95	228	70.37%	6	1.85%	67.52%	7.05%	2.85%	-5.19%	N	16
Service Maintenance	1130	195	935	4	23	43	77	3	11	34	5	372	99	293	8	19	139	957	84.69%	195	17.26%	75.05%	26.10%	9.64%	-8.85%	N	99
<b>Total Representation</b>	<b>2099</b>	<b>492</b>	<b>1607</b>	<b>9</b>	<b>122</b>	<b>68</b>	<b>156</b>	<b>4</b>	<b>26</b>	<b>107</b>	<b>8</b>	<b>589</b>	<b>150</b>	<b>469</b>	<b>10</b>	<b>34</b>	<b>347</b>	<b>1645</b>	<b>78.37%</b>	<b>492</b>	<b>23.44%</b>						

AMI = American Indian/Alaskan  
ASN = Asian

BLK = Black or African American  
HSP = Hispanic or Latino

NHI = Native Hawaiian/Pacific Islander  
TWO = Two or more races

WHT = White

N = No Goal

### Exhibit B - Workforce Analysis

This workforce analysis identifies all employees at VTA on an agency-wide basis by sex and race/ethnicity in each EEO-4 Job Category as of June 30, 2021. Each EEO-4 Job Category has been displayed in terms of the total number of employees, the number of male and female employees, the total number of minority employees, the male and female minority employees, the total number of White, Black, Hispanic, Asian, Native Hawaiian or Pacific Islander, American Indian or Alaskan Native employees, and employees with two or more races. Goals based on underutilization by more than a whole person are highlighted in red.

## Exhibit C

### Valley Transportation Authority Workforce Goals for the Next Four Years Agency-Wide 30-Jun-21

EEO-4 Category	Goal		Projected % Representation							
			12 Months		24 Months		36 Months		48 Months	
	Minority	Female	Minority	Female	Minority	Female	Minority	Female	Minority	Female
Officials and Administrators	1	5	53.77%	37.18%	54.38%	38.94%	54.98%	40.68%	55.59%	42.43%
Professionals		74		46.98%		52.13%		57.28%		62.43%
Technicians	1	2	69.23%	18.41%	70.45%	20.82%	71.68%	23.22%	72.90%	25.63%
Paraprofessionals										
Administrative Support	5		72.67%		73.55%		81.90%		75.31%	
Skilled Craft Workers		16		3.15%		4.45%		5.74%		7.04%
Service Maintenance		99		19.47%		21.69%		23.90%		26.11%

#### Exhibit C - Goals for the Next Four Years

VTA has established goals for each EEO-4 Job Category where underutilization has been identified in the workforce for females or minorities as of June 30, 2021. The goals are expressed as a placement rate, which is a target percentage that is used as a guideline, not a quota, in filling positions in underutilized categories. For interpretive purposes, the AAP goals have also been expressed as estimated headcount shortfalls.

**Note:** The prior AAP Goals were established using EEO-1 job categories. Effective January 1, 2022 EEO-4 job categories are utilized to establish goals going forward.

## Exhibit D

### Valley Transportation Authority Workforce Job Category Summary

Agency-Wide  
30-Jun-21

EEO-4 Category	Total Employees	Total		Female							Male							Total Minorities
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
Officials and Administrators	79	28	51	0	10	2	2	0	1	13	0	16	7	4	0	0	24	42
Professionals	361	151	210	2	69	8	32	0	7	33	0	83	19	45	0	5	58	270
Technicians	25	4	21	0	3	0	0	0	1	0	0	9	1	1	0	2	8	17
Paraprofessionals	24	17	7	0	7	0	5	0	1	4	0	3	1	2	0	0	1	19
Administrative Support	156	91	65	3	10	13	37	1	5	22	1	16	5	20	1	0	22	112
Skilled Craft Workers	324	6	318	0	0	2	3	0	0	1	2	90	18	104	1	8	95	228
Service Maintenance	1130	195	935	4	23	43	77	3	11	34	5	372	99	293	8	19	139	957
<b>Total Representation</b>	<b>2099</b>	<b>492</b>	<b>1607</b>	<b>9</b>	<b>122</b>	<b>68</b>	<b>156</b>	<b>4</b>	<b>26</b>	<b>107</b>	<b>8</b>	<b>589</b>	<b>150</b>	<b>469</b>	<b>10</b>	<b>34</b>	<b>347</b>	<b>1645</b>
		23.44%	76.56%	0.43%	5.81%	3.24%	7.43%	0.19%	1.24%	5.10%	0.38%	28.06%	7.15%	22.34%	0.48%	1.62%	16.53%	78.37%

#### Exhibit D - Job Category Summary

In this Job Category Summary, each EEO-4 Job Category has been displayed on an agency-wide basis as of June 30, 2021 in terms of the total number of employees, the number of male and female employees, the total number of minority employees, the male and female minority employees, the total number of White, Black, Hispanic, Asian, Native Hawaiian or Pacific Islander, American Indian or Alaskan Native employees, and employees with two or more races.

## Exhibit E

### Valley Transportation Authority Workforce Job Category Summary by Job Title Officials and Administrators 30-Jun-21

#### Exhibit E - Job Category Summary by Job Title

In this Job Category Summary by Job Title, each EEO-4 Job Category was examined by job title on an agency-wide basis as of June 30, 2021 in terms of the total number of employees, the number of male and female employees, the total number of minority employees, the male and female minority employees, the total number of White, Black, Hispanic, Asian, Native Hawaiian or Pacific Islander, American Indian or Alaskan Native employees, and employees with two or more races.

Job Title	Total Employees	Total			Female						AMI	Male						Total Minorities
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT		AMI	ASN	BLK	HSP	NHI	TWO	
Assistant Controller	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Audit Program Manager	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Board Secretary	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Capital Project Coordinator	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Chief Administrative Officer	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
Chief Engr & Program Delivery Officer	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Chief External Affairs Officer	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Chief of System Safety & Security	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Chief Operating Officer	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
Chief Planning & Programming Officer	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Constr Contracts Admin Manager	2	1	1	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1
Contracts Compliance Manager	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
Contracts Manager	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Customer Analytics & Satisfaction Mgr	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Dep Dir of EE Relations & Civil Rights	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Deputy Director of Fin, Budg & Prog Mgmt	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Deputy Director of Grants & Fund Alloc	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Deputy Director of Innovation & Tech	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Deputy Director of Procrmt, Contr & Matl	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
Deputy Director of Strategic Initiatives	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Deputy Director, Construction	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0
Deputy Director, SVRT/BART Proj Controls	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1



Job Title	Total Employees	Total			Female							AMI	Male						Total Minorities
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	ASN		BLK	HSP	NHI	TWO	WHT		
Public Information Officer	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	
Purchasing Manager	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	
Regional Transportation Svcs Mgr	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	
Revenue Services Manager	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	
Safety Manager	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	
Senior Policy Analyst	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	
Survey and Mapping Manager	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	
Technology Manager	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	
Transp Planning Mgr - Env Resource Png	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	
Transportation Engineering Manager	2	0	2	0	0	0	0	0	0	0	0	1	1	0	0	0	0	2	
Transportation Planning Manager	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	
Transportation Planning Mgr, TDM, R&A	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	
Transportation Superintendent	4	2	2	0	0	0	0	0	1	1	0	1	0	0	0	0	1	2	
Transportation Superintendent, Svc Mgt	2	0	2	0	0	0	0	0	0	0	0	1	0	1	0	0	0	2	
<b>Total Representation</b>	<b>79</b>	<b>28</b>	<b>51</b>	<b>0</b>	<b>10</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>13</b>	<b>0</b>	<b>16</b>	<b>7</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>42</b>	
		<b>35.44%</b>	<b>64.56%</b>	<b>0.00%</b>	<b>12.66%</b>	<b>2.53%</b>	<b>2.53%</b>	<b>0.00%</b>	<b>1.27%</b>	<b>16.46%</b>	<b>0.00%</b>	<b>20.25%</b>	<b>8.86%</b>	<b>5.06%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>30.38%</b>	<b>53.16%</b>	

**Valley Transportation Authority Workforce  
Job Category Summary by Job Title**

Professionals  
30-Jun-21

Job Title	Total Employees	Total		Female								Male						Total Minorities
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
Accountant III	8	7	1	0	6	0	0	0	1	0	0	1	0	0	0	0	8	
Accounts Payable Support Supervisor	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	
Assistant Architect	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	
Assistant Board Secretary	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	
Assistant Cost & Schedule Coordinator	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	
Assistant Counsel	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	
Assistant Supt. Service Management	3	2	1	1	0	0	0	0	1	0	1	0	0	0	0	0	2	
Assistant Supt. Transit Communications	3	0	3	0	0	0	0	0	0	0	2	0	0	0	0	1	2	
Assistant Transportation Engineer	10	2	8	0	1	0	1	0	0	0	6	0	1	0	0	1	9	
Associate Human Resources Analyst	5	4	1	0	1	2	0	0	0	1	0	1	0	0	0	0	4	
Associate Management Analyst - NR	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	
Associate Real Estate Agent	2	2	0	0	0	0	1	0	0	1	0	0	0	0	0	0	1	
Associate Real Estate Agent-Transit O Dv	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	
Associate Systems Design Engineer	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	
Associate Transportation Engineer	4	0	4	0	0	0	0	0	0	0	4	0	0	0	0	0	4	
Business Diversity Program Manager	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	
Business Systems Analyst I	2	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2	
Buyer I	2	1	1	0	1	0	0	0	0	0	0	0	0	0	0	1	1	
Buyer II	2	1	1	0	1	0	0	0	0	0	1	0	0	0	0	0	2	
Buyer III	3	1	2	0	0	0	1	0	0	0	1	1	0	0	0	0	3	
Claims Analyst	2	1	1	0	1	0	0	0	0	0	1	0	0	0	0	0	2	
Claims Program Manager	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	
Communications Systems Analyst I	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	
Communications Systems Analyst II	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	
Community Outreach Supervisor	3	3	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	
Construction Contracts Administrator II	4	2	2	0	2	0	0	0	0	0	1	0	0	0	0	1	3	
Contracts Administrator I	4	3	1	0	3	0	0	0	0	0	1	0	0	0	0	0	4	
Contracts Administrator II	3	2	1	0	0	0	1	0	0	1	0	1	0	0	0	0	2	
Creative Services Manager	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	
Customer Services Supervisor	3	1	2	0	1	0	0	0	0	0	0	0	2	0	0	0	3	
Deputy General Counsel	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	1	
Environmental Health & Safety Specialist	2	2	0	0	0	0	1	0	0	1	0	0	0	0	0	0	1	
Environmental Planner I	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	
Environmental Planner III	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	
Facilities Maintenance Coordinator	3	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3	0	
Graphic Designer II	3	1	2	0	0	0	0	0	0	1	0	2	0	0	0	0	2	
Human Resources Analyst	10	9	1	0	4	0	3	0	0	2	0	0	0	0	0	1	7	
Information Systems Analyst II	6	1	5	0	0	0	1	0	0	0	4	0	0	0	0	1	5	
Information Systems Supervisor	3	1	2	0	1	0	0	0	0	0	0	0	1	0	0	1	2	
Light Rail Power Supervisor	2	1	1	0	1	0	0	0	0	0	0	0	1	0	0	0	2	
Light Rail Signal Supervisor	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	
Light Rail Technical Trainer	4	0	4	0	0	0	0	0	0	0	2	0	2	0	0	0	4	
Light Rail Technical Training Supervisor	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	1	
Light Rail Track Maintenance Supervisor	2	0	2	0	0	0	0	0	0	0	0	1	1	0	0	0	2	
LR Way, Power, and Signal Supervisor	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	
Maintenance Instructor - Bus	2	0	2	0	0	0	0	0	0	0	0	0	1	0	0	1	1	
Maintenance Instructor - Light Rail	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	0	
Management Analyst	18	8	10	0	5	0	1	0	1	1	0	5	2	1	0	1	16	
Management Analyst - NR	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	
Network Analyst II	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	
Office Support Supervisor	6	5	1	0	0	0	3	0	1	1	0	0	0	1	0	0	5	

Job Title	Total Employees	Total		Female								Male						Total Minorities
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
Accountant III	8	7	1	0	6	0	0	0	1	0	0	1	0	0	0	0	8	
Accounts Payable Support Supervisor	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	
Assistant Architect	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	
Assistant Board Secretary	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	
Assistant Cost & Schedule Coordinator	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	
Assistant Counsel	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	
Assistant Supt, Service Management	3	2	1	1	0	0	0	0	0	1	0	1	0	0	0	0	2	
Assistant Supt, Transit Communications	3	0	3	0	0	0	0	0	0	0	0	2	0	0	0	1	2	
Assistant Transportation Engineer	10	2	8	0	1	0	1	0	0	0	0	6	0	1	0	1	9	
Associate Human Resources Analyst	5	4	1	0	1	2	0	0	0	1	0	1	0	0	0	0	4	
Associate Management Analyst - NR	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	
Associate Real Estate Agent	2	2	0	0	0	0	1	0	0	1	0	0	0	0	0	0	1	
Associate Real Estate Agent-Transit O Dv	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	
Operations Systems Supervisor	2	1	1	0	1	0	0	0	0	0	0	0	1	0	0	0	2	
Passenger Facilities & Wayside Mtce Supv	2	0	2	0	0	0	0	0	0	0	0	0	0	2	0	0	2	
Payroll Support Supervisor	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	
Policy Analyst	1	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	1	
Principal Safety Auditor	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	
Principal Transp Planner-Progmng & Grants	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1	
Principal Transportation Planner	2	0	2	0	0	0	0	0	0	0	1	0	0	0	0	1	1	
Programmer II	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	
Project Controls Specialist II	4	4	0	0	4	0	0	0	0	0	0	0	0	0	0	0	4	
Public Com Specialist II (Project)	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	
Public Communication Specialist II	5	4	1	0	1	2	0	0	0	1	0	0	1	0	0	0	4	
Quality Assurance & Warranty Manager	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	
Risk Analyst	1	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	1	
Sales and Promotion Supervisor	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	
Senior Communications Systems Analyst	9	0	9	0	0	0	0	0	0	0	0	2	0	1	0	6	3	
Senior Database Administrator	2	0	2	0	0	0	0	0	0	0	1	0	0	0	0	1	1	
Senior Financial Analyst - NR	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	
Senior Land Surveyor	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	
Senior Network Analyst	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	
Senior Systems Administrator	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	
Senior Web Developer	2	1	1	0	0	0	0	0	0	1	0	0	1	0	0	0	1	
Sr Accountant	8	5	3	0	4	0	0	0	0	1	0	2	0	0	0	1	6	
Sr Architect	2	0	2	0	0	0	0	0	0	0	1	0	0	0	0	1	1	
Sr Assistant Counsel	5	2	3	0	1	0	0	0	0	1	0	1	0	0	1	1	3	
Sr Business Systems Analyst	6	5	1	0	4	0	0	0	0	1	0	0	1	0	0	0	5	
Sr Contracts Administrator	3	2	1	0	1	0	0	0	1	0	0	0	1	0	0	0	3	
Sr Environmental Engineer	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	
Sr Environmental Planner	3	3	0	0	1	0	0	0	1	1	0	0	0	0	0	0	2	
Sr Financial Analyst	2	1	1	0	1	0	0	0	0	0	1	0	0	0	0	0	2	
Sr Human Resources Analyst	7	5	2	0	1	1	1	0	0	2	0	1	0	0	0	1	4	
Sr Information Systems Analyst	3	0	3	0	0	0	0	0	0	0	1	0	0	0	0	2	1	
Sr Management Analyst	6	3	3	0	2	0	0	0	0	1	0	2	0	0	0	1	4	
Sr Management Analyst - NR	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	
Sr Mechanical Engineer - Auto Systems	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	
Sr Systems Engineer	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	
Sr Transportation Engineer	6	2	4	0	2	0	0	0	0	0	3	0	0	0	0	1	5	
Sr Transportation Planner	8	4	4	0	3	0	0	0	0	1	0	3	0	0	0	1	6	
Sr Transportation Plnr - Modeling & Anal	2	1	1	0	1	0	0	0	0	0	0	1	0	0	0	0	2	
Sr Transportation Plnr - Progmng & Grants	3	1	2	0	1	0	0	0	0	0	0	2	0	0	0	0	3	
Supervising Maintenance Instructor	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	
Supervising Maintenance Instructor - LR	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	
Systems Administrator II	2	0	2	0	0	0	0	0	0	0	1	1	0	0	0	0	2	
Technical Project Manager	2	1	1	0	0	0	0	0	0	1	0	1	0	0	0	0	1	

Job Title	Total Employees	Total		Female							Male							Total Minorities
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
Accountant III	8	7	1	0	6	0	0	0	1	0	0	1	0	0	0	0	0	8
Accounts Payable Support Supervisor	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Assistant Architect	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Assistant Board Secretary	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Assistant Cost & Schedule Coordinator	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Assistant Counsel	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Assistant Supt. Service Management	3	2	1	1	0	0	0	0	0	1	0	1	0	0	0	0	0	2
Assistant Supt, Transit Communications	3	0	3	0	0	0	0	0	0	0	0	2	0	0	0	0	1	2
Assistant Transportation Engineer	10	2	8	0	1	0	1	0	0	0	0	6	0	1	0	0	1	9
Associate Human Resources Analyst	5	4	1	0	1	2	0	0	0	1	0	1	0	0	0	0	0	4
Associate Management Analyst - NR	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Associate Real Estate Agent	2	2	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	1
Associate Real Estate Agent-Transit O Dv	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Technical Trainer	4	1	3	0	0	0	1	0	0	0	0	0	1	1	0	0	1	3
Technical Training Supervisor	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
Technology Infrastructure Supervisor	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Toll Systems Manager	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Transit Division Supervisor	9	7	2	0	0	0	5	0	0	2	0	0	0	2	0	0	0	7
Transit Maintenance Supervisor	15	1	14	0	0	0	0	0	0	1	0	3	1	4	0	0	6	8
Transit Safety Officer	3	2	1	0	1	0	1	0	0	0	0	1	0	0	0	0	0	3
Transit Service Development Spec III	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Transit Service Development Supervisor	2	0	2	0	0	0	0	0	0	0	0	0	1	0	0	0	1	1
Transit Systems Safety Supv	1	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Transportation Planner I	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Transportation Planner II	2	2	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	2
Transportation Planner III	8	6	2	0	2	0	1	0	1	2	0	0	0	0	0	0	2	4
Transportation Supervisor	41	9	32	1	1	2	3	0	0	2	0	8	3	15	0	0	6	33
Union Business - SEIU	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Utilities Coordination Manager	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Vehicle Parts Supervisor	4	0	4	0	0	0	0	0	0	0	0	0	1	1	0	0	2	2
Warranty Coordinator	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Web Developer II	2	1	1	0	1	0	0	0	0	0	0	1	0	0	0	0	0	2
<b>Total Representation</b>	<b>361</b>	<b>151</b>	<b>210</b>	<b>2</b>	<b>69</b>	<b>8</b>	<b>32</b>	<b>0</b>	<b>7</b>	<b>33</b>	<b>0</b>	<b>83</b>	<b>19</b>	<b>45</b>	<b>0</b>	<b>5</b>	<b>58</b>	<b>270</b>
		<b>41.83%</b>	<b>7%</b>	<b>%</b>	<b>19.11</b>	<b>2.22</b>	<b>8.86</b>	<b>0.00</b>	<b>1.94</b>	<b>9.14</b>	<b>0.00</b>	<b>22.99</b>	<b>5.26</b>	<b>12.47</b>	<b>0.00</b>	<b>1.39</b>	<b>16.07</b>	<b>74.79%</b>

**Valley Transportation Authority Workforce**  
**Job Category Summary by Job Title**  
Technicians  
30-Jun-21

Job Title	Total Employees	Total			Female						Male						Total Minorities	
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO		WHT
Construction Inspector	4	0	4	0	0	0	0	0	0	0	0	2	1	0	0	0	1	3
Cyber Security Analyst	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Database Administrator II	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Permit Technician	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Quality Assurance & Warranty Specialist	3	0	3	0	0	0	0	0	0	0	0	2	0	1	0	0	0	3
Senior Programmer	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Sr Construction Inspector	2	0	2	0	0	0	0	0	0	0	0	1	0	0	0	0	1	1
Transit Service Development Spec II	11	2	9	0	1	0	0	0	1	0	0	3	0	0	0	1	5	6
Utility Coordinator	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
<b>Total Representation</b>	<b>25</b>	<b>4</b>	<b>21</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>8</b>	<b>17</b>
		<b>16.00%</b>	<b>84.00%</b>	<b>0.00%</b>	<b>12.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>4.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>36.00%</b>	<b>4.00%</b>	<b>4.00%</b>	<b>0.00%</b>	<b>8.00%</b>	<b>32.00%</b>	<b>68.00%</b>

**Valley Transportation Authority Workforce**  
**Job Category Summary by Job Title**  
 Paraprofessionals  
 30-Jun-21

Data Exhibits | 45

Job Title	Total Employees	Total		Female							Male							Total Minorities
		Female	Male	AMI	ASN	HSP	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
Accountant Assistant	13	9	4	0	5	0	2	0	1	1	0	2	0	1	0	0	1	11
Engineering Technician II	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Legal Office Support Supv	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Management Aide	3	3	0	0	1	0	0	0	0	2	0	0	0	0	0	0	0	1
Management Aide - NR	4	2	2	0	0	0	2	0	0	0	0	0	1	1	0	0	0	4
Paralegal	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Transportation Planning Aide	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
<b>Total Representation</b>	<b>24</b>	<b>17</b>	<b>7</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>19</b>
		<b>70.83%</b>	<b>29.17%</b>	<b>0.00%</b>	<b>29.17%</b>	<b>0.00%</b>	<b>20.83%</b>	<b>0.00%</b>	<b>4.17%</b>	<b>16.67%</b>	<b>0.00%</b>	<b>12.50%</b>	<b>4.17%</b>	<b>8.33%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>4.17%</b>	<b>79.17%</b>

**Valley Transportation Authority Workforce**  
**Job Category Summary by Job Title**  
Administrative Support  
30-Jun-21

Job Title	Total	Total		Female							Male							Total Minorities
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
Administrative Services Assistant	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Board Assistant	4	4	0	0	1	0	1	0	0	0	2	0	0	0	0	0	0	0
Dispatcher - Bus	20	6	14	0	0	2	2	0	0	0	2	1	1	4	3	0	0	5
Dispatcher - LRT	4	1	3	0	0	1	0	0	0	0	0	0	0	1	0	0	2	
Document Services Specialist II	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
Executive Assistant to General Manager	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	
Executive Secretary	8	8	0	0	0	2	3	0	0	0	3	0	0	0	0	0	0	
Extra Help	3	2	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	
Human Resources Assistant	9	8	1	0	3	1	4	0	0	0	0	0	0	0	0	0	1	
Information Services Representative	16	7	9	0	0	0	3	1	0	0	3	0	5	0	3	0	1	
Legal Secretary	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	
Mail & Warehouse Worker	2	0	2	0	0	0	0	0	0	0	0	1	0	1	0	0	0	
Maintenance Scheduler	5	2	3	0	0	0	1	0	0	0	1	0	2	0	0	0	1	
Management Secretary	3	3	0	0	0	0	2	0	0	0	1	0	0	0	0	0	0	
Materials Resource Scheduler	3	2	1	0	0	0	0	0	1	1	1	0	0	0	1	0	0	
Office & Timekeeping Technician	20	15	5	0	2	3	7	0	3	0	0	2	0	1	0	0	2	
Office Specialist II	17	14	3	0	3	1	5	0	1	4	0	1	0	0	0	0	2	
Parts Clerk	20	4	16	0	0	0	3	0	0	0	1	0	2	1	9	0	4	
Parts Foreperson	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	
Secretary	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	
Sr Information Representative	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	
Sr. Office & Timekeeping Technician	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
Transit Radio Dispatcher	12	8	4	2	0	1	3	0	0	0	2	0	1	0	1	0	2	
Vault Room Worker	2	1	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	
<b>Total Representation</b>	<b>156</b>	<b>91</b>	<b>65</b>	<b>3</b>	<b>10</b>	<b>13</b>	<b>37</b>	<b>1</b>	<b>5</b>	<b>22</b>	<b>1</b>	<b>16</b>	<b>5</b>	<b>20</b>	<b>1</b>	<b>0</b>	<b>22</b>	<b>112</b>
		<b>58.33%</b>	<b>41.67%</b>	<b>1.92%</b>	<b>6.41%</b>	<b>8.33%</b>	<b>23.72%</b>	<b>0.64%</b>	<b>3.21%</b>	<b>14.10%</b>	<b>0.64%</b>	<b>10.26%</b>	<b>3.21%</b>	<b>12.82%</b>	<b>0.64%</b>	<b>0.00%</b>	<b>14.10%</b>	<b>71.79%</b>

**Valley Transportation Authority Workforce**  
**Job Category Summary by Job Title**  
 Skilled Craft Workers  
 30-Jun-21

Job Title	Total Employees	Total		Female							Male							Total Minorities
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
Electrician	1	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Electro - Mechanic	55	0	55	0	0	0	0	0	0	0	0	25	3	12	0	3	12	43
Electronic Technician	13	0	13	0	0	0	0	0	0	0	0	13	0	0	0	0	0	13
Facilities Maintenance Representative	5	0	5	0	0	0	0	0	0	0	0	0	1	1	0	1	2	3
Fare Inspector	8	0	8	0	0	0	0	0	0	0	0	2	1	4	0	0	1	7
Foreperson - LRT	6	0	6	0	0	0	0	0	0	0	0	3	3	0	0	0	0	6
General Maintenance Mechanic	2	0	2	0	0	0	0	0	0	0	0	0	0	2	0	0	0	2
Light Rail Power Foreperson	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Light Rail Signal Maintainer	18	0	18	0	0	0	0	0	0	0	0	6	1	6	0	0	5	13
Overhaul & Repair Foreperson	3	0	3	0	0	0	0	0	0	0	0	0	0	1	0	0	2	1
Overhaul & Repair Mechanic	25	0	25	0	0	0	0	0	0	0	1	2	1	10	0	0	11	14
Overhead Line Worker	5	0	5	0	0	0	0	0	0	0	0	1	1	3	0	0	0	5
Paint & Body Foreperson	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Paint & Body Foreperson - LRT	1	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Paint & Body Worker	12	0	12	0	0	0	0	0	0	0	0	0	0	5	0	0	7	5
Paint & Body Worker - LRT	3	0	3	0	0	0	0	0	0	0	0	0	0	2	0	0	1	2
Senior Signal Maintainer	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
Service Mechanic	19	4	15	0	0	2	1	0	0	1	0	6	2	5	0	0	2	16
Sr Track Worker	9	0	9	0	0	0	0	0	0	0	0	0	0	6	0	1	2	7
Substation Maintainer	5	1	4	0	0	0	1	0	0	0	0	4	0	0	0	0	0	5
Support Mechanic	2	0	2	0	0	0	0	0	0	0	0	1	0	1	0	0	0	2
Track Worker	8	0	8	0	0	0	0	0	0	0	0	2	0	4	0	0	2	6
Transit Foreperson	10	0	10	0	0	0	0	0	0	0	0	1	1	3	0	0	5	5
Transit Mechanic	104	1	103	0	0	0	1	0	0	0	1	23	3	33	1	3	39	65
Upholsterer	6	0	6	0	0	0	0	0	0	0	0	1	0	4	0	0	1	5
Upholstery Foreperson	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
<b>Total Representation</b>	<b>324</b>	<b>6</b>	<b>318</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>90</b>	<b>18</b>	<b>104</b>	<b>1</b>	<b>8</b>	<b>95</b>	<b>228</b>
		<b>1.85%</b>	<b>98.15%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.62%</b>	<b>0.93%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.31%</b>	<b>0.62%</b>	<b>27.78%</b>	<b>5.56%</b>	<b>32.10%</b>	<b>0.31%</b>	<b>2.47%</b>	<b>29.32%</b>	<b>70.37%</b>

**Valley Transportation Authority Workforce**  
**Job Category Summary by Job Title**  
 Service-Maintenance  
 30-Jun-21

Data Exhibits | 48

Job Title	Total Employees	Total		Female							Male							Total Minorities
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
Automotive Attendant	1	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Bus Operator	830	137	693	2	13	28	57	3	8	26	5	280	77	215	6	16	94	710
Bus Stop Maintenance Worker	13	0	13	0	0	0	0	0	0	0	0	3	0	7	0	0	3	10
Facilities Worker	20	8	12	0	0	6	1	0	0	1	0	1	0	6	0	0	5	14
Janitor	7	3	4	0	0	0	2	0	0	1	0	1	1	2	0	0	0	6
Lead Bus Stop Maintenance Worker	2	0	2	0	0	0	0	0	0	0	0	0	0	2	0	0	0	2
Lead Janitor	1	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Lead Maintenance Worker - LRT	6	0	6	0	0	0	0	0	0	0	0	0	0	3	0	0	3	3
Light Rail Operator	112	28	84	2	9	4	8	0	1	4	0	36	9	19	1	1	18	90
Maintenance Worker - LRT	16	1	15	0	0	0	1	0	0	0	0	0	1	8	0	0	6	10
Operator - Long Term Leave	2	1	1	0	0	0	1	0	0	0	0	0	1	0	0	0	0	2
Operator - Trainee	42	6	36	0	0	0	4	0	2	0	0	22	1	9	1	1	2	40
Service Worker	72	11	61	0	1	5	3	0	0	2	0	28	8	16	0	1	8	62
Service Worker Foreperson	4	0	4	0	0	0	0	0	0	0	0	1	0	3	0	0	0	4
Utility Worker	2	0	2	0	0	0	0	0	0	0	0	0	1	1	0	0	0	2
<b>Total Representation</b>	<b>1130</b>	<b>195</b>	<b>935</b>	<b>4</b>	<b>23</b>	<b>43</b>	<b>77</b>	<b>3</b>	<b>11</b>	<b>34</b>	<b>5</b>	<b>372</b>	<b>99</b>	<b>293</b>	<b>8</b>	<b>19</b>	<b>139</b>	<b>957</b>
		<b>17.26%</b>	<b>%</b>	<b>0.35%</b>	<b>2.04%</b>	<b>3.81%</b>	<b>6.81%</b>	<b>0.27%</b>	<b>0.97%</b>	<b>3.01%</b>	<b>0.44%</b>	<b>32.92%</b>	<b>8.76%</b>	<b>25.93%</b>	<b>0.71%</b>	<b>1.68%</b>	<b>12.30%</b>	<b>84.69%</b>

## Exhibit F

### Valley Transportation Authority Workforce Availability Analysis Agency-Wide

Officials and Administrators	Weighting	Total		Female							Male							Total Minority
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
Internal Factor	70%	37.74%	62.26%	0.20%	14.98%	2.42%	4.81%	0.00%	1.51%	13.82%	0.00%	21.24%	7.57%	7.73%	0.00%	0.50%	25.23%	60.95%
External Factor 1	15%	59.09%	40.91%	0.32%	10.27%	6.62%	13.31%	0.40%	4.33%	23.84%	0.18%	6.56%	2.95%	7.78%	0.25%	2.42%	20.77%	55.39%
External Factor 2	15%	47.64%	52.36%	0.30%	3.06%	7.60%	5.25%	0.14%	1.11%	30.18%	0.23%	2.74%	5.11%	4.35%	0.11%	0.81%	39.00%	30.82%
<b>Final Availability</b>		<b>42.43%</b>	<b>57.57%</b>	<b>0.23%</b>	<b>12.49%</b>	<b>3.83%</b>	<b>6.15%</b>	<b>0.08%</b>	<b>1.87%</b>	<b>17.78%</b>	<b>0.06%</b>	<b>16.26%</b>	<b>6.50%</b>	<b>7.23%</b>	<b>0.05%</b>	<b>0.83%</b>	<b>26.63%</b>	<b>55.60%</b>
Professionals	Weighting	Total		Female							Male							Total Minority
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
Internal Factor	60%	65.58%	144.42%	11.93%	27.54%	17.24%	27.34%	11.34%	13.87%	22.31%	11.56%	62.65%	24.08%	48.74%	11.80%	13.86%	37.72%	74.59%
External Factor 1	20%	56.02%	43.98%	0.28%	13.48%	5.84%	12.97%	0.43%	2.23%	20.79%	0.17%	10.51%	3.03%	7.86%	0.27%	2.57%	19.56%	59.64%
External Factor 2	20%	59.38%	40.62%	0.30%	4.05%	11.79%	6.23%	0.24%	0.75%	36.02%	0.19%	3.04%	4.71%	3.68%	0.14%	0.69%	28.17%	35.81%
<b>Final Availability</b>		<b>62.43%</b>	<b>103.57%</b>	<b>7.28%</b>	<b>20.03%</b>	<b>13.87%</b>	<b>20.25%</b>	<b>6.94%</b>	<b>8.92%</b>	<b>24.75%</b>	<b>7.01%</b>	<b>40.30%</b>	<b>16.00%</b>	<b>31.55%</b>	<b>7.16%</b>	<b>8.97%</b>	<b>32.18%</b>	<b>63.85%</b>
Technicians	Weighting	Total		Female							Male							Total Minority
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
Internal Factor 1	70%	24.47%	75.53%	0.38%	10.88%	1.67%	4.74%	0.13%	3.84%	2.82%	0.13%	30.85%	3.84%	5.76%	0.13%	6.40%	28.42%	68.76%
External Factor 1	20%	17.26%	82.74%	0.35%	2.04%	3.81%	6.81%	0.27%	0.97%	3.01%	0.44%	32.92%	8.76%	25.93%	0.71%	1.68%	12.30%	84.69%
External Factor 2	10%	41.93%	58.07%	0.26%	2.22%	8.93%	6.41%	0.14%	0.59%	23.37%	0.32%	2.71%	6.88%	6.67%	0.18%	0.65%	40.66%	35.97%
<b>Final Availability</b>		<b>24.77%</b>	<b>75.23%</b>	<b>0.37%</b>	<b>8.25%</b>	<b>2.82%</b>	<b>5.32%</b>	<b>0.16%</b>	<b>2.94%</b>	<b>4.91%</b>	<b>0.21%</b>	<b>28.45%</b>	<b>5.13%</b>	<b>9.89%</b>	<b>0.25%</b>	<b>4.88%</b>	<b>26.42%</b>	<b>68.67%</b>
Paraprofessionals	Weighting	Total		Female							Male							Total Minority
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
Internal Factor	70%	67.71%	32.29%	0.48%	23.48%	2.08%	21.55%	0.16%	3.93%	16.03%	0.16%	11.94%	3.93%	9.46%	0.16%	0.00%	6.65%	77.32%
External Factor 1	30%	72.60%	27.40%	0.52%	9.84%	8.70%	31.76%	0.44%	0.93%	20.41%	0.15%	5.05%	3.19%	10.14%	0.21%	0.40%	8.26%	71.34%
External Factor 2	0%																	
<b>Final Availability</b>		<b>69.18%</b>	<b>30.82%</b>	<b>0.49%</b>	<b>19.39%</b>	<b>4.07%</b>	<b>24.62%</b>	<b>0.25%</b>	<b>3.03%</b>	<b>17.34%</b>	<b>0.16%</b>	<b>9.87%</b>	<b>3.71%</b>	<b>9.66%</b>	<b>0.17%</b>	<b>0.12%</b>	<b>7.13%</b>	<b>75.53%</b>
Administrative Support	Weighting	Total		Female							Male							Total Minority
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
Internal Factor	70%	28.35%	71.65%	0.78%	3.22%	5.03%	11.38%	0.37%	1.58%	6.00%	0.50%	26.80%	7.26%	22.39%	0.69%	1.23%	12.79%	81.21%
External Factor 1	20%	79.94%	20.06%	0.60%	9.86%	11.20%	31.47%	0.59%	2.59%	23.64%	0.12%	3.79%	2.38%	7.16%	0.16%	0.86%	5.58%	70.78%
External Factor 2	10%	83.49%	16.51%	0.53%	2.90%	16.18%	14.36%	0.29%	1.03%	48.21%	0.13%	1.16%	2.90%	3.14%	0.06%	0.46%	8.66%	43.12%
<b>Final Availability</b>		<b>44.18%</b>	<b>55.82%</b>	<b>0.72%</b>	<b>4.51%</b>	<b>7.38%</b>	<b>15.69%</b>	<b>0.40%</b>	<b>1.72%</b>	<b>13.75%</b>	<b>0.38%</b>	<b>19.63%</b>	<b>5.85%</b>	<b>17.42%</b>	<b>0.52%</b>	<b>1.08%</b>	<b>10.93%</b>	<b>75.31%</b>
Craft Workers	Weighting	Total		Female							Male							Total Minority
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
Internal Factor	70%	8.17%	91.83%	0.15%	0.83%	1.92%	3.34%	0.11%	0.40%	1.42%	0.55%	29.89%	6.87%	29.57%	0.47%	2.15%	22.34%	76.24%
External Factor 1	20%	4.22%	95.78%	0.03%	0.39%	0.79%	1.15%	0.02%	0.22%	1.62%	0.77%	8.33%	6.87%	31.78%	0.46%	3.73%	43.83%	54.54%
External Factor 2	10%	4.83%	95.17%	0.04%	0.11%	1.21%	0.64%	0.01%	0.08%	2.75%	0.74%	2.65%	13.18%	12.46%	0.22%	1.07%	64.86%	32.40%
<b>Final Availability</b>		<b>7.05%</b>	<b>92.95%</b>	<b>0.11%</b>	<b>0.67%</b>	<b>1.63%</b>	<b>2.63%</b>	<b>0.08%</b>	<b>0.33%</b>	<b>1.59%</b>	<b>0.61%</b>	<b>22.85%</b>	<b>7.50%</b>	<b>28.30%</b>	<b>0.44%</b>	<b>2.36%</b>	<b>30.89%</b>	<b>67.52%</b>

Service Maintenance	Weighting	Total		Female							Male							Total Minority
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
Internal Factor 1	15%	18.47%	81.53%	0.34%	1.79%	3.91%	7.23%	0.26%	0.68%	4.26%	0.68%	28.09%	10.81%	25.02%	0.26%	0.85%	15.83%	79.91%
External Factor 1	75%	27.84%	72.16%	0.20%	3.31%	8.35%	10.63%	0.10%	0.97%	4.29%	0.48%	8.11%	12.79%	29.98%	0.41%	1.76%	18.62%	77.09%
External Factor 2	10%	24.53%	75.47%	0.17%	0.83%	9.80%	4.04%	0.07%	0.32%	9.30%	0.51%	2.17%	20.77%	12.75%	0.25%	0.80%	38.23%	52.47%
<b>Final Availability</b>		<b>26.10%</b>	<b>73.90%</b>	<b>0.22%</b>	<b>2.83%</b>	<b>7.83%</b>	<b>9.46%</b>	<b>0.12%</b>	<b>0.86%</b>	<b>4.78%</b>	<b>0.51%</b>	<b>10.51%</b>	<b>13.29%</b>	<b>27.52%</b>	<b>0.37%</b>	<b>1.53%</b>	<b>20.16%</b>	<b>75.05%</b>

### Exhibit F – Availability Analysis

This Availability Analysis is an estimate of each sex and race/ethnic group available and qualified for employment at VTA for a given EEO-4 category. The availability estimate is developed by combining the internal VTA EEO-4 Job Category feeder groups and populations in relevant labor markets as provided in the 2019 EEO-4 Aggregate files. Availability indicates the approximate percentage each race/ethnic and sex group could reasonably be expected to be represented in an EEO-4 Job Category.

## Exhibit G-1

### Valley Transportation Authority Workforce Utilization and Goals by Job Category

Agency-Wide  
30-Jun-2021

EEO-4 Category	Total Employees	Total		Female							Male							Total Minorities
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
<b>Officials and Administrators</b>	79	28	51	0	10	2	2	0	1	13	0	16	7	4	0	0	24	42
%		35.44%	64.56%	0.00%	12.66%	2.53%	2.53%	0.00%	1.27%	16.46%	0.00%	20.25%	8.86%	5.06%	0.00%	0.00%	30.38%	53.16%
Availability		42.43%	57.57%	0.23%	12.49%	3.83%	6.15%	6.15%	1.87%	17.78%	0.06%	16.26%	6.50%	7.23%	0.05%	0.83%	26.63%	55.60%
Parity/Below Parity		-6.99%	6.99%	-0.23%	0.17%	-1.29%	-3.62%	-6.15%	-0.61%	-1.32%	-0.06%	3.99%	2.36%	-2.17%	-0.05%	-0.83%	3.75%	-2.43%
<b>Professionals</b>	361	151	210	2	69	8	32		7	33	0	83	19	45		5	58	270
%		41.83%	58.17%	0.55%	19.11%	2.22%	8.86%	0.00%	1.94%	9.14%	0.00%	22.99%	5.26%	12.47%	0.00%	1.39%	16.07%	74.79%
Availability		62.43%	103.57%	7.28%	20.03%	13.87%	20.25%	6.94%	8.92%	24.75%	7.01%	40.30%	16.00%	31.55%	7.16%	8.97%	32.18%	63.85%
Parity/Below Parity		-20.60%	-45.40%	-6.72%	-0.92%	-11.65%	-11.38%	-6.94%	-6.98%	-15.61%	-7.01%	-17.31%	-10.74%	-19.09%	-7.16%	-7.58%	-16.11%	10.95%
<b>Technicians</b>	25	4	21	0	3	0	0	0	1	0	0	9	1	1	0	2	8	17
%		16.00%	84.00%	0.00%	12.00%	0.00%	0.00%	0.00%	4.00%	0.00%	0.00%	36.00%	4.00%	4.00%	0.00%	8.00%	32.00%	68.00%
Availability		24.77%	75.23%	0.37%	8.25%	2.82%	5.32%	0.16%	2.94%	4.91%	0.21%	28.45%	5.13%	9.89%	0.25%	4.88%	26.42%	68.67%
Parity/Below Parity		-8.77%	8.77%	-0.37%	3.75%	-2.82%	-5.32%	-0.16%	1.06%	-4.91%	-0.21%	7.55%	-1.13%	-5.89%	-0.25%	3.12%	5.58%	-0.67%
<b>Paraprofessionals</b>	24	17	7	0	7	0	5	0	1	4	0	3	1	2	0	0	1	19
%		70.83%	29.17%	0.00%	29.17%	0.00%	20.83%	0.00%	4.17%	16.67%	0.00%	12.50%	4.17%	8.33%	0.00%	0.00%	4.17%	79.17%
Availability		69.18%	30.82%	0.49%	19.39%	4.07%	24.62%	0.25%	3.03%	17.34%	0.16%	9.87%	3.71%	9.66%	0.17%	0.12%	7.13%	75.53%
Parity/Below Parity		1.66%	-1.66%	-0.49%	9.78%	-4.07%	-3.78%	-0.25%	1.14%	-0.67%	-0.16%	2.63%	0.46%	-1.33%	-0.17%	-0.12%	-2.97%	3.64%
<b>Administrative Support</b>	156	91	65	3	10	13	37	1	5	22	1	16	5	20	1	0	22	112
%		58.33%	41.67%	1.92%	6.41%	8.33%	23.72%	0.64%	3.21%	14.10%	0.64%	10.26%	3.21%	12.82%	0.64%	0.00%	14.10%	71.79%
Availability		44.18%	55.82%	0.72%	4.51%	7.38%	15.69%	0.40%	1.72%	13.75%	0.38%	19.63%	5.85%	17.42%	0.52%	1.08%	10.93%	75.31%
Parity/Below Parity		14.15%	-14.15%	1.21%	1.90%	0.96%	8.02%	0.24%	1.48%	0.35%	0.26%	-9.38%	-2.64%	-4.60%	0.12%	-1.08%	3.17%	-3.52%
<b>Skilled Craft Workers</b>	324	6	318	0	0	2	3	0	0	1	2	90	18	104	1	8	95	228
%		1.85%	98.15%	0.00%	0.00%	0.62%	0.93%	0.00%	0.00%	0.31%	0.62%	27.78%	5.56%	32.10%	0.31%	2.47%	29.32%	70.37%
Availability		7.05%	92.95%	0.11%	0.67%	1.63%	2.63%	0.08%	0.33%	1.59%	0.61%	22.85%	7.50%	28.30%	0.44%	2.36%	30.89%	67.52%
Parity/Below Parity		-5.19%	5.19%	-0.11%	-0.67%	-1.01%	-1.71%	-0.08%	-0.33%	-1.28%	0.01%	4.93%	-1.94%	3.80%	-0.14%	0.11%	-1.57%	2.85%
<b>Service Maintenance</b>	1130	195	935	4	23	43	77	3	11	34	5	372	99	293	8	19	139	957
%		17.26%	82.74%	0.35%	2.04%	3.81%	6.81%	0.27%	0.97%	3.01%	0.44%	32.92%	8.76%	25.93%	0.71%	1.68%	12.30%	84.69%
Availability		26.10%	73.90%	0.22%	2.83%	7.83%	9.46%	0.12%	0.86%	4.78%	0.51%	10.51%	13.29%	27.52%	0.37%	1.53%	20.16%	75.05%
Parity/Below Parity		-8.85%	8.85%	0.14%	-0.80%	-4.02%	-2.65%	0.14%	0.11%	-1.78%	-0.07%	22.41%	-4.53%	-1.59%	0.34%	0.15%	-7.86%	9.64%
<b>Total Representation</b>	2099	492	1607	9	122	68	156	4	26	107	8	589	150	469	10	34	347	1645
		23.44%	76.56%	0.43%	5.81%	3.24%	7.43%	0.19%	1.24%	5.10%	0.38%	28.06%	7.15%	22.34%	0.48%	1.62%	16.53%	78.37%

Data Exhibits | 51

### Exhibit G-1

A Utilization Analysis was conducted that compared market availability to internal utilization of employees on an agency-wide basis by EEO-4 Job Category as of June 30, 2021. Underutilization is established where the percentage of minorities or females is less than would be expected by their availability in the relevant labor force. Goals based on underutilization by more than a whole person are highlighted in red.

## Exhibit G-2

### Valley Transportation Authority Workforce Goals by Job Category

Agency-Wide  
30-Jun-2021

EEO4-Category	Total Employees	Female					Minority				
		Employees	Availability	Utilization	Under	Shortfall	Employees	Availability	Utilization	Under	Shortfall
Officials and Administrators	79	28	42.43%	35.44%	Yes	5	42	55.60%	53.16%	Yes	1
Professionals	361	151	62.43%	41.83%	Yes	74	270	63.85%	74.79%		
Technicians	25	4	24.77%	16.00%	Yes	2	17	68.67%	68.00%	Yes	1
Paraprofessionals	24	17	69.18%	70.83%			19	75.53%	79.17%		
Administrative Support	156	91	44.18%	58.33%			112	75.31%	71.79%	Yes	5
Skilled Craft Workers	324	6	7.05%	1.85%	Yes	16	228	67.52%	70.37%		
Service Maintenance	1130	195	26.10%	17.26%	Yes	99	957	75.05%	84.69%		

Data Exhibits | 52

### Exhibit G-2

VTA has established goals for each EEO-4 Job Category where underutilization by more than a whole person has been identified in the workforce for females or minorities as of June 30, 2021. The goals are expressed as a placement rate, which is a target percentage that is used as a guideline, not a quota, in filling positions in underutilized categories. For interpretive purposes, the AAP goals have also been expressed as estimated headcount shortfalls. There will be good faith efforts established for each goal area highlighted in red in the chart above.

## Exhibit H

### Valley Transportation Authority Workforce Performance to Goals

Agency-Wide  
30-Jun-2021

EEO-4 Category	Female					Minority				
	Goal	Total Placed	Fem Placed	Rate	Achieved?	Goal	Total Placed	Min Placed	Rate	Achieved?
Officials and Administrators	38.49%	39	20	51.28%	Yes	No Prior AAP Goal				
Professionals	No Prior AAP Goal					No Prior AAP Goal				
Technicians	31.34%	7	1	14.29%	No	No Prior AAP Goal				
Paraprofessionals	No Prior AAP Goal					No Prior AAP Goal				
Administrative Support	No Prior AAP Goal					No Prior AAP Goal				
Skilled Craft Workers	5.89%	47	0	0.00%	No	68.69%	45	43	95.56%	Yes
Service Maintenance	33.45%	223	35	15.70%	No	81.15%	223	201	90.13%	Yes

#### Exhibit H - Performance to Goals

This performance to goals analysis calculated the progress made towards goals established in the prior Affirmative Action Plan (January 1, 2018) through analysis of hires and promotions made during the period July 1, 2018 through June 30, 2021.

**Note:** Effective January 1, 2022 EEO-4 job categories are used.

Exhibit I-1

Valley Transportation Authority Workforce  
Utilization and Goals by Job Category  
Administration Services  
30-Jun-2021

EEO-4 Category	Total Employees	Total		Female							Male							Total Minorities
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
<b>Officials and Administrators</b>	12	4	8	0	0	1	0	0	0	3	0	2	5	0	0	0	1	8
%		33.33%	66.67%	0.00%	0.00%	8.33%	0.00%	0.00%	0.00%	25.00%	0.00%	16.67%	41.67%	0.00%	0.00%	0.00%	8.33%	66.67%
Availability		42.43%	57.57%	0.23%	12.49%	3.83%	6.15%	0.08%	1.87%	17.78%	0.06%	16.26%	6.50%	7.23%	0.05%	0.83%	26.63%	55.60%
Parity/Below Parity		-9.10%	9.10%	-	-	4.51%	-6.15%	0.08%	1.87%	7.22%	0.06%	0.40%	35.16%	-7.23%	0.05%	-0.83%	-18.29%	11.07%
<b>Professionals</b>	102	44	58	0	25	2	8	0	1	8	0	21	6	10	0	0	21	73
%		43.14%	56.86%	0.00%	24.51%	1.96%	7.84%	0.00%	0.98%	7.84%	0.00%	20.59%	5.88%	9.80%	0.00%	0.00%	20.59%	71.57%
Availability		62.43%	103.57%	7.28%	20.03%	13.87%	20.25%	6.94%	8.92%	24.75%	7.01%	40.30%	16.00%	31.55%	7.16%	8.97%	32.18%	63.85%
Parity/Below Parity		19.29%	-46.71%	7.28%	4.48%	11.91%	12.40%	6.94%	7.94%	16.91%	7.01%	19.71%	10.12%	21.75%	7.16%	-8.97%	-11.59%	7.72%
<b>Technicians</b>	5	0	5	0	0	0	0	0	0	0	0	2	1	0	0	1	1	4
%		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	40.00%	20.00%	0.00%	0.00%	20.00%	20.00%	80.00%
Availability		25.63%	79.37%	0.38%	8.35%	3.01%	5.67%	0.17%	2.99%	5.06%	0.23%	30.10%	5.57%	11.18%	0.28%	4.97%	27.04%	72.90%
Parity/Below Parity		25.63%	20.63%	0.38%	-8.35%	-3.01%	-5.67%	0.17%	2.99%	-5.06%	0.23%	9.90%	14.43%	11.18%	0.28%	15.03%	-7.04%	7.10%
<b>Paraprofessionals</b>	2	1	1	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1
%		50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%	50.00%
Availability		69.18%	30.82%	0.49%	19.39%	4.07%	24.62%	0.25%	3.03%	17.34%	0.16%	9.87%	3.71%	9.66%	0.17%	0.12%	7.13%	75.53%
Parity/Below Parity		19.18%	19.18%	0.49%	19.39%	-4.07%	24.62%	0.25%	3.03%	32.66%	0.16%	-9.87%	46.29%	-9.66%	0.17%	-0.12%	-7.13%	-25.53%
<b>Administrative Support</b>	45	24	21	0	5	2	10	0	2	5	0	3	1	10	1	0	6	34
%		53.33%	46.67%	0.00%	11.11%	4.44%	22.22%	0.00%	4.44%	11.11%	0.00%	6.67%	2.22%	22.22%	2.22%	0.00%	13.33%	75.56%
Availability		44.18%	55.82%	0.72%	4.51%	7.38%	15.69%	0.40%	1.72%	13.75%	0.38%	19.63%	5.85%	17.42%	0.52%	1.08%	10.93%	75.31%
Parity/Below Parity		9.15%	-9.15%	0.72%	6.60%	-2.93%	6.53%	0.40%	2.72%	-2.64%	0.38%	12.97%	-3.63%	4.80%	1.70%	-1.08%	2.40%	0.24%
<b>Skilled Craft Workers</b>	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
%		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%
Availability		7.05%	92.95%	0.11%	0.67%	1.63%	2.63%	0.08%	0.33%	1.59%	0.61%	22.85%	7.50%	28.30%	0.44%	2.36%	30.89%	67.52%
Parity/Below Parity		-7.05%	7.05%	0.11%	-0.67%	-1.63%	-2.63%	0.08%	0.33%	-1.59%	0.61%	22.85%	-7.50%	28.30%	0.44%	-2.36%	69.11%	-67.52%
<b>Service Maintenance</b>	42	6	36	0	0	0	4	0	2	0	0	22	1	9	1	1	2	40
%		14.29%	85.71%	0.00%	0.00%	0.00%	9.52%	0.00%	4.76%	0.00%	0.00%	52.38%	2.38%	21.43%	2.38%	2.38%	4.76%	95.24%
Availability		26.10%	73.90%	0.22%	2.83%	7.83%	9.46%	0.12%	0.86%	26.10%	0.51%	10.51%	13.29%	27.52%	0.37%	1.53%	20.16%	75.05%
Parity/Below Parity		11.82%	11.82%	0.22%	-2.83%	-7.83%	0.06%	0.12%	3.90%	26.10%	0.51%	41.87%	10.91%	-6.09%	2.01%	0.85%	-15.40%	20.19%

EEO-4 Category	Total Employees	Total		Female							Male							Total Minorities
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
Total Representation	209	79	130	0	30	5	22	0	5	17	0	50	15	29	2	2	32	160
		37.80%	62.20%	0.00%	14.35%	2.39%	10.53%	0.00%	2.39%	8.13%	0.00%	23.92%	7.18%	13.88%	0.96%	0.96%	15.31%	76.56%
Total VTA Representation	2099	492	1607	9	122	68	156	4	26	107	8	589	150	469	10	34	347	1645
		23.44%	76.56%	0.43%	5.81%	3.24%	7.43%	0.19%	1.24%	5.10%	0.38%	28.06%	7.15%	22.34%	0.48%	1.62%	16.53%	78.37%

**Exhibit I - Utilization & Goals Reports by Executive Office, Division and Section**

A Utilization Analysis was conducted that compared market availability to internal utilization of employees by EEO-4 Job Category as of June 30, 2021 for each Executive Office, Division and Section.

**Valley Transportation Authority Workforce  
Goals by Job Category  
Administration Services  
30-Jun-2021**

EEO-4 Category	Total Employees	Female					Minority				
		Employees	Availability	Utilization	Under	Shortfall	Employees	Availability	Utilization	Under	Shortfall
Officials and Administrators	12	4	42.43%	33.33%	Yes	1	8	55.60%	66.67%		
Professionals	102	44	62.43%	43.14%	Yes	19	73	63.85%	71.57%		
Technicians	5	0	25.63%	0.00%	Yes	1	4	72.90%	80.00%		
Paraprofessionals	2	1	69.18%	50.00%	Yes	<1	1	75.53%	50.00%	Yes	<1
Administrative Support	45	24	44.18%	53.33%			34	75.31%	75.56%		
Skilled Craft Workers	1	0	7.05%	0.00%	Yes	<1	0	67.52%	0.00%	Yes	<1
Service Maintenance	42	6	26.10%	14.29%	Yes	4	40	75.05%	95.24%		

This Utilization Analysis was prepared to establish internal targets to correct areas of under representation by Division/Section and Executive Offices. Areas of under representation are highlighted in red.

Exhibit I-2

Valley Transportation Authority Workforce  
Utilization and Goals by Job Category  
Engineering & Program Delivery  
30-Jun-2021

EEO-4 Category	Total Employees	Total		Female							Male							Total Minorities
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
<b>Officials and Administrators</b>	12	3	9	0	1	0	0	0	0	2	0	5	1	0	0	0	3	7
%		25.00%	75.00%	0.00%	8.33%	0.00%	0.00%	0.00%	0.00%	16.67%	0.00%	41.67%	8.33%	0.00%	0.00%	0.00%	25.00%	58.33%
Availability		42.43%	57.57%	0.23%	12.49%	3.83%	6.15%	0.08%	1.87%	17.78%	0.06%	16.26%	6.50%	7.23%	0.05%	0.83%	26.63%	55.60%
Parity/Below Parity		-17.43%	17.43%	0.23%	-4.15%	-3.83%	-6.15%	0.08%	1.87%	-1.11%	0.06%	25.40%	1.83%	-7.23%	0.05%	0.83%	-1.63%	2.74%
<b>Professionals</b>	39	15	24	0	11	0	1	0	1	2	0	19	0	1	0	0	4	33
%		38.46%	61.54%	0.00%	28.21%	0.00%	2.56%	0.00%	2.56%	5.13%	0.00%	48.72%	0.00%	2.56%	0.00%	0.00%	10.26%	84.62%
Availability		62.43%	103.57%	7.28%	20.03%	13.87%	20.25%	6.94%	8.92%	24.75%	7.01%	40.30%	16.00%	31.55%	7.16%	8.97%	32.18%	63.85%
Parity/Below Parity		-23.97%	-42.03%	7.28%	8.17%	13.87%	17.68%	6.94%	6.35%	19.62%	7.01%	8.42%	16.00%	28.99%	7.16%	8.97%	21.92%	20.77%
<b>Technicians</b>	6	2	4	0	2	0	0	0	0	0	0	2	0	0	0	0	2	4
%		33.33%	66.67%	0.00%	33.33%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	33.33%	0.00%	0.00%	0.00%	0.00%	33.33%	66.67%
Availability		25.63%	79.37%	0.38%	8.35%	3.01%	5.67%	0.17%	2.99%	5.06%	0.23%	30.10%	5.57%	11.18%	0.28%	4.97%	27.04%	72.90%
Parity/Below Parity		7.70%	-12.70%	0.38%	24.98%	-3.01%	-5.67%	0.17%	2.99%	-5.06%	0.23%	3.24%	-5.57%	11.18%	0.28%	4.97%	6.30%	-6.23%
<b>Paraprofessionals</b>	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
%		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Availability		69.18%	30.82%	0.49%	19.39%	4.07%	24.62%	0.25%	3.03%	17.34%	0.16%	9.87%	3.71%	9.66%	0.17%	0.12%	7.13%	75.53%
Parity/Below Parity		-69.18%	69.18%	0.49%	19.39%	-4.07%	24.62%	0.25%	3.03%	17.34%	0.16%	90.13%	-3.71%	-9.66%	0.17%	0.12%	-7.13%	24.47%
<b>Administrative Support</b>	3	3	0	0	0	1	1	0	0	1	0	0	0	0	0	0	0	2
%		100.00%	0.00%	0.00%	0.00%	33.33%	33.33%	0.00%	0.00%	33.33%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	66.67%
Availability		44.18%	55.82%	0.72%	4.51%	7.38%	15.69%	0.40%	1.72%	13.75%	0.38%	19.63%	5.85%	17.42%	0.52%	1.08%	10.93%	75.31%
Parity/Below Parity		55.82%	-55.82%	0.72%	-4.51%	25.96%	17.64%	0.40%	1.72%	19.58%	0.38%	-19.63%	-5.85%	17.42%	0.52%	1.08%	10.93%	-8.65%
Total Representation	61	23	38	0	14	1	2	0	1	5	0	27	1	1	0	0	9	47
		37.70%	62.30%	0.00%	22.95%	1.64%	3.28%	0.00%	1.64%	8.20%	0.00%	44.26%	1.64%	1.64%	0.00%	0.00%	14.75%	77.05%
Total VTA Representation	2099	492	1607	9	122	68	156	4	26	107	8	589	150	469	10	34	347	1645
		23.44%	76.56%	0.43%	5.81%	3.24%	7.43%	0.19%	1.24%	5.10%	0.38%	28.06%	7.15%	22.34%	0.48%	1.62%	16.53%	78.37%

**Valley Transportation Authority Workforce  
Goals by Job Category**  
Engineering & Program Delivery  
30-Jun-2021

EEO-4 Category	Total Employees	Female					Minority				
		Employees	Availability	Utilization	Under	Shortfall	Employees	Availability	Utilization	Under	Shortfall
Officials and Administrators	12	3	42.43%	25.00%	Yes	2	7	55.60%	58.33%		
Professionals	39	15	62.43%	38.46%	Yes	9	33	63.85%	84.62%		
Technicians	6	2	25.63%	33.33%			4	72.90%	66.67%	Yes	<1
Paraprofessionals	1	0	69.18%	0.00%	Yes	<1	1	75.53%	100.00%		
Administrative Support	3	3	44.18%	100.00%			2	75.31%	66.67%	Yes	<1

Exhibit I-3

Valley Transportation Authority Workforce  
Utilization and Goals by Job Category  
Finance, Budget & Real Estate  
30-Jun-2021

EEO-4 Category	Total Employees	Total		Female							Male							Total Minorities
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
<b>Officials and Administrators</b>	15	7	8	0	4	1	0	0	0	2	0	3	0	0	0	5	8	
%		46.67%	53.33%	0.00%	26.67%	6.67%	0.00%	0.00%	0.00%	13.33%	0.00%	20.00%	0.00%	0.00%	0.00%	33.33%	53.33%	
Availability		42.43%	57.57%	0.23%	12.49%	3.83%	6.15%	0.08%	1.87%	17.78%	0.06%	16.26%	6.50%	7.23%	0.05%	0.83%	26.63%	55.60%
Parity/Below Parity		4.24%	-4.24%	-0.23%	14.18%	2.84%	-6.15%	0.08%	1.87%	-4.44%	0.06%	3.74%	-6.50%	-7.23%	0.05%	0.83%	6.71%	-2.26%
<b>Professionals</b>	43	28	15	0	17	0	5	0	3	3	0	8	2	1	0	1	3	37
%		65.12%	34.88%	0.00%	39.53%	0.00%	11.63%	0.00%	6.98%	6.98%	0.00%	18.60%	4.65%	2.33%	0.00%	2.33%	6.98%	86.05%
Availability		62.43%	103.57%	7.28%	20.03%	13.87%	20.25%	6.94%	8.92%	24.75%	7.01%	40.30%	16.00%	31.55%	7.16%	8.97%	32.18%	63.85%
Parity/Below Parity		2.69%	-	-7.28%	19.50%	13.87%	-8.62%	6.94%	1.94%	17.77%	7.01%	21.69%	11.35%	29.23%	7.16%	6.64%	25.20%	22.20%
<b>Paraprofessionals</b>	14	10	4	0	5	0	3	0	1	1	0	2	0	1	0	0	1	12
%		71.43%	28.57%	0.00%	35.71%	0.00%	21.43%	0.00%	7.14%	7.14%	0.00%	14.29%	0.00%	7.14%	0.00%	0.00%	7.14%	85.71%
Availability		69.18%	30.82%	0.49%	19.39%	4.07%	24.62%	0.25%	3.03%	17.34%	0.16%	9.87%	3.71%	9.66%	0.17%	0.12%	7.13%	75.53%
Parity/Below Parity		2.25%	-2.25%	-0.49%	16.33%	-4.07%	-3.19%	0.25%	4.12%	10.20%	0.16%	4.41%	-3.71%	-2.52%	0.17%	0.12%	0.01%	10.19%
<b>Administrative Support</b>	5	3	2	1	0	0	1	0	0	1	0	2	0	0	0	0	0	4
%		60.00%	40.00%	20.00%	0.00%	0.00%	20.00%	0.00%	0.00%	20.00%	0.00%	40.00%	0.00%	0.00%	0.00%	0.00%	0.00%	80.00%
Availability		44.18%	55.82%	0.72%	4.51%	7.38%	15.69%	0.40%	1.72%	13.75%	0.38%	19.63%	5.85%	17.42%	0.52%	1.08%	10.93%	75.31%
Parity/Below Parity		15.82%	-15.82%	19.28%	-4.51%	-7.38%	4.31%	0.40%	1.72%	6.25%	0.38%	20.37%	-5.85%	17.42%	0.52%	1.08%	10.93%	4.69%
<b>Total Representation</b>	77	48	29	1	26	1	9	0	4	7	0	15	2	2	0	1	9	61
		62.34%	37.66%	1.30%	33.77%	1.30%	11.69%	0.00%	5.19%	9.09%	0.00%	19.48%	2.60%	2.60%	0.00%	1.30%	11.69%	79.22%
<b>Total VTA Representation</b>	2099	492	1607	9	122	68	156	4	26	107	8	589	150	469	10	34	347	1645
		23.44%	76.56%	0.43%	5.81%	3.24%	7.43%	0.19%	1.24%	5.10%	0.38%	28.06%	7.15%	22.34%	0.48%	1.62%	16.53%	78.37%

**Valley Transportation Authority Workforce**  
**Goals by Job Category**  
 Finance, Budget & Real Estate  
 30-Jun-2021

EEO-4 Category	Total Employees	Female					Minority				
		Employees	Availability	Utilization	Under	Shortfall	Employees	Availability	Utilization	Under	Shortfall
Officials and Administrators	15	7	42.43%	46.67%			8	55.60%	53.33%	Yes	<1
Professionals	43	28	62.43%	65.12%			37	63.85%	86.05%		
Paraprofessionals	14	10	69.18%	71.43%			12	75.53%	85.71%		
Administrative Support	5	3	44.18%	60.00%			4	75.31%	80.00%		

Exhibit I-4

Valley Transportation Authority Workforce  
Utilization and Goals by Job Category  
Office of the General Manager  
30-Jun-2021

EEO-4 Category	Total Employees	Total		Female							Male							Total Minorities
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
<b>Officials and Administrators</b>	4	2	2	0	0	0	0	0	0	2	0	2	0	0	0	0	2	
%		50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%	50.00%	
Availability		42.43%	57.57%	0.23%	12.49%	3.83%	6.15%	0.08%	1.87%	17.78%	0.06%	16.26%	6.50%	7.23%	0.05%	0.83%	26.63%	
Parity/Below Parity		7.57%	-7.57%	0.23%	12.49%	-3.83%	-6.15%	0.08%	1.87%	32.22%	0.06%	33.74%	-6.50%	-7.23%	0.05%	0.83%	26.63%	
<b>Professionals</b>	9	7	2	0	0	1	3	0	0	3	0	1	1	0	0	0	6	
%		77.78%	22.22%	0.00%	0.00%	11.11%	33.33%	0.00%	0.00%	33.33%	0.00%	11.11%	11.11%	0.00%	0.00%	0.00%	66.67%	
Availability		62.43%	103.57%	7.28%	20.03%	13.87%	20.25%	6.94%	8.92%	24.75%	7.01%	40.30%	16.00%	31.55%	7.16%	8.97%	32.18%	
Parity/Below Parity		15.35%	-81.35%	7.28%	20.03%	-2.76%	13.09%	6.94%	8.92%	8.58%	7.01%	29.19%	-4.89%	31.55%	7.16%	8.97%	32.18%	
<b>Paraprofessionals</b>	2	1	1	0	0	0	1	0	0	0	0	0	0	1	0	0	2	
%		50.00%	50.00%	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	100.00%	
Availability		69.18%	30.82%	0.49%	19.39%	4.07%	24.62%	0.25%	3.03%	17.34%	0.16%	9.87%	3.71%	9.66%	0.17%	0.12%	7.13%	
Parity/Below Parity		-19.18%	19.18%	0.49%	19.39%	-4.07%	25.38%	0.25%	3.03%	17.34%	0.16%	-9.87%	-3.71%	40.34%	0.17%	0.12%	-7.13%	
<b>Administrative Support</b>	5	2	3	0	0	0	2	0	0	0	0	0	0	1	0	0	3	
%		40.00%	60.00%	0.00%	0.00%	0.00%	40.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	20.00%	0.00%	0.00%	60.00%	
Availability		44.18%	55.82%	0.72%	4.51%	7.38%	15.69%	0.40%	1.72%	13.75%	0.38%	19.63%	5.85%	17.42%	0.52%	1.08%	10.93%	
Parity/Below Parity		-4.18%	4.18%	0.72%	-4.51%	-7.38%	24.31%	0.40%	1.72%	13.75%	0.38%	19.63%	-5.85%	2.58%	0.52%	1.08%	29.07%	
<b>Total Representation</b>	20	12	8	0	0	1	6	0	0	5	0	3	1	2	0	0	2	
		60.00%	40.00%	0.00%	0.00%	5.00%	30.00%	0.00%	0.00%	25.00%	0.00%	15.00%	5.00%	10.00%	0.00%	0.00%	10.00%	
<b>Total VTA Representation</b>	2099	492	1607	9	122	68	156	4	26	107	8	589	150	469	10	34	347	
		23.44%	76.56%	0.43%	5.81%	3.24%	7.43%	0.19%	1.24%	5.10%	0.38%	28.06%	7.15%	22.34%	0.48%	1.62%	16.53%	

**Valley Transportation Authority Workforce  
Goals by Job Category**  
Office of the General Manager  
30-Jun-2021

EEO-4 Category	Total Employees	Female					Minority				
		Employees	Availability	Utilization	Under	Shortfall	Employees	Availability	Utilization	Under	Shortfall
Officials and Administrators	4	2	42.43%	50.00%			2	55.60%	-5.60%	Yes	2
Professionals	9	7	62.43%	15.35%	Yes	4	6	63.85%	2.82%	Yes	5
Paraprofessionals	2	1	69.18%	50.00%	Yes	<1	2	75.53%	100.00%		
Administrative Support	5	2	44.18%	40.00%	Yes	<1	3	75.31%	60.00%	Yes	<1

Exhibit I-5

Valley Transportation Authority Workforce  
Utilization and Goals by Job Category

External Affairs  
30-Jun-2021

EEO-4 Category	Total Employees	Total		Female							Male							Total Minorities
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
<b>Officials and Administrators</b>	7	3	4	0	1	0	0	0	0	0	2	0	1	0	0	0	3	2
%		42.86%	57.14%	0.00%	14.29%	0.00%	0.00%	0.00%	0.00%	28.57%	0.00%	14.29%	0.00%	0.00%	0.00%	0.00%	42.86%	28.57%
Availability		42.43%	57.57%	0.23%	12.49%	3.83%	6.15%	0.08%	1.87%	17.78%	0.06%	16.26%	6.50%	7.23%	0.05%	0.83%	26.63%	55.60%
Parity/Below Parity		0.43%	-0.43%	0.23%	1.80%	-3.83%	-6.15%	0.08%	1.87%	10.79%	0.06%	-1.98%	-6.50%	-7.23%	0.05%	0.83%	16.23%	-27.03%
<b>Professionals</b>	20	11	9	0	3	3	1	0	0	4	0	3	0	4	0	0	2	14
%		55.00%	45.00%	0.00%	15.00%	15.00%	5.00%	0.00%	0.00%	20.00%	0.00%	15.00%	0.00%	20.00%	0.00%	0.00%	10.00%	70.00%
Availability		62.43%	103.57%	7.28%	20.03%	13.87%	20.25%	6.94%	8.92%	24.75%	7.01%	40.30%	16.00%	31.55%	7.16%	8.97%	32.18%	63.85%
Parity/Below Parity		-7.43%	-58.57%	7.28%	-5.03%	1.13%	15.25%	6.94%	8.92%	-4.75%	7.01%	25.30%	16.00%	11.55%	7.16%	8.97%	22.18%	6.15%
<b>Administrative Support</b>	25	16	9	0	2	2	5	1	0	6	0	5	0	3	0	0	1	18
%		64.00%	36.00%	0.00%	8.00%	8.00%	20.00%	4.00%	0.00%	24.00%	0.00%	20.00%	0.00%	12.00%	0.00%	0.00%	4.00%	72.00%
Availability		44.18%	55.82%	0.72%	4.51%	7.38%	15.69%	0.40%	1.72%	13.75%	0.38%	19.63%	5.85%	17.42%	0.52%	1.08%	10.93%	75.31%
Parity/Below Parity		19.82%	-19.82%	0.72%	3.49%	0.62%	4.31%	3.60%	1.72%	10.25%	0.38%	0.37%	-5.85%	-5.42%	0.52%	1.08%	-6.93%	-3.31%
<b>Total Representation</b>	52	30	22	0	6	5	6	1	0	12	0	9	0	7	0	0	6	34
		57.69%	42.31%	0.00%	11.54%	9.62%	11.54%	1.92%	0.00%	23.08%	0.00%	17.31%	0.00%	13.46%	0.00%	0.00%	11.54%	65.38%
<b>Total VTA Representation</b>	2099	492	1607	9	122	68	156	4	26	107	8	589	150	469	10	34	347	1645
		23.44%	76.56%	0.43%	5.81%	3.24%	7.43%	0.19%	1.24%	5.10%	0.38%	28.06%	7.15%	22.34%	0.48%	1.62%	16.53%	78.37%

Data Exhibits | 62

Valley Transportation Authority Workforce  
Goals by Job Category

External Affairs  
30-Jun-2021

EEO-4 Category	Total Employees	Female					Minority				
		Employees	Availability	Utilization	Under	Shortfall	Employees	Availability	Utilization	Under	Shortfall
Officials and Administrators	7	3	42.43%	42.86%		2	55.60%	28.57%	Yes	1	
Professionals	20	11	62.43%	55.00%	Yes	14	63.85%	70.00%			
Administrative Support	25	16	44.18%	64.00%		18	75.31%	72.00%	Yes	<1	

Exhibit I-6

Valley Transportation Authority Workforce  
Utilization and Goals by Job Category

Maintenance  
30-Jun-2021

EEO-4 Category	Total Employees	Total		Female							Male							Total Minorities
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
<b>Officials and Administrators</b>	7	1	6	0	1	0	0	0	0	0	0	0	0	0	0	0	5	2
%		14.29%	85.71%	0.00%	14.29%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	14.29%	0.00%	0.00%	71.43%	28.57%
Availability		42.43%	57.57%	0.23%	12.49%	3.83%	6.15%	0.08%	1.87%	17.78%	0.06%	16.26%	6.50%	7.23%	0.05%	0.83%	26.63%	55.60%
Parity/Below Parity		-28.14%	28.14%	-0.23%	1.80%	-3.83%	-6.15%	-0.08%	-1.87%	-17.78%	-0.06%	-16.26%	-6.50%	7.06%	-0.05%	-0.83%	44.80%	-27.03%
<b>Professionals</b>	27	2	25	0	1	0	0	0	0	1	0	7	3	6	0	0	9	17
%		7.41%	92.59%	0.00%	3.70%	0.00%	0.00%	0.00%	0.00%	3.70%	0.00%	25.93%	11.11%	22.22%	0.00%	0.00%	33.33%	62.96%
Availability		62.43%	103.57%	7.28%	20.03%	13.87%	20.25%	6.94%	8.92%	24.75%	7.01%	40.30%	16.00%	31.55%	7.16%	8.97%	32.18%	63.85%
Parity/Below Parity		-55.02%	-10.98%	-7.28%	-16.33%	-13.87%	-20.25%	-6.94%	-8.92%	-21.05%	-7.01%	-14.37%	-4.89%	-9.33%	-7.16%	-8.97%	1.15%	-0.88%
<b>Administrative Support</b>	5	2	3	0	0	0	1	0	0	1	0	2	0	0	0	0	1	3
%		40.00%	60.00%	0.00%	0.00%	0.00%	20.00%	0.00%	0.00%	20.00%	0.00%	40.00%	0.00%	0.00%	0.00%	0.00%	20.00%	60.00%
Availability		44.18%	55.82%	0.72%	4.51%	7.38%	15.69%	0.40%	1.72%	13.75%	0.38%	19.63%	5.85%	17.42%	0.52%	1.08%	10.93%	75.31%
Parity/Below Parity		-4.18%	4.18%	-0.72%	-4.51%	-7.38%	4.31%	-0.40%	-1.72%	-6.25%	-0.38%	-20.37%	-5.85%	-17.42%	-0.52%	-1.08%	9.07%	-15.31%
<b>Skilled Craft Workers</b>	315	6	309	0	0	2	3	0	0	1	2	88	17	100	1	8	93	221
%		1.90%	98.10%	0.00%	0.00%	0.63%	0.95%	0.00%	0.00%	0.32%	0.63%	27.94%	5.40%	31.75%	0.32%	2.54%	29.52%	70.16%
Availability		7.05%	92.95%	0.11%	0.67%	1.63%	2.63%	0.08%	0.33%	1.59%	0.61%	22.85%	7.50%	28.30%	0.44%	2.36%	30.89%	67.52%
Parity/Below Parity		-5.14%	5.14%	-0.11%	-0.67%	-0.99%	-1.68%	-0.08%	-0.33%	-1.27%	0.02%	5.08%	-2.10%	3.45%	-0.13%	0.18%	-1.37%	2.64%
<b>Service Maintenance</b>	144	23	121	0	1	11	7	0	0	4	0	34	11	50	0	1	25	115
%		15.97%	84.03%	0.00%	0.69%	7.64%	4.86%	0.00%	0.00%	2.78%	0.00%	23.61%	7.64%	34.72%	0.00%	0.69%	17.36%	79.86%
Availability		26.10%	73.90%	0.22%	2.83%	7.83%	9.46%	0.12%	0.86%	4.78%	0.51%	10.51%	13.29%	27.52%	0.37%	1.53%	20.16%	75.05%
Parity/Below Parity		-10.13%	10.13%	-0.22%	-2.14%	-0.19%	-4.60%	-0.12%	-0.86%	-2.01%	-0.51%	-13.10%	-5.65%	7.21%	-0.37%	-0.83%	-2.80%	4.81%
<b>Total Representation</b>	498	34	464	0	3	13	11	0	0	7	2	131	31	157	1	9	133	358
		6.83%	93.17%	0.00%	0.60%	2.61%	2.21%	0.00%	0.00%	1.41%	0.40%	26.31%	6.22%	31.53%	0.20%	1.81%	26.71%	71.89%

Data Exhibits | 63

<b>Total VTA Representation</b>	2099	492	1607	9	122	68	156	4	26	107	8	589	150	469	10	34	347	1645
		23.44%	76.56%	0.43%	5.81%	3.24%	7.43%	0.19%	1.24%	5.10%	0.38%	28.06%	7.15%	22.34%	0.48%	1.62%	16.53%	78.37%

**Valley Transportation Authority Workforce  
Goals by Job Category**  
Maintenance  
30-Jun-2021

EEO-4 Category	Total Employees	Female					Minority				
		Employees	Availability	Utilization	Under	Shortfall	Employees	Availability	Utilization	Under	Shortfall
Officials and Administrators	7	1	42.43%	14.29%	Yes	1	2	55.60%	28.57%	Yes	1
Professionals	27	2	62.43%	7.41%	Yes	14	17	63.85%	62.96%	Yes	<1
Administrative Support	5	2	44.18%	40.00%	Yes	<1	3	75.31%	60.00%	Yes	<1
Skilled Craft Workers	315	6	7.05%	1.90%	Yes	16	221	67.52%	70.16%		
Service Maintenance	144	23	26.10%	15.97%	Yes	14	115	75.05%	79.86%		

Exhibit I-7

Valley Transportation Authority Workforce  
Utilization and Goals by Job Category

Office of the General Counsel  
30-Jun-2021

EEO-4 Category	Total Employees	Total		Female							Male							Total Minorities
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
<b>Officials and Administrators</b>	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
%		100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Availability		42.43%	57.57%	0.23%	12.49%	3.83%	6.15%	0.08%	1.87%	17.78%	0.06%	16.26%	6.50%	7.23%	0.05%	0.83%	26.63%	55.60%
Parity/Below Parity		57.57%	-57.57%	-0.23%	87.51%	-3.83%	-6.15%	0.08%	1.87%	17.78%	-0.06%	-16.26%	-6.50%	-7.23%	0.05%	-0.83%	-26.63%	44.40%
<b>Professionals</b>	7	3	4	0	1	0	1	0	0	1	0	1	0	1	0	1	1	5
%		42.86%	57.14%	0.00%	14.29%	0.00%	14.29%	0.00%	0.00%	14.29%	0.00%	14.29%	0.00%	14.29%	0.00%	14.29%	14.29%	71.43%
Availability		62.43%	103.57%	7.28%	20.03%	13.87%	20.25%	6.94%	8.92%	24.75%	7.01%	40.30%	16.00%	31.55%	7.16%	8.97%	32.18%	63.85%
Parity/Below Parity		-19.57%	-46.43%	-7.28%	-5.75%	-13.87%	-5.96%	6.94%	8.92%	10.46%	-7.01%	-26.01%	-16.00%	-17.27%	7.16%	5.32%	-17.89%	7.58%
<b>Paraprofessionals</b>	2	2	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	2
%		100.00%	0.00%	0.00%	50.00%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Availability		69.18%	30.82%	0.49%	19.39%	4.07%	24.62%	0.25%	3.03%	17.34%	0.16%	9.87%	3.71%	9.66%	0.17%	0.12%	7.13%	75.53%
Parity/Below Parity		30.82%	-30.82%	-0.49%	30.61%	-4.07%	25.38%	0.25%	3.03%	17.34%	-0.16%	-9.87%	-3.71%	-9.66%	0.17%	-0.12%	-7.13%	24.47%
<b>Administrative Support</b>	2	2	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	1
%		100.00%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%
Availability		44.18%	55.82%	0.72%	4.51%	7.38%	15.69%	0.40%	1.72%	13.75%	0.38%	19.63%	5.85%	17.42%	0.52%	1.08%	10.93%	75.31%
Parity/Below Parity		55.82%	-55.82%	-0.72%	-4.51%	-7.38%	34.31%	0.40%	1.72%	36.25%	-0.38%	-19.63%	-5.85%	-17.42%	0.52%	-1.08%	-10.93%	-25.31%
<b>Total Representation</b>	12	8	4	0	3	0	3	0	0	2	0	1	0	1	0	1	1	9
		66.67%	33.33%	0.00%	25.00%	0.00%	25.00%	0.00%	0.00%	16.67%	0.00%	8.33%	0.00%	8.33%	0.00%	8.33%	8.33%	75.00%
<b>Total VTA Representation</b>	2099	492	1607	9	122	68	156	4	26	107	8	589	150	469	10	34	347	1645
		23.44%	76.56%	0.43%	5.81%	3.24%	7.43%	0.19%	1.24%	5.10%	0.38%	28.06%	7.15%	22.34%	0.48%	1.62%	16.53%	78.37%

**Valley Transportation Authority Workforce  
Goals by Job Category**  
Office of the General Counsel  
30-Jun-2021

EEO-4 Category	Total Employees	Female					Minority				
		Employees	Availability	Utilization	Under	Shortfall	Employees	Availability	Utilization	Under	Shortfall
Officials and Administrators	1	1	42.43%	100.00%			1	55.60%	100.00%		
Professionals	7	3	62.43%	42.86%	Yes	1	5	63.85%	71.43%		
Paraprofessionals	2	2	69.18%	100.00%			2	75.53%	100.00%		
Administrative Support	2	2	44.18%	100.00%			1	75.31%	50.00%	Yes	<1

Exhibit I-8

Valley Transportation Authority Workforce  
Utilization and Goals by Job Category

Operation  
30-Jun-2021

EEO-4 Category	Total Employees	Total		Female							Male							Total Minorities
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
<b>Officials and Administrators</b>	7	1	6	0	0	0	0	0	0	1	0	1	1	1	0	0	3	3
%		14.29%	85.71%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	14.29%	0.00%	14.29%	14.29%	14.29%	0.00%	0.00%	42.86%	42.86%
Availability		42.43%	57.57%	0.23%	12.49%	3.83%	6.15%	0.08%	1.87%	17.78%	0.06%	16.26%	6.50%	7.23%	0.05%	0.83%	26.63%	55.60%
Parity/Below Parity		-28.14%	28.14%	-	-	-3.83%	-6.15%	-	-1.87%	-3.49%	-	-1.98%	7.78%	7.06%	-	-	16.23%	-12.74%
				0.23%	12.49%			0.08%			0.06%			0.05%	0.83%			
<b>Professionals</b>	30	8	22	0	3	0	3	0	1	1	0	6	3	7	0	1	5	24
%		26.67%	73.33%	0.00%	10.00%	0.00%	10.00%	0.00%	3.33%	3.33%	0.00%	20.00%	10.00%	23.33%	0.00%	3.33%	16.67%	80.00%
Availability		62.43%	103.57%	7.28%	20.03%	13.87%	20.25%	6.94%	8.92%	24.75%	7.01%	40.30%	16.00%	31.55%	7.16%	8.97%	32.18%	63.85%
Parity/Below Parity		-35.76%	-30.24%	-	-	-	-	-	-5.58%	-	-	-	-6.00%	-8.22%	-	-	-	-
				7.28%	10.03%	13.87%	10.25%	6.94%		21.42%	7.01%	20.30%		7.16%	5.64%	15.51%		
<b>Technicians</b>	3	0	3	0	0	0	0	0	0	0	0	2	0	1	0	0	0	3
%		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	66.67%	0.00%	33.33%	0.00%	0.00%	0.00%	100.00%
Availability		25.63%	79.37%	0.38%	8.35%	3.01%	5.67%	0.17%	2.99%	5.06%	0.23%	30.10%	5.57%	11.18%	0.28%	4.97%	27.04%	72.90%
Parity/Below Parity		-25.63%	20.63%	-	-8.35%	-3.01%	-5.67%	-	-2.99%	-5.06%	-	36.57%	-5.57%	22.15%	-	-	-	-
				0.38%			0.17%				0.23%			0.28%	4.97%	27.04%		
<b>Paraprofessionals</b>	2	2	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	1
%		100.00%	0.00%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%
Availability		69.18%	30.82%	0.49%	19.39%	4.07%	24.62%	0.25%	3.03%	17.34%	0.16%	9.87%	3.71%	9.66%	0.17%	0.12%	7.13%	75.53%
Parity/Below Parity		30.82%	-30.82%	-	30.61%	-4.07%	-	-	-3.03%	32.66%	-	-9.87%	-3.71%	-9.66%	-	-	-7.13%	-25.53%
				0.49%			24.62%	0.25%			0.16%			0.17%	0.12%			
<b>Administrative Support</b>	25	19	6	0	3	3	9	0	3	1	0	2	0	1	0	0	3	21
%		76.00%	24.00%	0.00%	12.00%	12.00%	36.00%	0.00%	12.00%	4.00%	0.00%	8.00%	0.00%	4.00%	0.00%	0.00%	12.00%	84.00%
Availability		44.18%	55.82%	0.72%	4.51%	7.38%	15.69%	0.40%	1.72%	13.75%	0.38%	19.63%	5.85%	17.42%	0.52%	1.08%	10.93%	75.31%
Parity/Below Parity		31.82%	-31.82%	-	7.49%	4.62%	20.31%	-	10.28%	-9.75%	-	-5.85%	-	-	-	-	1.07%	8.69%
				0.72%			0.40%				0.38%	11.63%		13.42%	0.52%	1.08%		
<b>Total Representation</b>	67	30	37	0	7	3	12	0	4	4	0	11	4	10	0	1	11	52
		44.78%	55.22%	0.00%	10.45%	4.48%	17.91%	0.00%	5.97%	5.97%	0.00%	16.42%	5.97%	14.93%	0.00%	1.49%	16.42%	77.61%
<b>Total VTA Representation</b>	2099	492	1607	9	122	68	156	4	26	107	8	589	150	469	10	34	347	1645
		23.44%	76.56%	0.43%	5.81%	3.24%	7.43%	0.19%	1.24%	5.10%	0.38%	28.06%	7.15%	22.34%	0.48%	1.62%	16.53%	78.37%

Data Exhibits | 67

**Valley Transportation Authority Workforce  
Goals by Job Category**  
Operations  
30-Jun-2021

EEO-4 Category	Total Employees	Female					Minority				
		Employees	Availability	Utilization	Under	Shortfall	Employees	Availability	Utilization	Under	Shortfall
Officials and Administrators	7	1	42.43%	14.29%	Yes	1	3	55.60%	42.86%	Yes	<1
Professionals	30	8	62.43%	26.67%	Yes	10	24	63.85%	80.00%		
Technicians	3	0	25.63%	0.00%	Yes	<1	3	72.90%	100.00%		
Paraprofessionals	2	2	69.18%	100.00%			1	75.53%	50.00%	Yes	<1
Administrative Support	25	19	44.18%	76.00%			21	75.31%	84.00%		

Exhibit I-9

Valley Transportation Authority Workforce  
Utilization and Goals by Job Category  
Planning Programming  
30-Jun-2021

EEO-4 Category	Total Employees	Total		Female							Male							Total Minorities
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
<b>Officials and Administrators</b>	5	2	3	0	2	0	0	0	0	0	0	0	0	0	0	3	2	
%		40.00%	60.00%	0.00%	40.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	60.00%	40.00%	
Availability		42.43%	57.57%	0.23%	12.49%	3.83%	6.15%	0.08%	1.87%	17.78%	0.06%	16.26%	6.50%	7.23%	0.05%	0.83%	26.63%	55.60%
Parity/Below Parity		-2.43%	2.43%	-0.23%	27.51%	-3.83%	-6.15%	0.08%	1.87%	-17.78%	0.06%	16.26%	-6.50%	-7.23%	-0.05%	-0.83%	33.37%	-15.60%
<b>Professionals</b>	23	10	13	0	6	0	0	0	1	3	0	5	1	0	0	2	5	15
%		43.48%	56.52%	0.00%	26.09%	0.00%	0.00%	0.00%	4.35%	13.04%	0.00%	21.74%	4.35%	0.00%	0.00%	8.70%	21.74%	65.22%
Availability		62.43%	103.57%	7.28%	20.03%	13.87%	20.25%	6.94%	8.92%	24.75%	7.01%	40.30%	16.00%	31.55%	7.16%	8.97%	32.18%	63.85%
Parity/Below Parity		-18.95%	-47.05%	-7.28%	6.06%	-13.87%	-20.25%	-6.94%	-8.92%	-11.71%	-7.01%	18.56%	11.65%	31.55%	7.16%	0.27%	10.44%	1.37%
<b>Technicians</b>	11	2	9	0	1	0	0	0	1	0	0	3	0	0	0	1	5	6
%		18.18%	81.82%	0.00%	9.09%	0.00%	0.00%	0.00%	9.09%	0.00%	0.00%	27.27%	0.00%	0.00%	0.00%	9.09%	45.45%	54.55%
Availability		25.63%	79.37%	0.38%	8.35%	3.01%	5.67%	0.17%	2.99%	5.06%	0.23%	30.10%	5.57%	11.18%	0.28%	4.97%	27.04%	72.90%
Parity/Below Parity		-7.45%	2.45%	-0.38%	0.74%	-3.01%	-5.67%	0.17%	6.10%	-5.06%	-0.23%	-2.82%	-5.57%	-11.18%	0.28%	4.13%	18.42%	-18.36%
<b>Paraprofessionals</b>	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
%		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Availability		69.18%	30.82%	0.49%	19.39%	4.07%	24.62%	0.25%	3.03%	17.34%	0.16%	9.87%	3.71%	9.66%	0.17%	0.12%	7.13%	75.53%
Parity/Below Parity		30.82%	-30.82%	0.49%	19.39%	-4.07%	-24.62%	0.25%	3.03%	82.66%	0.16%	-9.87%	-3.71%	-9.66%	0.17%	0.12%	-7.13%	-75.53%
<b>Administrative Support</b>	2	2	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0
%		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Availability		44.18%	55.82%	0.72%	4.51%	7.38%	15.69%	0.40%	1.72%	13.75%	0.38%	19.63%	5.85%	17.42%	0.52%	1.08%	10.93%	75.31%
Parity/Below Parity		55.82%	-55.82%	0.72%	-4.51%	-7.38%	-15.69%	0.40%	1.72%	86.25%	0.38%	-19.63%	-5.85%	-17.42%	0.52%	1.08%	10.93%	-75.31%
<b>Total Representation</b>	42	17	25	0	9	0	0	0	2	6	0	8	1	0	0	3	13	23
		40.48%	59.52%	0.00%	21.43%	0.00%	0.00%	0.00%	4.76%	14.29%	0.00%	19.05%	2.38%	0.00%	0.00%	7.14%	30.95%	54.76%
<b>Total VTA Representation</b>	2099	492	1607	9	122	68	156	4	26	107	8	589	150	469	10	34	347	1645
		23.44%	76.56%	0.43%	5.81%	3.24%	7.43%	0.19%	1.24%	5.10%	0.38%	28.06%	7.15%	22.34%	0.48%	1.62%	16.53%	78.37%

**Valley Transportation Authority Workforce  
Goals by Job Category**  
Planning Programming  
30-Jun-2021

EEO-4 Category	Total Employees	Female					Minority				
		Employees	Availability	Utilization	Under	Shortfall	Employees	Availability	Utilization	Under	Shortfall
Officials and Administrators	5	2	42.43%	40.00%	Yes	<1	2	55.60%	40.00%	Yes	<1
Professionals	23	10	62.43%	43.48%	Yes	4	15	63.85%	65.22%		<2
Technicians	11	2	24.77%	18.18%	Yes	<1	6	68.67%	54.55%	Yes	<3
Paraprofessionals	1	1	69.18%	100.00%			0	75.53%	0.00%	Yes	<4
Administrative Support	2	2	44.18%	100.00%			0	75.31%	0.00%	Yes	<5

Exhibit I-10

Valley Transportation Authority Workforce  
Utilization and Goals by Job Category  
System Safety & Security  
30-Jun-2021

EEO-4 Category	Total Employees	Total		Female							Male							Total Minorities
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
<b>Officials and Administrators</b>	3	2	1	0	0	0	2	0	0	0	0	0	0	1	0	0	0	3
%		66.67%	33.33%	0.00%	0.00%	0.00%	66.67%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	33.33%	0.00%	0.00%	0.00%	100.00%
Availability		42.43%	57.57%	0.23%	12.49%	3.83%	6.15%	0.08%	1.87%	17.78%	0.06%	16.26%	6.50%	7.23%	0.05%	0.83%	26.63%	55.60%
Parity/Below Parity		24.24%	-24.24%	-0.23%	-12.49%	-3.83%	60.51%	-0.08%	-1.87%	-17.78%	-0.06%	-16.26%	-6.50%	26.10%	-0.05%	-0.83%	-26.63%	44.40%
<b>Professionals</b>	9	5	4	0	1	0	2	0	0	2	0	1	0	2	0	0	1	6
%		55.56%	44.44%	0.00%	11.11%	0.00%	22.22%	0.00%	0.00%	22.22%	0.00%	11.11%	0.00%	22.22%	0.00%	0.00%	11.11%	66.67%
Availability		62.43%	103.57%	7.28%	20.03%	13.87%	20.25%	6.94%	8.92%	24.75%	7.01%	40.30%	16.00%	31.55%	7.16%	8.97%	32.18%	63.85%
Parity/Below Parity		-6.87%	-59.13%	-7.28%	-8.92%	-13.87%	1.98%	-6.94%	-8.92%	-2.53%	-7.01%	-29.19%	-16.00%	-9.33%	-7.16%	-8.97%	-21.07%	2.82%
<b>Administrative Support</b>	3	3	0	0	0	1	2	0	0	0	0	0	0	0	0	0	0	3
%		100.00%	0.00%	0.00%	0.00%	33.33%	66.67%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Availability		44.18%	55.82%	0.72%	4.51%	7.38%	15.69%	0.40%	1.72%	13.75%	0.38%	19.63%	5.85%	17.42%	0.52%	1.08%	10.93%	75.31%
Parity/Below Parity		55.82%	-55.82%	-0.72%	-4.51%	-7.38%	50.97%	-0.40%	-1.72%	-13.75%	-0.38%	-19.63%	-5.85%	17.42%	-0.52%	-1.08%	-10.93%	24.69%
<b>Skilled Craft Workers</b>	8	0	8	0	0	0	0	0	0	0	0	2	1	4	0	0	1	7
%		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	25.00%	12.50%	50.00%	0.00%	0.00%	12.50%	87.50%
Availability		7.05%	92.95%	0.11%	0.67%	1.63%	2.63%	0.08%	0.33%	1.59%	0.61%	22.85%	7.50%	28.30%	0.44%	2.36%	30.89%	67.52%
Parity/Below Parity		-7.05%	7.05%	-0.11%	-0.67%	-1.63%	-2.63%	-0.08%	-0.33%	-1.59%	-0.61%	-2.15%	-5.00%	21.70%	-0.44%	-2.36%	-18.39%	19.98%
<b>Total Representation</b>	23	10	13	0	1	1	6	0	0	2	0	3	1	7	0	0	2	19
		43.48%	56.52%	0.00%	4.35%	4.35%	26.09%	0.00%	0.00%	8.70%	0.00%	13.04%	4.35%	30.43%	0.00%	0.00%	8.70%	82.61%
<b>Total VTA Representation</b>	2099	492	1607	9	122	68	156	4	26	107	8	589	150	469	10	34	347	1645
		23.44%	76.56%	0.43%	5.81%	3.24%	7.43%	0.19%	1.24%	5.10%	0.38%	28.06%	7.15%	22.34%	0.48%	1.62%	16.53%	78.37%

**Valley Transportation Authority Workforce Goals**  
**by Job Category**  
 System Safety & Security  
 30-Jun-2021

EEO-4 Category	Total Employees	Female					Minority				
		Employees	Availability	Utilization	Under	Shortfall	Employees	Availability	Utilization	Under	Shortfall
Officials and Administrators	3	2	42.43%	66.67%			3	55.60%	100.00%		
Professionals	9	5	62.43%	55.56%	Yes	<1	6	63.85%	66.67%		
Administrative Support	3	3	44.18%	100.00%			7	75.31%	100.00%		
Skilled Craft Workers	8	0	7.05%	0.00%	Yes	<1	7	67.52%	87.50%		

Exhibit I-11

Valley Transportation Authority Workforce  
Utilization and Goals by Job Category

Transportation  
30-Jun-2021

EEO-4 Category	Total Employees	Total		Female							Male							Total Minorities
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
<b>Officials and Administrators</b>	6	2	4	0	0	0	0	0	1	1	0	2	0	1	0	0	1	4
%		33.33%	66.67%	0.00%	0.00%	0.00%	0.00%	0.00%	16.67%	16.67%	0.00%	33.33%	0.00%	16.67%	0.00%	0.00%	16.67%	66.67%
Availability		42.43%	57.57%	0.23%	12.49%	3.83%	6.15%	0.08%	1.87%	17.78%	0.06%	16.26%	6.50%	7.23%	0.05%	0.83%	26.63%	55.60%
Parity/Below Parity		-9.10%	9.10%	-	-	-3.83%	-6.15%	-	14.80%	-1.11%	-	17.07%	-6.50%	9.44%	-	-	-9.96%	11.07%
<b>Professionals</b>	52	18	34	2	1	2	8	0	0	5	0	11	3	13	0	0	7	40
%		34.62%	65.38%	3.85%	1.92%	3.85%	15.38%	0.00%	0.00%	9.62%	0.00%	21.15%	5.77%	25.00%	0.00%	0.00%	13.46%	76.92%
Availability		62.43%	103.57%	7.28%	20.03%	13.87%	20.25%	6.94%	8.92%	24.75%	7.01%	40.30%	16.00%	31.55%	7.16%	8.97%	32.18%	63.85%
Parity/Below Parity		-	-38.19%	-	-	-	-4.86%	-	-8.92%	-	-	-	-	-6.55%	-	-	-	13.08%
<b>Administrative Support</b>	36	15	21	2	0	4	5	0	0	4	1	2	4	5	0	0	9	23
%		41.67%	58.33%	5.56%	0.00%	11.11%	13.89%	0.00%	0.00%	11.11%	2.78%	5.56%	11.11%	13.89%	0.00%	0.00%	25.00%	63.89%
Availability		44.18%	55.82%	0.72%	4.51%	7.38%	15.69%	0.40%	1.72%	13.75%	0.38%	19.63%	5.85%	17.42%	0.52%	1.08%	10.93%	75.31%
Parity/Below Parity		-2.51%	2.51%	4.84%	-4.51%	3.73%	-1.81%	-	-1.72%	-2.64%	2.39%	-	5.26%	-3.53%	-	-	14.07%	-11.43%
<b>Service Maintenance</b>	944	166	778	4	22	32	66	3	9	30	5	316	87	234	7	17	112	802
%		17.58%	82.42%	0.42%	2.33%	3.39%	6.99%	0.32%	0.95%	3.18%	0.53%	33.47%	9.22%	24.79%	0.74%	1.80%	11.86%	84.96%
Availability		26.10%	73.90%	0.22%	2.83%	7.83%	9.46%	0.12%	0.86%	4.78%	0.51%	10.51%	13.29%	27.52%	0.37%	1.53%	20.16%	75.05%
Parity/Below Parity		-8.52%	8.52%	0.21%	-0.50%	-4.44%	-2.47%	0.19%	0.09%	-1.61%	0.02%	22.96%	-4.08%	-2.73%	0.37%	0.27%	-8.30%	9.91%
Total Representation	1038	201	837	8	23	38	79	3	10	40	6	331	94	253	7	17	129	869
		19.36%	80.64%	0.77%	2.22%	3.66%	7.61%	0.29%	0.96%	3.85%	0.58%	31.89%	9.06%	24.37%	0.67%	1.64%	12.43%	83.72%
Total VTA Representation	2099	492	1607	9	122	68	156	4	26	107	8	589	150	469	10	34	347	1645
		23.44%	76.56%	0.43%	5.81%	3.24%	7.43%	0.19%	1.24%	5.10%	0.38%	28.06%	7.15%	22.34%	0.48%	1.62%	16.53%	78.37%

Data Exhibits | 73

Valley Transportation Authority Workforce  
Goals by Job Category

Transportation  
30-Jun-2021

EEO-4 Category	Total Employees	Female					Minority				
		Employees	Availability	Utilization	Under	Shortfall	Employees	Availability	Utilization	Under	Shortfall
Officials and Administrators	6	2	42.43%	33.33%	Yes	<1	4	55.60%	66.67%		
Professionals	52	18	62.43%	34.62%	Yes	14	40	63.85%	76.92%		
Administrative Support	36	15	44.18%	41.67%	Yes	<1	23	75.31%	63.89%	Yes	4
Service Maintenance	944	166	26.10%	17.58%	Yes	80	802	75.05%	84.96%		

## Exhibit J-1

### Valley Transportation Authority Workforce Applicants For Hires Agency-Wide 7/1/2018 to 6/30/2021

EEO-4 Category	Total Employees										Total	Total Minorities
		AMI	ASN	BLK	HSP	NHI	TWO	WHT	OTH			
Officials and Administrators	540	Male	6	88	44	41	1	13	120	14	327	332
		Female	2	70	22	30	3	10	50	6	193	
		Unknown	0	0	0	1	0	1	1	17	20	
Professionals	2437	Male	6	467	146	221	13	71	356	39	1319	1748
		Female	4	477	93	183	12	51	198	40	1058	
		Unknown	0	3	0	1	0	0	8	48	60	
Technicians	27	Male	0	7	1	2		4	5	0	19	18
		Female	0	1		1	1	1	3	0	7	
		Unknown	0	0	0	0	0	0	0	1	1	
Paraprofessionals	154	Male	0	32	2	5	0	1	5	0	45	134
		Female	0	67	5	14	0	7	12	2	107	
		Unknown	0	1	0	0	0	0	0	1	2	
Administrative Support	574	Male	3	97	24	50	0	14	23	3	214	472
		Female	3	103	24	123	12	19	54	14	352	
		Unknown	0	0	0	0	0	0	0	8	8	
Skilled Craft Workers	223	Male	0	62	17	74	6	11	41	3	214	173
		Female	1	0	1	0	0	0	3	0	5	
		Unknown	1	0	0	0	0	0	0	3	4	
Service Maintenance	462	Male	0	159	49	99	8	12	31	3	361	412
		Female	0	24	22	29	1	8	8	3	95	
		Unknown	0	0	0	0	1	0	0	5	6	
Total Representation	4417	Male	15	912	283	492	28	126	581	62	2499	3289 74.46%
			0.34%	20.65%	6.41%	11.14%	0.63%	2.85%	13.15%	1.40%	56.58%	
		Female	10	742	167	380	29	96	328	65	1817	
			0.23%	16.80%	3.78%	8.60%	0.66%	2.17%	7.43%	1.47%	41.14%	
Unknown	1	4	0	2	1	1	9	83	101			
		0.02%	0.09%	0.00%	0.05%	0.02%	0.02%	0.20%	1.88%	2.29%		

Data Exhibits | 74

#### Exhibit J-1 - Applicants for Hires

The Applicants for Hires report is an agency-wide summary of applicants for hire selections by EEO-4 Job Category and sex and race/ethnicity for a three-year period, July 1, 2018 through June 30, 2021.

## Exhibit J-2

### Valley Transportation Authority Workforce Applicants by Sex and Race/Ethnicity Agency-Wide 7/1/2018 to 6/30/2021

Summary	#	%
Total Applicants	4417	
Male	2499	56.58%
Female	1817	41.14%
Other	101	2.29%
American Indian / Alaskan Native	26	0.59%
Asian	1658	37.54%
Black	450	10.19%
Decline to Provide	210	4.75%
Hispanic	874	19.79%
Native Hawaiian / Pacific Islander	58	1.31%
Two or More Races	223	5.05%
White	918	20.78%
Total Applicants	4417	

#### Exhibit J-2 - Applicants by Sex and Race/Ethnicity

The Applicants for Hires report is an agency-wide summary of applicants for hire selections by sex and race/ethnicity for a three-year period, July 1, 2018 through June 30, 2021.

## Exhibit K-1

### Valley Transportation Authority Workforce

#### New Hires

7/1/2018 to 6/30/2021

Division	Total Employees	Total		Female							Male							Total Minorities
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
(Obs) Office of the COS	3	2	1	0	0	0	1	1	0	0	0	1	0	0	0	0	0	3
(Obs) Plng & Programming	3	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3
Administrative Services	90	25	65	0	6	1	11	0	2	5	0	36	4	16	2	3	4	81
Engineering & Program Delivery	11	6	5	0	3	1	0	0	1	1	0	3	0	1	0	0	1	9
External Affairs	9	4	5	0	1	0	1	0	0	2	0	1	0	2	0	0	2	5
Finance, Budget & Real Estate	25	17	8	0	12	0	2	0	2	1	0	3	1	1	0	0	3	21
Maintenance	34	1	33	0	0	0	1	0	0	0	0	8	1	18	0	0	6	28
Office of the General Counsel	2	2	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	1
Office of the General Manager	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Operations	20	8	12	0	1	1	2	0	3	1	0	3	1	2	0	1	5	14
Planning & Programming	5	3	2	0	1	0	0	0	1	1	0	0	0	0	0	2	0	4
System Safety & Security	3	1	2	0	0	0	0	0	0	1	0	1	0	0	0	0	1	1
Transportation	108	24	84	1	2	4	6	1	5	5	0	43	8	20	2	5	6	97
<b>Total Representation</b>	<b>314</b>	<b>97</b>	<b>217</b>	<b>1</b>	<b>30</b>	<b>7</b>	<b>24</b>	<b>2</b>	<b>14</b>	<b>19</b>	<b>0</b>	<b>99</b>	<b>15</b>	<b>60</b>	<b>4</b>	<b>11</b>	<b>28</b>	<b>267</b>
		30.89%	69.11%	0.32%	9.55%	2.23%	7.64%	0.64%	4.46%	6.05%	0.00%	31.53%	4.78%	19.11%	1.27%	3.50%	8.92%	85.03%

#### New Hires

A New Hires summary by Executive Office, Division and Section was tabulated for VTA with further breakdown by sex and race/ethnicity for the three year period, July 1, 2018 through June 30, 2021.

### Valley Transportation Authority Workforce

#### Rehires

7/1/2018 to 6/30/2021

Division	Total Employees	Total		Female							Male							Total Minorities
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
Administrative Services	3	1	2	0	0	0	1	0	0	0	0	1	0	0	0	1	0	3
External Affairs	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Finance, Budget & Real Estate	2	1	1	0	0	0	1	0	0	0	0	1	0	0	0	0	0	2
Transportation	12	2	10	0	0	2	0	0	0	0	0	2	2	4	0	2	0	12
<b>Total Representation</b>	<b>18</b>	<b>5</b>	<b>13</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>18</b>
		27.78%	72.22%	0.00%	5.56%	11.11%	11.11%	0.00%	0.00%	0.00%	0.00%	22.22%	11.11%	22.22%	0.00%	16.67%	0.00%	100.00%

#### Rehires

A Rehires summary by Executive Office, Division and Section was tabulated for VTA with further breakdown by sex and race/ethnicity for the three year period, July 1, 2018 through June 30, 2021.

## Exhibit K-2

### Valley Transportation Authority Workforce Promotions 7/1/2018 to 6/30/2021

Division	Total Employees	Total		Female							Male							Total Minorities
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
(Obs) Office of the COS	2	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	2
(Obs) Png & Programming	3	0	3	0	0	0	0	0	0	0	0	1	0	0	0	0	2	1
Administrative Services	26	13	13	0	5	2	3	0	1	2	0	4	3	4	0	0	2	22
Engineering & Program Delivery	11	7	4	0	5	0	0	0	1	1	0	4	0	0	0	0	0	10
External Affairs	8	7	1	0	3	1	1	0	0	2	0	1	0	0	0	0	0	6
Finance, Budget & Real Estate	27	18	9	0	15	0	0	0	0	3	0	4	1	2	0	0	2	22
Maintenance	68	1	67	0	1	0	0	0	0	0	0	25	4	22	1	1	14	54
Office of the General Counsel	6	4	2	0	2	0	1	0	0	1	0	0	0	2	0	0	0	5
Office of the General Manager	5	3	2	0	0	0	0	0	0	3	0	0	1	1	0	0	0	2
Operations	14	4	10	0	2	0	0	0	1	1	0	3	1	3	0	0	3	10
Planning & Programming	5	3	2	0	2	0	0	0	1	0	0	0	0	0	0	1	1	4
System Safety & Security	6	1	5	0	0	0	0	0	0	1	0	2	1	2	0	0	0	5
Transportation	33	11	22	1	1	0	5	0	1	3	1	7	3	6	0	0	5	25
<b>Total Representation</b>	<b>214</b>	<b>74</b> 34.58%	<b>140</b> 65.42%	<b>1</b> 0.47%	<b>36</b> 16.82%	<b>3</b> 1.40%	<b>12</b> 5.61%	<b>0</b> 0.00%	<b>5</b> 2.34%	<b>17</b> 7.94%	<b>1</b> 0.47%	<b>51</b> 23.83%	<b>14</b> 6.54%	<b>42</b> 19.63%	<b>1</b> 0.47%	<b>2</b> 0.93%	<b>29</b> 13.55%	<b>168</b> 78.50%

Data Exhibits | 77

### Promotions

A Promotions summary by Executive Office, Division and Section was tabulated for VTA with further breakdown by sex and race/ethnicity for the three year period, July 1, 2018 through June 30, 2021.

### Valley Transportation Authority Workforce Demotions 7/1/2018 to 6/30/2021

Division	Total Employees	Total		Female							Male							Total Minorities
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
Administrative Services	7	2	5	0	1	0	1	0	0	0	0	0	0	2	1	0	2	5
Engineering & Program Delivery	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
External Affairs	5	0	5	0	0	0	0	0	0	0	0	3	0	2	0	0	0	5
Maintenance	40	5	35	0	0	3	2	0	0	0	0	13	1	9	0	0	12	28
Transportation	10	3	7	0	0	1	2	0	0	0	0	3	2	1	0	0	1	9
<b>Total Representation</b>	<b>63</b>	<b>11</b> 17.46%	<b>52</b> 82.54%	<b>0</b> 0.00%	<b>2</b> 3.17%	<b>4</b> 6.35%	<b>5</b> 7.94%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>19</b> 30.16%	<b>3</b> 4.76%	<b>14</b> 22.22%	<b>1</b> 1.59%	<b>0</b> 0.00%	<b>15</b> 23.81%	<b>48</b> 76.19%

### Demotions

A Demotions summary by Executive Office, Division and Section was tabulated for VTA with further breakdown by sex and race/ethnicity for the three year period, July 1, 2018 through June 30, 2021.

### Exhibit K-3

#### Valley Transportation Authority Workforce Transfers 7/1/2018 to 6/30/2021

Division	Total Employees	Total		Female							Male							Total Minorities
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
Administrative Services	25	10	15	0	1	1	1	0	1	6	0	3	2	6	0	0	4	15
Engineering & Program Delivery	11	4	7	0	2	0	0	0	0	2	0	6	0	0	0	0	1	8
External Affairs	19	12	7	0	0	4	5	1	0	2	0	2	0	3	0	0	2	15
Finance, Budget & Real Estate	17	9	8	0	5	0	2	0	0	2	0	4	0	0	0	0	4	11
Maintenance	210	12	198	0	1	8	0	0	0	3	0	67	17	57	0	3	54	153
Office of the General Counsel	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Office of the General Manager	8	4	4	0	1	0	1	0	0	2	0	2	0	1	0	0	1	5
Operations	23	11	12	0	4	2	2	0	1	2	0	2	2	4	0	1	3	18
Planning & Programming	37	13	24	0	7	0	0	0	1	5	0	8	1	0	0	2	13	19
System Safety & Security	5	4	1	0	1	0	3	0	0	0	0	0	0	1	0	0	0	5
Transportation	319	59	260	2	4	9	26	1	6	11	4	101	37	75	4	6	33	275
<b>Total Representation</b>	<b>675</b>	<b>139</b>	<b>536</b>	<b>2</b>	<b>27</b>	<b>24</b>	<b>40</b>	<b>2</b>	<b>9</b>	<b>35</b>	<b>4</b>	<b>195</b>	<b>59</b>	<b>147</b>	<b>4</b>	<b>12</b>	<b>115</b>	<b>525</b>
		20.59%	79.41%	0.30%	4.00%	3.56%	5.93%	0.30%	1.33%	5.19%	0.59%	28.89%	8.74%	21.78%	0.59%	1.78%	17.04%	77.78%

Data Exhibits | 78

#### Exhibit K-3 - Transfers

A Transfers summary by Executive Office, Division and Section was tabulated for VTA with further breakdown by sex and race/ethnicity for the three year period, July 1, 2018 through June 30, 2021.

## Exhibit K-4

### Valley Transportation Authority Workforce Separations by Division and Reason 7/1/2018 to 6/30/2021

Data Exhibits | 79

Division	Total Employees	Total		Female							Male							Total Minorities
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
(Obs) Office of the COS	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	
Administrative Services	3	0	3	0	0	0	0	0	0	0	0	1	0	0	0	1	1	2
External Affairs	2	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	2
Finance, Budget & Real Estate	5	4	1	0	3	0	0	0	0	1	0	0	1	0	0	0	0	4
Maintenance	8	1	7	0	0	1	0	0	0	0	0	1	2	3	0	0	1	7
Transportation	38	14	24	0	1	3	4	0	3	3	0	8	3	9	0	2	2	33
<b>Total Representation</b>	<b>57</b>	<b>21</b>	<b>36</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>6</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>10</b>	<b>6</b>	<b>12</b>	<b>0</b>	<b>3</b>	<b>5</b>	<b>48</b>
		36.84%	63.16%	0.00%	7.02%	7.02%	10.53%	0.00%	5.26%	7.02%	0.00%	17.54%	10.53%	21.05%	0.00%	5.26%	8.77%	84.21%

Reason	Total Employees	Total		Female							Male							Total Minorities
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
Discharged	28	12	16	0	1	2	5	0	2	2	0	4	4	5	0	1	2	24
Probationary Release	29	9	20	0	3	2	1	0	1	2	0	6	2	7	0	2	3	24
<b>Total Representation</b>	<b>57</b>	<b>21</b>	<b>36</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>6</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>10</b>	<b>6</b>	<b>12</b>	<b>0</b>	<b>3</b>	<b>5</b>	<b>48</b>
		36.84%	63.16%	0.00%	7.02%	7.02%	10.53%	0.00%	5.26%	7.02%	0.00%	17.54%	10.53%	21.05%	0.00%	5.26%	8.77%	84.21%

#### Exhibit K-4 - Separations by Division and Reason

A Summary of voluntary and involuntary separations was calculated for VTA by Executive Office, Division and Section and reason for separation, sex and race/ethnicity for the three year period, July 1, 2018 through June 30, 2021. A Discharged separation is defined as an involuntary termination of employment. A Probationary Release separation is defined as a termination of employment during initial probationary period. A Provisional Release separation is defined as a release due to end of provisional (temporary) assignment. A Resigned separation is defined as a voluntary termination of employment.

### Exhibit K-5

#### Valley Transportation Authority Workforce Separations by Reason 7/1/2018 to 6/30/2021

Data Exhibits | 80

Discharged by Division	Total Employees	Total		Female							Male							Total Minorities	
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT		
Administrative Services	2	0	2	0	0	0	0	0	0	0	0	0	0	0	1	1	1		
External Affairs	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1		
Maintenance	6	1	5	0	0	1	0	0	0	0	0	1	2	2	0	0	6		
Transportation	19	10	9	0	1	1	4	0	2	2	0	3	2	3	0	0	16		
<b>Total Representation</b>	<b>28</b>	<b>12</b>	<b>16</b>	<b>0.00%</b>	<b>3.57%</b>	<b>7.14%</b>	<b>17.86%</b>	<b>0.00%</b>	<b>7.14%</b>	<b>7.14%</b>	<b>0.00%</b>	<b>14.29%</b>	<b>14.29%</b>	<b>17.86%</b>	<b>0.00%</b>	<b>3.57%</b>	<b>7.14%</b>	<b>24</b>	<b>85.71%</b>

Probationary Release by Division	Total Employees	Total		Female							Male							Total Minorities	
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT		
(Obs) Office of the COS	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	
Administrative Services	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	
External Affairs	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	
Finance, Budget & Real Estate	5	4	1	0	3	0	0	0	0	1	0	0	1	0	0	0	0	4	
Maintenance	2	0	2	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1	
Transportation	19	4	15	0	0	2	0	0	1	1	0	5	1	6	0	2	1	17	
<b>Total Representation</b>	<b>29</b>	<b>9</b>	<b>20</b>	<b>0.00%</b>	<b>10.34%</b>	<b>6.90%</b>	<b>3.45%</b>	<b>0.00%</b>	<b>3.45%</b>	<b>6.90%</b>	<b>0.00%</b>	<b>20.69%</b>	<b>6.90%</b>	<b>24.14%</b>	<b>0.00%</b>	<b>6.90%</b>	<b>10.34%</b>	<b>24</b>	<b>82.76%</b>

#### Exhibit K-5 - Separations by Reason

A summary analysis of voluntary and involuntary separations was calculated for VTA by reason for separation, sex and race/ethnicity for the three year period, July 1, 2018 through June 30, 2021.

## Exhibit K-6

### Valley Transportation Authority Workforce

#### Disciplinary Actions 7/1/2018 to 6/30/2021

Action Taken	Total Employees	Total		Female							Male							Total Minorities
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
Counseling / Warning	638	122	516	3	10	22	57	4	6	20	6	203	43	168	5	14	77	541
Discharged	59	20	39	0	2	2	7	1	3	5	2	11	5	9	0	3	9	45
Suspended 0 - 1 Days	719	163	556	3	4	48	68	0	8	32	10	130	83	209	11	14	99	588
Suspended 2 - 5 Days	278	83	195	0	4	29	27	1	3	19	5	43	32	74	2	4	35	224
Suspended 30+ Days	4	1	3	0	0	1	0	0	0	0	0	1	2	0	0	0	0	4
Suspended 6 - 29 Days	33	3	30	0	0	1	2	0	0	0	0	8	7	7	0	1	7	26
<b>Total Representation</b>	<b>1731</b>	<b>392</b>	<b>1339</b>	<b>6</b>	<b>20</b>	<b>103</b>	<b>161</b>	<b>6</b>	<b>20</b>	<b>76</b>	<b>23</b>	<b>396</b>	<b>172</b>	<b>467</b>	<b>18</b>	<b>36</b>	<b>227</b>	<b>1428</b>
		22.65%	77.35%	0.35%	1.16%	5.95%	9.30%	0.35%	1.16%	4.39%	1.33%	22.88%	9.94%	26.98%	1.04%	2.08%	13.11%	82.50%

Data Exhibits | 81

### Exhibit K-6 - Disciplinary Actions

A summary of Disciplinary Actions was tabulated for VTA by action taken for the three year period, July 1, 2018 through June 30, 2021.

### Exhibit K-7 - Training by Type

A summary of formal and informal types of training was tabulated for VTA by type of training, EEO-4 Job Category with further breakdown by sex and race/ethnicity for the three year period, July 1, 2018 through June 30, 2021.

**Valley Transportation Authority Workforce  
Training  
Agency-Wide  
7/1/2018 to 6/30/2021**

Training Type	Total Employees	Total		Female							Male							Total Minorities
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
Training Advisory/Mgmt Approved	307	138	169	1	64	10	27	0	2	34	1	48	17	41	0	7	55	218
Supervisory Home Study	32	8	24	1	2	1	3	1	0	0	0	8	2	8	0	0	6	26
Tuition Reimbursement	351	156	195	3	44	11	37	0	9	52	0	64	27	28	0	6	70	229
<b>Total Representation</b>	<b>690</b>	<b>302</b>	<b>388</b>	<b>5</b>	<b>110</b>	<b>22</b>	<b>67</b>	<b>1</b>	<b>11</b>	<b>86</b>	<b>1</b>	<b>120</b>	<b>46</b>	<b>77</b>	<b>0</b>	<b>13</b>	<b>131</b>	<b>473</b>
		43.77%	56.23%	0.72%	15.94%	3.19%	9.71%	0.14%	1.59%	12.46%	0.14%	17.39%	6.67%	11.16%	0.00%	1.88%	18.99%	68.55%

Data Exhibits | 82

**Tuition Reimbursement:** Participation is employee-initiated and requires supervisor approval for courses toward degrees, certifications and/or professional development. Courses are taken on the employee’s own time (not compensated) and employee has to pay initial costs. Tuition, fees and mandatory texts are reimbursed if employee passes with a “C” or above, to a dollar limit which varies by bargaining unit. It resets every fiscal year (use it or lose it). This database includes all the persons who made a request and were approved for their request, not necessarily those who finished the course satisfactorily and processed the reimbursement, but the agency assumes that once approved, these courses will be taken, completed satisfactorily, and turned in for processing.

**Training Advisory or Management Approved:** Supervisor-initiated outside training, seminars, workshops, conferences, etc. (related to employee’s current job) with management approval. There is no set limit on funding or number of courses per year if approved (must be within budget and subject to business conditions/constraints). Courses are taken on company time or employee is compensated for time spent in training if outside their working hours. Training costs are paid by agency.

**Supervisory Home Study Program:** Employee initiates request but requires supervisory approval and coach (mentor) approval to go through program. Program is completed on the employee’s own time (not compensated). Program introduces supervision basics and is intended for non-supervisory personnel that aspire to a supervisor position in the future and wants to learn some basics from an experienced mentor.

## Valley Transportation Authority Workforce

### Training

Breakdown by Training Type  
7/1/2018 to 6/30/2021

Training Advisory/ Management Approved	Total Employees	Total		Female							Male							Total Minorities
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
Officials and Administrators	44	23	21	0	13	1	1	0	0	8	0	4	1	8	0	0	8	28
Professionals	195	96	99	1	50	4	17	0	2	22	1	34	4	19	0	5	36	137
Technicians	20	2	18	0	1	0	0	0	0	1	0	4	11	0	0	2	1	18
Paraprofessionals	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Administrative Support	22	15	7	0	0	4	9	0	0	2	0	1	0	2	0	0	4	16
Skilled Craft Workers	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
Service Maintenance	24	2	22	0	0	1	0	0	0	1	0	4	0	12	0	0	6	17
<b>Total Representation</b>	<b>307</b>	<b>138</b>	<b>169</b>	<b>0.33%</b>	<b>20.85%</b>	<b>3.26%</b>	<b>8.79%</b>	<b>0.00%</b>	<b>0.65%</b>	<b>11.07%</b>	<b>0.33%</b>	<b>15.64%</b>	<b>5.54%</b>	<b>13.36%</b>	<b>0.00%</b>	<b>2.28%</b>	<b>17.92%</b>	<b>71.01%</b>

Supervisory Home Study	Total Employees	Total		Female							Male							Total Minorities
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
Professionals	4	1	3	0	1	0	0	0	0	0	0	2	0	1	0	0	0	4
Technician	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Administrative Support	3	3	0	1	0	0	2	0	0	0	0	0	0	0	0	0	0	3
Skilled Craft Workers	2	0	2	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1
Service Maintenance	22	4	18	0	1	1	1	1	0	0	0	6	2	7	0	0	3	19
<b>Total Representation</b>	<b>32</b>	<b>8</b>	<b>24</b>	<b>3.13%</b>	<b>6.25%</b>	<b>3.13%</b>	<b>9.38%</b>	<b>3.13%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>25.00%</b>	<b>6.25%</b>	<b>28.13%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>15.63%</b>	<b>84.38%</b>

Tuition Reimbursement	Total Employees	Total		Female							Male							Total Minorities
		Female	Male	AMI	ASN	BLK	HSP	NHI	TWO	WHT	AMI	ASN	BLK	HSP	NHI	TWO	WHT	
Admin Support (clerical/sales)	31	28	3	3	0	3	13	0	3	6	0	1	1	0	0	0	1	24
Officials and Administrators	35	27	8	0	2	0	0	0	2	23	0	2	0	1	0	0	5	7
Paraprofessionals	12	7	5	0	7	0	0	0	0	0	0	0	5	0	0	0	0	12
Professionals	201	92	109	0	35	8	24	0	4	21	0	39	7	17	0	3	43	137
Service-Maintenance	29	2	27	0	0	0	0	0	0	2	0	11	0	2	0	0	14	13
Skilled Craft Workers	11	0	11	0	0	0	0	0	0	0	0	0	0	3	0	0	8	3
Technicians	32	0	32	0	0	0	0	0	0	0	0	11	14	0	0	3	4	28
<b>Total Representation</b>	<b>351</b>	<b>156</b>	<b>195</b>	<b>0.85%</b>	<b>12.54%</b>	<b>3.13%</b>	<b>10.54%</b>	<b>0.00%</b>	<b>2.56%</b>	<b>14.81%</b>	<b>0.00%</b>	<b>18.23%</b>	<b>7.69%</b>	<b>6.55%</b>	<b>0.00%</b>	<b>1.71%</b>	<b>21.37%</b>	<b>63.82%</b>

**Exhibit L-1 - Hires**

An adverse impact analysis for hire selections using the identified applicants for hires as a pool was conducted for hires over the three-year period, July 1, 2018 through June 30, 2021. This analysis looked at the selection rate of sex and race/ethnicity groups in each EEO-4 Job Category to determine if it was less than 80% of the most advantageous selection rate. In cases where the selection rate was less than 80%, adverse impact may exist. The most advantageous selection rate is highlighted in green, while areas of possible adverse impact are highlighted in red.

**Valley Transportation Authority Workforce  
Adverse Impact - Hires  
7/1/2018 to 6/30/2021**

Officials and Administrators	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicant Pool	313	187	330	170	6	2	88	70	44	22	41	30	1	3	13	10	120	50
Total Hires	7	4	3	8	0	0	1	1	1	0	0	0	0	0	0	0	5	3
Selection Rate	2.24%	2.14%	0.91%	4.71%	**	**	1.14%	1.43%	2.27%	0.00%	0.00%	0.00%	**	**	0.00%	0.00%	4.17%	6.00%
Ratio to Highest Rate	1.00	0.96	0.19	1.00	**	**	0.19	0.24	0.38	0.00	0.00	0.00	**	**	0.00	0.00	0.69	1.00
Potential Adverse Impact	No	No	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	No

Professionals	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicant Pool	1280	1018	1744	554	6	4	467	477	146	93	221	183	13	12	71	51	356	198
Total Hires	28	31	46	13	0	0	13	19	4	1	2	3	0	0	2	2	7	6
Selection Rate	2.19%	3.05%	2.64%	2.35%	**	**	2.78%	3.98%	2.74%	1.08%	0.90%	1.64%	**	**	2.82%	3.92%	1.97%	3.03%
Ratio to Highest Rate	0.72	1.00	1.00	0.89	**	**	0.70	1.00	0.69	0.27	0.23	0.41	**	**	0.71	0.98	0.49	0.76
Potential Adverse Impact	Yes	No	No	No	No	No	Yes	No	Yes	Yes	Yes	Yes	No	No	Yes	No	Yes	Yes

Technicians	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicant Pool	19	7	18	8	0	0	7	1	1	0	2	1	0	1	4	1	5	3
Total Hires	2	0	2	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0
Selection Rate	10.53%	0.00%	11.11%	0.00%	**	**	14.29%	0.00%	0.00%	**	0.00%	0.00%	**	0.00%	25.00%	0.00%	0.00%	0.00%
Ratio to Highest Rate	1.00	0.00	1.00	0.00	**	**	0.57	0.00	0.00	**	0.00	0.00	**	0.00	1.00	0.00	0.00	0.00
Potential Adverse Impact	No	Yes	No	Yes	No	No	Yes	Yes	Yes	No	Yes	Yes	No	Yes	No	Yes	Yes	Yes

Paraprofessionals	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicant Pool	45	105	133	17	0	0	32	67	2	5	5	14	0	0	1	7	5	12
Total Hires	2	6	6	2	0	0	1	4	0	0	0	1	0	0	0	0	1	1
Selection Rate	4.44%	5.71%	4.51%	11.76%	**	**	3.13%	5.97%	**	0.00%	0.00%	7.14%	**	**	**	0.00%	20.00%	8.33%
Ratio to Highest Rate	0.78	1.00	0.38	1.00	**	**	0.16	0.30	**	0.00	0.00	0.36	**	**	**	0.00	1.00	0.42
Potential Adverse Impact	Yes	No	Yes	No	No	No	Yes	Yes	No	Yes	Yes	Yes	No	No	No	Yes	No	Yes

**Valley Transportation Authority Workforce**  
**Adverse Impact - Hires**  
7/1/2018 to 6/30/2021

Administrative Support	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicant Pool	211	338	472	77	3	3	97	103	24	24	50	123	0	12	14	19	23	54
Total Hires	18	26	36	8	0	0	7	5	0	2	5	9	0	1	2	5	4	4
Selection Rate	8.53%	7.69%	7.63%	10.39%	**	**	7.22%	4.85%	0.00%	8.33%	10.00%	7.32%	**	8.33%	14.29%	26.32%	17.39%	7.41%
Ratio to Highest Rate	1.00	0.90	0.73	1.00	**	**	0.27	0.18	0.00	0.32	0.38	0.28	**	0.32	0.54	1.00	0.66	0.28
Potential Adverse Impact	No	No	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes	Yes

Skilled Craft	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicant Pool	211	5	172	44	0	1	62	0	17	1	74	0	6	0	11	0	41	3
Total Hires	15	0	14	1	0	0	2	0	0	0	12	0	0	0	0	0	1	0
Selection Rate	7.11%	0.00%	8.14%	2.27%	**	**	3.23%	**	0.00%	**	16.22%	**	0.00%	**	0.00%	**	2.44%	**
Ratio to Highest Rate	1.00	0.00	1.00	0.28	**	**	0.20	**	0.00	**	1.00	**	0.00	**	0.00	**	0.15	**
Potential Adverse Impact	No	Yes	No	Yes	No	No	Yes	No	Yes	No	No	No	Yes	No	Yes	No	Yes	No

Service Maintenance	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicant Pool	358	92	411	39	0	0	159	24	49	22	99	29	8	1	12	8	31	8
Total Hires	158	35	178	15	0	1	78	2	12	6	45	13	4	1	9	7	10	5
Selection Rate	44.13%	38.04%	43.31%	38.46%	**	**	49.06%	8.33%	24.49%	27.27%	45.45%	44.83%	**	**	75.00%	**	32.26%	**
Ratio to Highest Rate	1.00	0.86	1.00	0.89	**	**	0.65	0.11	0.33	0.36	0.61	0.60	**	**	1.00	**	0.43	**
Potential Adverse Impact	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes	No

Persons with Disabilities	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicant Pool	102	58	112	48	4	0	22	13	14	4	24	13	0	2	7	9	31	17
Total Hires	2	1	3	0	0	0	0	0	1	1	0	0	0	0	1	0	0	0
Selection Rate	1.96%	1.72%	2.68%	0.00%	0.00%	**	0.00%	0.00%	7.14%	25.00%	0.00%	0.00%	**	**	14.29%	0.00%	0.00%	0.00%
<b>Veterans</b>																		
Total Applicant Pool	211	24	158	77	7	2	38	5	39	5	37	2	2	1	15	5	73	4
Total Hires	4	0	1	3	0	0	1	0	0	0	0	0	0	0	0	0	3	0
Selection Rate	1.90%	0.00%	0.63%	3.90%	0.00%	**	2.63%	0.00%	0.00%	0.00%	0.00%	**	**	**	0.00%	0.00%	4.11%	**

### Exhibit L-2 - Promotions

An adverse impact analysis for promotion selections using the starting workforce as of June 30, 2018 as a pool was conducted for hires over the three-year period, July 1, 2018 through June 30, 2021. This analysis looked at the selection rate of sex and race/ethnicity groups in each EEO-4 Job Category to determine if it was less than 80% of the most advantageous selection rate. In cases where the selection rate was less than 80%, adverse impact may exist. The most advantageous selection rate is highlighted in green, while areas of possible adverse impact are highlighted in red.

#### Valley Transportation Authority Workforce Adverse Impact - Promotions 7/1/2018 to 6/30/2021

Officials and Administrators	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	51	28	42	37	0	0	16	10	7	2	4	2	0	0	0	1	24	13
Total Promotions	12	16	18	10	0	0	4	7	4	0	2	0	0	0	0	1	2	8
Selection Rate	23.53%	57.14%	42.86%	27.03%	**	**	25.00%	70.00%	57.14%	0.00%	50.00%	0.00%	**	**	**	**	8.33%	61.54%
Ratio to Highest Rate	0.41	1.00	1.00	0.63	**	**	0.36	1.00	0.82	0.00	0.71	0.00	**	**	**	**	0.12	0.88
Potential Adverse Impact	Yes	No	No	Yes	No	No	Yes	No	No	Yes	Yes	Yes	No	No	No	No	Yes	No

Professionals	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	210	151	270	91	0	2	83	69	19	8	45	32	0	0	5	7	58	33
Total Promotions	45	48	72	21	0	1	17	27	4	1	11	9	0	0	0	2	13	8
Selection Rate	21.43%	31.79%	26.67%	23.08%	**	**	20.48%	39.13%	21.05%	12.50%	24.44%	28.13%	**	**	**	**	22.41%	24.24%
Ratio to Highest Rate	0.67	1.00	1.00	0.87	**	**	0.52	1.00	0.54	0.32	0.62	0.72	**	**	**	**	0.57	0.62
Potential Adverse Impact	Yes	No	No	No	No	No	Yes	No	Yes	Yes	Yes	Yes	No	No	No	No	Yes	Yes

Technicians	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	21	4	17	8	0	0	9	3	1	0	1	0	0	0	2	1	8	0
Total Promotions	4	1	4	1	0	0	1	0	0	0	1	0	0	0	1	1	1	0
Selection Rate	19.05%	25.00%	23.53%	12.50%	**	**	11.11%	0.00%	0.00%	**	100.00%	**	**	**	50.00%	100.00%	12.50%	**
Ratio to Highest Rate	0.76	1.00	1.00	0.53	**	**	0.11	0.00	0.00	**	1.00	**	**	**	0.50	1.00	0.13	**
Potential Adverse Impact	Yes	No	No	Yes	No	No	Yes	Yes	Yes	No	No	No	No	No	Yes	No	Yes	No

Paraprofessionals	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	7	17	19	5	0	0	3	7	1	0	2	5	0	0	0	1	1	4
Total Promotions	2	2	3	1	0	0	0	1	0	0	2	0	0	0	0	0	0	1
Selection Rate	28.57%	11.76%	15.79%	20.00%	**	**	0.00%	14.29%	0.00%	**	100.00%	0.00%	**	**	**	0.00%	0.00%	25.00%
Ratio to Highest Rate	1.00	0.41	0.79	1.00	**	**	0.00	0.14	0.00	**	1.00	0.00	**	**	**	0.00	0.00	0.25
Potential Adverse Impact	No	Yes	Yes	No	No	No	Yes	Yes	Yes	No	No	Yes	No	No	No	Yes	Yes	Yes

**Valley Transportation Authority Workforce**  
**Adverse Impact - Promotions**  
7/1/2018 to 6/30/2021

Administrative Support	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	65	91	112	44	1	3	16	10	5	13	20	37	1	1	0	5	22	22
Total Promotions	15	7	19	3	1	0	3	1	2	2	5	3	1	0	0	1	3	0
Selection Rate	23.08%	7.69%	16.96%	6.82%	**	**	18.75%	10.00%	40.00%	15.38%	25.00%	8.11%	**	**	**	20.00%	13.64%	0.00%
Ratio to Highest Rate	1.00	0.33	1.00	0.40	**	**	0.47	0.25	1.00	0.38	0.63	0.20	**	**	**	0.50	0.34	0.00
Potential Adverse Impact	No	Yes	No	Yes	No	No	Yes	Yes	No	Yes	Yes	Yes	No	No	No	Yes	Yes	Yes

Skilled Craft	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	318	6	228	96	2	0	90	0	18	2	104	3	1	0	8	0	95	1
Total Promotions	32	0	29	3	0	0	12	0	4	0	12	0	0	0	1	0	3	0
Selection Rate	10.06%	**	12.72%	3.13%	**	**	13.33%	**	22.22%	**	11.54%	**	**	**	12.50%	**	3.16%	**
Ratio to Highest Rate	1.00	*N/A	1.00	0.25	**	**	0.60	**	1.00	**	0.52	**	**	**	0.56	**	0.14	**
Potential Adverse Impact	No	No	No	Yes	No	No	Yes	No	No	No	Yes	No	No	No	Yes	No	Yes	No

Service Maintenance	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	935	195	957	173	5	4	372	23	99	43	293	77	8	3	19	11	139	34
Total Promotions	30	0	23	7	0	0	14	0	0	0	9	0	0	0	0	0	7	0
Selection Rate	3.21%	0.00%	2.40%	4.05%	**	**	3.76%	0.00%	0.00%	0.00%	3.07%	0.00%	**	**	**	**	5.04%	0.00%
Ratio to Highest Rate	1.00	0.00	0.59	1.00	**	**	0.75	0.00	0.00	0.00	0.61	0.00	**	**	**	**	1.00	0.00
Potential Adverse Impact	No	Yes	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes

Persons with Disabilities	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	30	14	31	13	2	1	9	1	5	5	4	2	0	0	1	1	9	4
Total Promotions	2	2	3	1	0	0	0	0	1	0	1	0	0	0	0	1	0	1
Selection Rate	6.67%	14.29%	9.68%	7.69%	0.00%	0.00%	0.00%	0.00%	20.00%	0.00%	25.00%	0.00%	**	**	0.00%	100.00%	0.00%	25.00%
<b>Veterans</b>																		
Total Workforce	102	9	68	43	1	0	19	1	14	4	26	2	0	0	1	0	41	2
Total Promotions	11	3	9	5	0	0	3	1	1	1	2	1	0	0	0	0	5	0
Selection Rate	10.78%	33.33%	13.24%	11.63%	**	**	15.79%	**	7.14%	25.00%	7.69%	**	**	**	**	**	12.20%	**

### Exhibit L-3 - Demotions

An adverse impact analysis for demotion selections using the starting workforce as of June 30, 2018 as a pool was conducted for hires over the three-year period, July 1, 2018 through June 30, 2021. This analysis looked at the selection rate of sex and race/ethnicity groups in each EEO-4 Job Category to determine if it was more than 120% of the most advantageous selection rate. In cases where the selection rate was more than 120%, adverse impact may exist.

#### Valley Transportation Authority Workforce Adverse Impact - Demotions 7/1/2018 to 6/30/2021

Officials and Administrators	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	51	28	42	37	0	0	16	10	7	2	4	2	0	0	0	1	24	13
Total Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Demotion Rate	0.00%	0.00%	0.00%	0.00%	**	**	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	**	**	**	**	0.00%	0.00%
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
Potential Adverse Impact	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No

Professionals	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	210	151	270	91	0	2	83	69	19	8	45	32	0	0	5	7	58	33
Total Demotions	1	2	2	1	0	0	0	2	0	0	0	0	0	0	0	0	1	0
Demotion Rate	0.48%	1.32%	0.74%	1.10%	**	**	0.00%	2.90%	0.00%	0.00%	0.00%	0.00%	**	**	**	**	1.72%	0.00%
Ratio to Lowest Rate	1.00	0.36	1.00	0.67	**	**	*N/A	0.00	*N/A	*N/A	*N/A	*N/A	**	**	**	**	0.00	*N/A
Potential Adverse Impact	No	No	No	No	No	No	No	Yes	No	No	No	No	No	No	No	No	Yes	No

Technicians	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	21	4	17	8	0	0	9	3	1	0	1	0	0	0	2	1	8	0
Total Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Demotion Rate	0.00%	0.00%	0.00%	0.00%	**	**	0.00%	0.00%	0.00%	**	0.00%	**	**	**	0.00%	0.00%	0.00%	**
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	**
Potential Adverse Impact	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No

Paraprofessionals	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	7	17	19	5	0	0	3	7	1	0	2	5	0	0	0	1	1	4
Total Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Demotion Rate	0.00%	0.00%	0.00%	0.00%	**	**	0.00%	0.00%	0.00%	**	0.00%	0.00%	**	**	**	0.00%	0.00%	0.00%
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
Potential Adverse Impact	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No

**Adverse Impact - Demotions**  
7/1/2018 to 6/30/2021

Administrative Support	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	65	91	112	44	1	3	16	10	5	13	20	37	1	1	0	5	22	22
Total Demotions	7	2	8	1	0	0	3	0	0	1	2	1	1	0	0	0	1	0
Demotion Rate	10.77%	2.20%	7.14%	2.27%	**	**	18.75%	0.00%	0.00%	7.69%	10.00%	2.70%	**	**	**	0.00%	4.55%	0.00%
Ratio to Lowest Rate	0.20	1.00	0.32	1.00	**	**	0.00	*N/A	*N/A	0.00	0.00	0.00	**	**	**	*N/A	0.00	*N/A
Potential Adverse Impact	No	No	No	No	No	No	Yes	No	No	Yes	Yes	Yes	No	No	No	No	Yes	No

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Skilled Craft Workers	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	318	6	228	96	2	0	90	0	18	2	104	3	1	0	8	0	95	1
Total Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Demotion Rate	0.00%	**	0.00%	0.00%	**	**	0.00%	**	0.00%	**	0.00%	**	**	**	0.00%	**	0.00%	**
Ratio to Lowest Rate	*N/A	*N/A	*N/A	*N/A	**	**	*N/A	**	*N/A	**	*N/A	**	**	**	*N/A	**	*N/A	**
Potential Adverse Impact	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No

Service Maintenance	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	935	195	957	173	5	4	372	23	99	43	293	77	8	3	19	11	139	34
Total Demotions	44	7	38	13	0	0	16	0	3	3	12	4	0	0	0	0	13	0
Demotion Rate	4.71%	3.59%	3.97%	7.51%	**	**	4.30%	0.00%	3.03%	6.98%	4.10%	5.19%	**	**	**	**	9.35%	0.00%
Ratio to Lowest Rate	0.76	1.00	1.00	0.53	**	**	0.00	*N/A	0.00	0.00	0.00	0.00	**	**	**	**	0.00	*N/A
Potential Adverse Impact	No	No	No	No	No	No	Yes	No	Yes	Yes	Yes	Yes	No	No	No	No	Yes	No

### Exhibit L-4 - Terminations

An adverse impact analysis for termination selections using the starting workforce as of June 30, 2018 as a pool was conducted for hires over the three-year period, July 1, 2018 through June 30, 2021. This analysis looked at the selection rate of sex and race/ethnicity groups in each EEO-4 Job Category to determine if it was more than 120% of the most advantageous selection rate. In cases where the selection rate was more than 120%, adverse impact may exist.

#### Valley Transportation Authority Workforce Adverse Impact - Terminations 7/1/2018 to 6/30/2021

Officials and Administrators	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	51	28	42	37	0	0	16	10	7	2	4	2	0	0	0	1	24	13
Total Terminations	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Termination Rate	0.00%	3.57%	0.00%	2.70%	**	**	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	**	**	**	**	0.00%	7.69%
Ratio to Lowest Rate	*N/A	0.00	*N/A	0.00	**	**	*N/A	*N/A	*N/A	*N/A	*N/A	*N/A	**	**	**	**	*N/A	0.00
Potential Adverse Impact	No	Yes	No	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	Yes

Professionals	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	210	151	270	91	0	2	83	69	19	8	45	32	0	0	5	7	58	33
Total Terminations	2	1	2	1	0	0	0	1	1	0	0	0	0	0	0	0	1	0
Termination Rate	0.95%	0.66%	0.74%	1.10%	**	**	0.00%	1.45%	5.26%	0.00%	0.00%	0.00%	**	**	**	**	1.72%	0.00%
Ratio to Lowest Rate	0.70	1.00	1.00	0.67	**	**	*N/A	0.00	0.00	*N/A	*N/A	*N/A	**	**	**	**	0.00	*N/A
Potential Adverse Impact	No	No	No	No	No	No	No	Yes	Yes	No	No	No	No	No	No	No	Yes	No

Technicians	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	21	4	17	8	0	0	9	3	1	0	1	0	0	0	2	1	8	0
Total Terminations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Termination Rate	0.00%	0.00%	0.00%	0.00%	**	**	0.00%	0.00%	0.00%	**	0.00%	**	**	**	0.00%	0.00%	0.00%	**
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	**
Potential Adverse Impact	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No

Paraprofessionals	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	7	17	19	5	0	0	3	7	1	0	2	5	0	0	0	1	1	4
Total Terminations	0	2	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0
Termination Rate	0.00%	11.76%	10.53%	0.00%	**	**	0.00%	28.57%	0.00%	**	0.00%	0.00%	**	**	**	0.00%	0.00%	0.00%
Ratio to Lowest Rate	*N/A	0.00	0.00	*N/A	**	**	*N/A	0.00	*N/A	**	*N/A	*N/A	**	**	**	*N/A	*N/A	*N/A
Potential Adverse Impact	No	Yes	Yes	No	No	No	No	Yes	No	No	No	No	No	No	No	No	No	No

**Valley Transportation Authority Workforce  
Adverse Impact - Terminations  
7/1/2018 to 6/30/2021**

Administrative Support	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	65	91	112	44	1	3	16	10	5	13	20	37	1	1	0	5	22	22
Total Terminations	2	2	3	1	0	0	0	0	0	0	0	2	0	0	1	0	1	0
Termination Rate	3.08%	2.20%	2.68%	2.27%	**	**	0.00%	0.00%	0.00%	0.00%	0.00%	5.41%	**	**	**	0.00%	4.55%	0.00%
Ratio to Lowest Rate	0.71	1.00	0.85	1.00	**	**	*N/A	*N/A	*N/A	*N/A	*N/A	0.00	**	**	**	*N/A	0.00	*N/A
Potential Adverse Impact	No	No	No	No	No	No	No	No	No	No	No	Yes	No	No	No	No	Yes	No

Skilled Craft Workers	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	318	6	228	96	2	0	90	0	18	2	104	3	1	0	8	0	95	1
Total Terminations	4	0	3	1	0	0	1	0	1	0	1	0	0	0	0	0	1	0
Termination Rate	1.26%	**	1.32%	1.04%	**	**	1.11%	**	5.56%	**	0.96%	**	**	**	0.00%	**	1.05%	**
Ratio to Lowest Rate	1.00	*N/A	0.79	1.00	**	**	0.00	**	0.00	**	0.00	**	**	**	*N/A	**	0.00	**
Potential Adverse Impact	No	No	No	No	No	No	Yes	No	Yes	No	Yes	No	No	No	No	No	Yes	No

Service Maintenance	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	935	195	957	173	5	4	372	23	99	43	293	77	8	3	19	11	139	34
Total Terminations	28	15	38	5	0	0	9	1	4	4	11	4	0	0	2	3	2	3
Termination Rate	2.99%	7.69%	3.97%	2.89%	**	**	2.42%	4.35%	4.04%	9.30%	3.75%	5.19%	**	**	**	**	1.44%	8.82%
Ratio to Lowest Rate	1.00	0.39	0.73	1.00	**	**	0.59	0.33	0.36	0.15	0.38	0.28	**	**	**	**	1.00	0.16
Potential Adverse Impact	No	No	No	No	No	No	No	No	No	Yes	No	No	No	No	No	No	No	Yes

**Valley Transportation Authority Workforce  
Adverse Impact - Terminations**  
Breakdown by Separation Reason - Discharged  
7/1/2018 to 6/30/2021

Administrative Support	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	65	91	112	44	1	3	16	10	5	13	20	37	1	1	0	5	22	22
Total Terminations	2	1	2	1	0	0	0	0	0	0	0	1	0	0	1	0	1	0
Termination Rate	3.08%	1.10%	1.79%	2.27%	**	**	0.00%	0.00%	0.00%	0.00%	0.00%	2.70%	**	**	**	0.00%	4.55%	0.00%
Ratio to Lowest Rate	0.36	1.00	1.00	0.79	**	**	*N/A	*N/A	*N/A	*N/A	*N/A	0.00	**	**	**	*N/A	0.00	*N/A
Potential Adverse Impact	No	No	No	No	No	No	No	No	No	No	No	Yes	No	No	No	No	Yes	No

Skilled Craft Workers	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	318	6	228	96	2	0	90	0	18	2	104	3	1	0	8	0	95	1
Total Terminations	2	0	2	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0
Termination Rate	0.63%	**	0.88%	0.00%	**	**	1.11%	**	5.56%	**	0.00%	**	**	**	0.00%	**	0.00%	**
Ratio to Lowest Rate	1.00	*N/A	0.00	*N/A	**	**	0.00	**	0.00	**	*N/A	**	**	**	*N/A	**	*N/A	**
Potential Adverse Impact	No	No	Yes	No	No	No	Yes	No	Yes	No	No	No	No	No	No	No	No	No

Service Maintenance	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	935	195	957	173	5	4	372	23	99	43	293	77	8	3	19	11	139	34
Total Terminations	12	11	20	3	0	0	3	1	3	2	5	4	0	0	0	2	1	2
Termination Rate	1.28%	5.64%	2.09%	1.73%	**	**	0.81%	4.35%	3.03%	4.65%	1.71%	5.19%	**	**	**	**	0.72%	5.88%
Ratio to Lowest Rate	1.00	0.23	0.83	1.00	**	**	0.89	0.17	0.24	0.15	0.42	0.14	**	**	**	**	1.00	0.12
Potential Adverse Impact	No	No	No	No	No	No	No	Yes	No	Yes	No	Yes	No	No	No	No	No	Yes

## Valley Transportation Authority Workforce Adverse Impact - Terminations

Breakdown by Separation Reason - Probationary Release  
7/1/2018 to 6/30/2021

Officials and Administrators	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	51	28	42	37	0	0	16	10	7	2	4	2	0	0	0	1	24	13
Total Terminations	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Termination Rate	0.00%	3.57%	0.00%	2.70%	**	**	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	**	**	**	**	0.00%	7.69%
Ratio to Lowest Rate	*N/A	0.00	*N/A	0.00	**	**	*N/A	*N/A	*N/A	*N/A	*N/A	*N/A	**	**	**	**	*N/A	0.00
Potential Adverse Impact	No	Yes	No	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	Yes

Professionals	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	210	151	270	91	0	2	83	69	19	8	45	32	0	0	5	7	58	33
Total Terminations	2	1	2	1	0	0	0	1	1	0	0	0	0	0	0	0	1	0
Termination Rate	0.95%	0.66%	0.74%	1.10%	**	**	0.00%	1.45%	5.26%	0.00%	0.00%	0.00%	**	**	**	**	1.72%	0.00%
Ratio to Lowest Rate	0.70	1.00	1.00	0.67	**	**	*N/A	0.00	0.00	*N/A	*N/A	*N/A	**	**	**	**	0.00	*N/A
Potential Adverse Impact	No	No	No	No	No	No	No	Yes	Yes	No	No	No	No	No	No	No	Yes	No

Technicians	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	21	4	17	8	0	0	9	3	1	0	1	0	0	0	2	1	8	0
Total Terminations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Termination Rate	0.00%	0.00%	0.00%	0.00%	**	**	0.00%	0.00%	0.00%	**	0.00%	**	**	**	0.00%	0.00%	0.00%	**
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	**
Potential Adverse Impact	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No

Paraprofessionals	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	7	17	19	5	0	0	3	7	1	0	2	5	0	0	0	1	1	4
Total Terminations	0	2	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0
Termination Rate	0.00%	11.76%	10.53%	0.00%	**	**	0.00%	28.57%	0.00%	**	0.00%	0.00%	**	**	**	0.00%	0.00%	0.00%
Ratio to Lowest Rate	*N/A	0.00	0.00	*N/A	**	**	*N/A	0.00	*N/A	**	*N/A	*N/A	**	**	**	*N/A	*N/A	*N/A
Potential Adverse Impact	No	Yes	Yes	No	No	No	No	Yes	No	No	No	No	No	No	No	No	No	No

**Valley Transportation Authority Workforce**  
**Adverse Impact - Terminations**  
Breakdown by Separation Reason - Probationary Release  
7/1/2018 to 6/30/2021

Administrative Support	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	65	91	112	44	1	3	16	10	5	13	20	37	1	1	0	5	22	22
Total Terminations	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0
Termination Rate	0.00%	1.10%	0.89%	0.00%	**	**	0.00%	0.00%	0.00%	0.00%	0.00%	2.70%	**	**	**	0.00%	0.00%	0.00%
Ratio to Lowest Rate	*N/A	0.00	0.00	*N/A	**	**	*N/A	*N/A	*N/A	*N/A	*N/A	0.00	**	**	**	*N/A	*N/A	*N/A
Potential Adverse Impact	No	Yes	Yes	No	No	No	No	No	No	No	No	Yes	No	No	No	No	No	No

Skilled Craft Workers	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	318	6	228	96	2	0	90	0	18	2	104	3	1	0	8	0	95	1
Total Terminations	2	0	1	1	0	0	0	0	0	0	1	0	0	0	0	0	1	0
Termination Rate	0.63%	**	0.44%	1.04%	**	**	0.00%	**	0.00%	**	0.96%	**	**	**	0.00%	**	1.05%	**
Ratio to Lowest Rate	1.00	*N/A	1.00	0.42	**	**	*N/A	**	*N/A	**	0.00	**	**	**	*N/A	**	0.00	**
Potential Adverse Impact	No	No	No	No	No	No	No	No	No	No	Yes	No	No	No	No	No	Yes	No

Service Maintenance	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	935	195	957	173	5	4	372	23	99	43	293	77	8	3	19	11	139	34
Total Terminations	16	4	18	2	0	0	6	0	1	2	6	0	0	0	2	1	1	1
Termination Rate	1.71%	2.05%	1.88%	1.16%	**	**	1.61%	0.00%	1.01%	4.65%	2.05%	0.00%	**	**	**	**	0.72%	2.94%
Ratio to Lowest Rate	1.00	0.83	0.61	1.00	**	**	0.00	*N/A	0.00	0.00	0.00	*N/A	**	**	**	**	0.00	0.00
Potential Adverse Impact	No	No	No	No	No	No	Yes	No	Yes	Yes	Yes	No	No	No	No	No	Yes	Yes

### Exhibit L-5 - Disciplinary Actions

An adverse impact analysis for disciplinary actions using the starting workforce as of June 30, 2018 as a pool was conducted for hires over the three-year period, July 1, 2018 through June 30, 2021. This analysis looked at the selection rate of sex and race/ethnicity groups in each EEO-4 Job Category to determine if it was more than 120% of the most advantageous selection rate. In cases where the selection rate was more than 120%, adverse impact may exist.

#### Valley Transportation Authority Workforce Adverse Impact - Disciplinary Actions 7/1/2018 to 6/30/2021

Officials and Administrators	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	51	28	42	37	0	0	16	10	7	2	4	2	0	0	0	1	24	13
Total Disciplines	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3	0
Termination Rate	5.88%	0.00%	0.00%	8.11%	**	**	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	**	**	**	**	12.50%	0.00%
Ratio to Lowest Rate	0.00	*N/A	*N/A	0.00	**	**	*N/A	*N/A	*N/A	*N/A	*N/A	*N/A	**	**	**	**	0.00	*N/A
Potential Adverse Impact	Yes	No	No	Yes	No	No	No	No	No	No	No	No	No	No	No	No	Yes	No

Professionals	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	210	151	270	91	0	2	83	69	19	8	45	32	0	0	5	7	58	33
Total Disciplines	21	4	11	14	2	0	4	1	0	0	3	1	0	0	0	0	12	2
Termination Rate	10.00%	2.65%	4.07%	15.38%	**	**	4.82%	1.45%	0.00%	0.00%	6.67%	3.13%	**	**	**	**	20.69%	6.06%
Ratio to Lowest Rate	0.26	1.00	1.00	0.26	**	**	0.00	0.00	*N/A	*N/A	0.00	0.00	**	**	**	**	0.00	0.00
Potential Adverse Impact	No	No	No	No	No	No	Yes	Yes	No	No	Yes	Yes	No	No	No	No	Yes	Yes

Technicians	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	21	4	17	8	0	0	9	3	1	0	1	0	0	0	2	1	8	0
Total Disciplines	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Termination Rate	0.00%	0.00%	0.00%	0.00%	**	**	0.00%	0.00%	0.00%	**	0.00%	**	**	**	0.00%	0.00%	0.00%	**
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	**
Potential Adverse Impact	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No

Administrative Support	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	65	91	112	44	1	3	16	10	5	13	20	37	1	1	0	5	22	22
Total Disciplines	19	34	30	23	0	0	1	0	1	8	4	16	0	0	0	0	13	10
Termination Rate	29.23%	37.36%	26.79%	52.27%	**	**	6.25%	0.00%	20.00%	61.54%	20.00%	43.24%	**	**	**	0.00%	59.09%	45.45%
Ratio to Lowest Rate	1.00	0.78	1.00	0.51	**	**	0.00	*N/A	0.00	0.00	0.00	0.00	**	**	**	*N/A	0.00	0.00
Potential Adverse Impact	No	No	No	No	No	No	Yes	No	Yes	Yes	Yes	Yes	No	No	No	No	Yes	Yes

**Valley Transportation Authority Workforce  
Adverse Impact - Disciplinary Actions  
7/1/2018 to 6/30/2021**

Skilled Craft Workers	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	318	6	228	96	2	0	90	0	18	2	104	3	1	0	8	0	95	1
Total Disciplines	38	3	28	13	0	0	8	0	4	2	13	1	0	0	0	0	13	0
Termination Rate	11.95%	**	12.28%	13.54%	**	**	8.89%	**	22.22%	**	12.50%	**	**	**	0.00%	**	13.68%	**
Ratio to Lowest Rate	1.00	*N/A	1.00	0.91	**	**	0.00	**	0.00	**	0.00	**	**	**	*N/A	**	0.00	**
Potential Adverse Impact	No	No	No	No	No	No	Yes	No	Yes	No	Yes	No	No	No	No	No	Yes	No

Service Maintenance	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	935	195	957	173	5	4	372	23	99	43	293	77	8	3	19	11	139	34
Total Disciplines	1258	351	1359	250	21	6	383	19	167	93	447	143	18	6	36	20	186	64
Termination Rate	134.55%	180.00%	142.01%	144.51%	**	**	102.96%	82.61%	168.69%	216.28%	152.56%	185.71%	**	**	**	**	133.81%	188.24%
Ratio to Lowest Rate	1.00	0.75	1.00	0.98	**	**	0.80	1.00	0.49	0.38	0.54	0.44	**	**	**	**	0.62	0.44
Potential Adverse Impact	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No

**Exhibit L-6 - Training by Type of Training**

An adverse impact analysis for training by type of training using the starting workforce as of June 30, 2018 as a pool was conducted for hires over the three-year period, July 1, 2018 through June 30, 2021. This analysis looked at the selection rate of sex and race/ethnicity groups in each EEO-4 Job Category to determine if it was less than 80% of the most advantageous selection rate. In cases where the selection rate was less than 80%, adverse impact may exist.

**Valley Transportation Authority Workforce  
Adverse Impact - Training  
Supervisory Home Study Program  
7/1/2018 to 6/30/2021**

Professionals	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	210	151	270	91	0	2	83	69	19	8	45	32	0	0	5	7	58	33
Total Reimbursed	3	1	3	1	0	0	2	1	0	0	0	0	0	0	0	0	1	0
Selection Rate	1.43%	0.66%	1.11%	1.10%	**	**	2.41%	1.45%	0.00%	0.00%	0.00%	0.00%	**	**	**	**	1.72%	0.00%
Ratio to Highest Rate	1.00	0.46	1.00	0.99	**	**	1.00	0.60	0.00	0.00	0.00	0.00	**	**	**	**	0.72	0.00
Potential Adverse Impact	No	Yes	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes	Yes

Technicians	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	21	4	17	8	0	0	9	3	1	0	1	0	0	0	2	1	8	0
Total Reimbursed	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Selection Rate	4.76%	0.00%	0.00%	12.50%	**	**	0.00%	0.00%	0.00%	**	0.00%	**	**	**	0.00%	0.00%	12.50%	**
Ratio to Highest Rate	1.00	0.00	0.00	1.00	**	**	0.00	0.00	0.00	**	0.00	**	**	**	0.00	0.00	1.00	**
Potential Adverse Impact	No	Yes	Yes	No	No	No	Yes	Yes	Yes	No	Yes	No	No	No	Yes	Yes	No	No

Administrative Support	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	65	91	112	44	1	3	16	10	5	13	20	37	1	1	0	5	22	22
Total Reimbursed	0	3	3	0	0	1	0	0	0	0	0	2	0	0	0	0	0	0
Selection Rate	0.00%	3.30%	2.68%	0.00%	**	**	0.00%	0.00%	0.00%	0.00%	0.00%	5.41%	**	**	**	0.00%	0.00%	0.00%
Ratio to Highest Rate	0.00	1.00	1.00	0.00	**	**	0.00	0.00	0.00	0.00	0.00	1.00	**	**	**	0.00	0.00	0.00
Potential Adverse Impact	Yes	No	No	Yes	No	No	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes	Yes	Yes

Skilled Craft	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	318	6	228	96	2	0	90	0	18	2	104	3	1	0	8	0	95	1
Total Reimbursed	2	0	1	1	0	0	0	0	0	0	1	0	0	0	0	0	1	0
Selection Rate	0.63%	**	0.44%	1.04%	**	**	0.00%	**	0.00%	**	0.96%	**	**	**	0.00%	**	1.05%	**
Ratio to Highest Rate	1.00	*N/A	0.42	1.00	**	**	0.00	**	0.00	**	0.91	**	**	**	0.00	**	1.00	**
Potential Adverse Impact	No	No	Yes	No	No	No	Yes	No	Yes	No	No	No	No	No	Yes	No	No	No

**Valley Transportation Authority Workforce  
Adverse Impact - Training  
Supervisory Home Study Program  
7/1/2018 to 6/30/2021**

Data Exhibits | 98

Service Maintenance	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	935	195	957	173	5	4	372	23	99	43	293	77	8	3	19	11	139	34
Total Reimbursed	18	4	19	3	0	0	6	1	2	1	7	1	0	1	0	0	3	0
Selection Rate	1.93%	2.05%	1.99%	1.73%	**	**	1.61%	4.35%	2.02%	2.33%	2.39%	1.30%	**	**	**	**	2.16%	0.00%
Ratio to Highest Rate	0.94	1.00	1.00	0.87	**	**	0.37	1.00	0.46	0.53	0.55	0.30	**	**	**	**	0.50	0.00
Potential Adverse Impact	No	No	No	No	No	No	Yes	No	Yes	Yes	Yes	Yes	No	No	No	No	Yes	Yes

**Valley Transportation Authority Workforce  
Adverse Impact - Training  
Training Advisory or Mgmt Approved  
7/1/2018 to 6/30/2021**

Officials and Administrators	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non-Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	51	28	42	37	0	0	16	10	7	2	4	2	0	0	0	1	24	13
Total Trained	21	23	28	16	0	0	4	13	1	1	8	1	0	0	0	0	8	8
Selection Rate	41.18%	82.14%	66.67%	43.24%	**	**	25.00%	130.00%	14.29%	50.00%	200.00%	50.00%	**	**	**	**	33.33%	61.54%
Ratio to Highest Rate	0.50	1.00	1.00	0.65	**	**	0.13	0.65	0.07	0.25	1.00	0.25	**	**	**	**	0.17	0.31
Potential Adverse Impact	Yes	No	No	Yes	No	No	Yes	Yes	Yes	Yes	No	Yes	No	No	No	No	Yes	Yes

Professionals	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	210	151	270	91	0	2	83	69	19	8	45	32	0	0	5	7	58	33
Total Trained	99	96	137	58	1	1	34	50	4	4	19	17	0	0	5	2	36	22
Selection Rate	47.14%	63.58%	50.74%	63.74%	**	**	40.96%	72.46%	21.05%	50.00%	42.22%	53.13%	**	**	**	**	62.07%	66.67%
Ratio to Highest Rate	0.74	1.00	0.80	1.00	**	**	0.57	1.00	0.29	0.69	0.58	0.73	**	**	**	**	0.86	0.92
Potential Adverse Impact	Yes	No	Yes	No	No	No	Yes	No	Yes	Yes	Yes	Yes	No	No	No	No	No	No

Technicians	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	21	4	17	8	0	0	9	3	1	0	1	0	0	0	2	1	8	0
Total Trained	18	2	18	2	0	0	4	1	11	0	0	0	0	0	2	0	1	1
Selection Rate	85.71%	50.00%	105.88%	25.00%	**	**	44.44%	33.33%	1100.00%	**	0.00%	**	**	**	100.00%	0.00%	12.50%	**
Ratio to Highest Rate	1.00	0.58	1.00	0.24	**	**	0.04	0.03	1.00	**	0.00	**	**	**	0.09	0.00	0.01	**
Potential Adverse Impact	No	Yes	No	Yes	No	No	Yes	Yes	No	No	Yes	No	No	No	Yes	Yes	Yes	No

Paraprofessionals	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	7	17	19	5	0	0	3	7	1	0	2	5	0	0	0	1	1	4
Total Trained	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Selection Rate	14.29%	0.00%	5.26%	0.00%	**	**	0.00%	0.00%	0.00%	**	0.00%	0.00%	**	**	**	0.00%	0.00%	0.00%
Ratio to Highest Rate	1.00	0.00	1.00	0.00	**	**	*N/A	*N/A	*N/A	**	*N/A	*N/A	**	**	**	*N/A	*N/A	*N/A
Potential Adverse Impact	No	Yes	No	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No

**Valley Transportation Authority Workforce  
Adverse Impact - Training  
Training Advisory or Mgmt Approved  
7/1/2018 to 6/30/2021**

Administrative Support	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	65	91	112	44	1	3	16	10	5	13	20	37	1	1	0	5	22	22
Total Trained	7	15	16	6	0	0	1	0	0	4	2	9	0	0	0	0	4	2
Selection Rate	10.77%	16.48%	14.29%	13.64%	**	**	6.25%	0.00%	0.00%	30.77%	10.00%	24.32%	**	**	**	0.00%	18.18%	9.09%
Ratio to Highest Rate	0.65	1.00	1.00	0.95	**	**	0.20	0.00	0.00	1.00	0.33	0.79	**	**	**	0.00	0.59	0.30
Potential Adverse Impact	Yes	No	No	No	No	No	Yes	Yes	Yes	No	Yes	Yes	No	No	No	Yes	Yes	Yes

Skilled Craft	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	318	6	228	96	2	0	90	0	18	2	104	3	1	0	8	0	95	1
Total Trained	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Selection Rate	0.31%	**	0.44%	0.00%	**	**	0.00%	**	5.56%	**	0.00%	**	**	**	0.00%	**	0.00%	**
Ratio to Highest Rate	1.00	*N/A	1.00	0.00	**	**	0.00	**	1.00	**	0.00	**	**	**	0.00	**	0.00	**
Potential Adverse Impact	No	No	No	Yes	No	No	Yes	No	No	No	Yes	No	No	No	Yes	No	Yes	No

Service Maintenance	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	935	195	957	173	5	4	372	23	99	43	293	77	8	3	19	11	139	34
Total Trained	22	2	17	7	0	0	4	0	0	1	12	0	0	0	0	0	6	1
Selection Rate	2.35%	1.03%	1.78%	4.05%	**	**	1.08%	0.00%	0.00%	2.33%	4.10%	0.00%	**	**	**	**	4.32%	2.94%
Ratio to Highest Rate	1.00	0.44	0.44	1.00	**	**	0.25	0.00	0.00	0.54	0.95	0.00	**	**	**	**	1.00	0.68
Potential Adverse Impact	No	Yes	Yes	No	No	No	Yes	Yes	Yes	Yes	No	Yes	No	No	No	No	No	Yes

**Valley Transportation Authority Workforce  
Adverse Impact - Training  
Tuition Reimbursement  
7/1/2018 to 6/30/2021**

Officials and Administrators	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	51	28	42	37	0	0	16	10	7	2	4	2	0	0	0	1	24	13
Total Reimbursed	8	27	7	28	0	0	2	2	0	0	1	0	0	0	0	2	5	23
Selection Rate	15.69%	96.43%	16.67%	75.68%	**	**	12.50%	20.00%	0.00%	0.00%	25.00%	0.00%	**	**	**	**	20.83%	176.92%
Ratio to Highest Rate	0.16	1.00	0.22	1.00	**	**	0.07	0.11	0.00	0.00	0.14	0.00	**	**	**	**	0.12	1.00
Potential Adverse Impact	Yes	No	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes	No

Professionals	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	210	151	270	91	0	2	83	69	19	8	45	32	0	0	5	7	58	33
Total Reimbursed	109	92	137	64	0	0	39	35	7	8	17	24	0	0	3	4	43	21
Selection Rate	51.90%	60.93%	50.74%	70.33%	**	**	46.99%	50.72%	36.84%	100.00%	37.78%	75.00%	**	**	**	**	74.14%	63.64%
Ratio to Highest Rate	0.85	1.00	0.72	1.00	**	**	0.47	0.51	0.37	1.00	0.38	0.75	**	**	**	**	0.74	0.64
Potential Adverse Impact	No	No	Yes	No	No	No	Yes	Yes	Yes	No	Yes	Yes	No	No	No	No	Yes	Yes

Technicians	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	21	4	17	8	0	0	9	3	1	0	1	0	0	0	2	1	8	0
Total Reimbursed	32	0	28	4	0	0	11	0	14	0	0	0	0	0	3	0	4	0
Selection Rate	152.38%	0.00%	164.71%	50.00%	**	**	122.22%	0.00%	1400.00%	**	0.00%	**	**	**	150.00%	0.00%	50.00%	**
Ratio to Highest Rate	1.00	0.00	1.00	0.30	**	**	0.09	0.00	1.00	**	0.00	**	**	**	0.11	0.00	0.04	**
Potential Adverse Impact	No	Yes	No	Yes	No	No	Yes	Yes	No	No	Yes	No	No	No	Yes	Yes	Yes	No

Paraprofessionals	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	7	17	19	5	0	0	3	7	1	0	2	5	0	0	0	1	1	4
Total Reimbursed	5	7	12	0	0	0	0	7	5	0	0	0	0	0	0	0	0	0
Selection Rate	71.43%	41.18%	63.16%	0.00%	**	**	0.00%	100.00%	500.00%	**	0.00%	0.00%	**	**	**	0.00%	0.00%	0.00%
Ratio to Highest Rate	1.00	0.58	1.00	0.00	**	**	0.00	0.20	1.00	**	0.00	0.00	**	**	**	0.00	0.00	0.00
Potential Adverse Impact	No	Yes	No	Yes	No	No	Yes	Yes	No	No	Yes	Yes	No	No	No	Yes	Yes	Yes

**Valley Transportation Authority Workforce  
Adverse Impact - Training  
Tuition Reimbursement  
7/1/2018 to 6/30/2021**

Administrative Support	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	65	91	112	44	1	3	16	10	5	13	20	37	1	1	0	5	22	22
Total Reimbursed	3	28	24	7	0	3	1	0	1	3	0	13	0	0	0	3	1	6
Selection Rate	4.62%	30.77%	21.43%	15.91%	**	**	6.25%	0.00%	20.00%	23.08%	0.00%	35.14%	**	**	**	60.00%	4.55%	27.27%
Ratio to Highest Rate	0.15	1.00	1.00	0.74	**	**	0.10	0.00	0.33	0.38	0.00	0.59	**	**	**	1.00	0.08	0.45
Potential Adverse Impact	Yes	No	No	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes	Yes

Skilled Craft	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	318	6	228	96	2	0	90	0	18	2	104	3	1	0	8	0	95	1
Total Reimbursed	11	0	8	3	0	0	0	0	8	0	0	0	0	0	0	0	3	0
Selection Rate	3.46%	**	3.51%	3.13%	**	**	0.00%	**	44.44%	**	0.00%	**	**	**	0.00%	**	3.16%	**
Ratio to Highest Rate	1.00	*N/A	1.00	0.89	**	**	0.00	**	1.00	**	0.00	**	**	**	0.00	**	0.07	**
Potential Adverse Impact	No	No	No	No	No	No	Yes	No	No	No	Yes	No	No	No	Yes	No	Yes	No

Service Maintenance	Totals				AMI		ASN		BLK		HSP		NHI		TWO		WHT	
	Male	Female	Minority	Non Min	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	935	195	957	173	5	4	372	23	99	43	293	77	8	3	19	11	139	34
Total Reimbursed	27	2	13	16	0	0	11	0	0	0	2	0	0	0	0	0	14	2
Selection Rate	2.89%	1.03%	1.36%	9.25%	**	**	2.96%	0.00%	0.00%	0.00%	0.68%	0.00%	**	**	**	**	10.07%	5.88%
Ratio to Highest Rate	1.00	0.36	0.15	1.00	**	**	0.29	0.00	0.00	0.00	0.07	0.00	**	**	**	**	1.00	0.58
Potential Adverse Impact	No	Yes	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes

# **EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION PLAN**

**JANUARY 1, 2022 TO DECEMBER 31, 2025**



**Other Exhibits  
M-W**



**Exhibit M**

**VTA's Employment-Related Outreach Activities**

**July 1, 2018 - June 30, 2021**

<b>Agency Name</b>	<b>Type of Activity</b>	<b>Date</b>
Next Gen Regional Intern Learning Forum	Career Forum	7/12/2018
Project HIRED	Open House	7/18/2018
Cristo Rey Interns	Career Fair	7/26/2018
Work2Future Job Fair	Career Fair	9/12/2018
Sacred Heart Community Service Job Fair	Career Fair	9/25/2018
Employment Connection Annual Job Fair	Career Fair	9/26/2018
Job Core Council MeetingLuncheon	Career Forum	9/27/2018
Refugee Immigrant Forum	Career Forum	10/17/2018
Senior Day Career Day at Arroyo High School	Career Forum	10/19/2018
Project HIRED	Job Talk	11/1/2018
Job Core Council MeetingLuncheon	Career Forum	11/13/2018
Sacred Heart Community Services	Job Talk	1/17/2019
Work2Future Job Fair	Career Fair	2/27/2019
SHRM at SJSU	Networking	3/15/2019
Intern Appreciation	Networking	3/31/2019
Sacred Heart Community Services	Career Fair	4/11/2019
Work2Future, Bay Area Counsel, SVL Group Job Fair	Career Fair	4/30/2019
Job Corps	Career Fair	5/17/2019
Transgender Job Fair	Career Fair	6/15/2019
Employment Connections	Career Fair	9/12/2019
Work2Future Job Fair	Career Fair	9/26/2019
SJSU Fall Engineering Job Fair	Career Fair	9/27/2019
Sacred Heart Community Services	Career Fair	10/3/2019
Veteran Resource Center, Mission College	Career Fair	11/8/2019
Bill Wilson Center	Job Talk	12/17/2019

**Exhibit M**

**VTA's Employment-Related Outreach Activities**

**July 1, 2018 - June 30, 2021**

Silicon Valley Career Technical Education College Career Fair	Job Fair	2/11/2020
Work2Future	Job Fair	2/20/2020
African American Job Fair	Job Fair	2/22/2020
Bellarmine Career Fair	Job Fair	2/28/2020
Work2Future + San Jose City College Virtual Career Fair	Job Fair	4/28/2021
Employment Development Department (EDD) - Youth Employment Opportunity Program (YEOP) Job and Resource Fair	Job Fair	6/24/2021

## Exhibit N

### VTA's External Letter Outreach

July 1, 2018 – June 30, 2021



Jan. 25, 2021

Dear Community Partner:

The Santa Clara Valley Transportation Authority (VTA) is an Equal Employment Opportunity (EEO) employer. As such, VTA is committed to ensuring that a wide pool of prospective applicants are recruited and considered for employment opportunities, and that employees are treated equitably and fairly.

I have enclosed VTA's Equal Employment Opportunity/Affirmative Action Policy Statement. It is VTA's EEO policy not to discriminate based on age, ancestry, color, marital status, mental or physical disability, genetic information, national origin, immigration status, political affiliation, race, religion, creed, sex, gender identity, gender expression, sexual orientation, pregnancy, medical condition, disabled veteran or veteran status, etc. This policy is applied throughout the recruitment process and through all aspects of employment with VTA. Further, VTA maintains an Equal Employment Opportunity/Affirmative Action Program through which good faith efforts are made to recruit, hire and advance qualified individuals who are reflective of the diverse demographics in our Community.

As VTA's EEO Officer, and Deputy Director of Employee Relations & Civil Rights, I am writing to request your assistance in our efforts to attract qualified candidates for employment, by referring these candidates to available positions at VTA. Please refer qualified applicants to, <https://www.vta.org/about/careers>, for a list of our current employment opportunities.

My staff and I would also like to learn more about your organization. Please do not hesitate to contact me if there are opportunities to attend your organization's meetings/events moving forward. If you have any questions, please contact me at [Jaye.Bailey@vta.org](mailto:Jaye.Bailey@vta.org).

Sincerely,

Jaye Bailey  
EEO Officer and Deputy Director of Employee Relations & Civil Rights

  
Encl.

## Exhibit O

### Publications, Job Sites, and Community

### Partners Utilized to Advertise VTA Jobs

07/01/2018 to 06/30/2021

#### Publications and Job Sites

1. Women's Transportation Seminar
2. Monster.com – Diversity and Veterans
3. California Minority Counsel
4. Conference of Minority Transportation Officials (COMTO)
5. BlackJobs.com
6. The Institute of Internal Auditors – Diversity upgrade. Advertising placed through Yourmembership.com
7. Minority Government Jobs
8. Society for Women Engineers

#### Community Partners

1. African American Community Services
2. Bay Area Counties Community Colleges Jobs Consortium
3. Bill Wilson Center
4. Billy DeFrank LGBTQ+ Community Center
5. Black Leadership Kitchen Cabinet
6. CET (Center for Employment Training)
7. Department of Veteran Affairs
8. DOR Department of Rehabilitation
9. Employment Connection of Santa Clara County
10. Employment Development Department (EDD)
11. Evergreen Valley College
12. Goodwill of Silicon Valley
13. HomeFirst
14. Hope Services
15. Independence High School - Automotive/  
Transportation
16. Life Moves
17. Milpitas Unified School District
18. Mission College

19. Momentum for Health
20. NOVAworks
21. OnwardCA
22. Peninsula Family ServiceProject HIRED
23. Prospect High School
24. Sacred Heart Community Service
25. Salvation Army Silicon Valley
26. San Jose City College
27. San Jose Conservation Corps
28. San Jose Job Corps
29. San Jose State University- Career Center
30. Silicon Valley Education Foundation
31. Social Services Agency
32. Transportation Communications Union/International Association of Machinists (TCU/IAM)
33. Work2Future

**Exhibit P**  
**VTA Outreach Ads**  
**07/01/2018 to 06/30/2021**

[Back To Job Posting](#)

**Job Posting**

<b>Job ID:</b>	53138597	<b>Min Education:</b>	BA/BS/Undergraduate
<b>Position Title:</b>	Associate Mechanical Engineer-Auto Sys.	<b>Min Experience:</b>	5-7 Years
<b>Company Name:</b>	Santa Clara Valley Transportation Authority	<b>Required Travel:</b>	0-10%
<b>Engineering Discipline:</b>	Engineering-Mechanical	<b>Salary:</b>	106801.50
<b>Job Function:</b>	Engineering	<b>Salary - High:</b>	129771.72
<b>Entry Level:</b>	No	<b>Salary - Type:</b>	Yearly Salary
<b>Job Type:</b>	Full-Time	<b>Location(s):</b>	San Jose, California, 95134, United States

**CONTACT INFORMATION**

<b>Contact Person:</b> Belle Pannu	<b>Phone:</b> 4085467952
<b>Email Address:</b> Belle.Pannu@vta.org	<b>Fax:</b>

**Apply URL:** <https://www.governmentjobs.com/careers/vtasantacalifornia/jobs/426822/associate-mechanical-engineer-auto-systems?pagetype=jobOpportunitiesJobs>

**Job Description**

Santa Clara Valley Transportation Authority (VTA) is seeking a well-qualified Associate Mechanical Engineer-Auto. Systems.

**Definition**

Under direction, to perform professional technical engineering involved in the development of design specifications of transit vehicles (buses, auto, support vehicles); to provide services and conduct special studies requiring the application of professional knowledge.

**Distinguishing Characteristics**

This class differs from that of the higher level Senior Mechanical Engineer – Automotive Systems in that the latter has sole technical responsibility for the vehicle specifications. The former class is the full journey level and works under the direction of the Senior Mechanical Engineer – Automotive Systems on specific engineering problems or as a project supervisor over lower level professional engineers and technicians.

**Job Requirements**

**Employment Standards**

Development of the required knowledge, skills, and abilities is most typically obtained through training and experience equivalent to graduation from college with major work in mechanical engineering, automotive engineering or related field and four years of professional mechanical engineering experience in automotive systems or related field.

Registration as a professional Mechanical Engineer in the State of California at the time of appointment.

Only on-line applications are accepted for this position. In order to obtain additional information and/or to apply for the position, please do so from: <https://www.governmentjobs.com/careers/vtasantacalifornia/jobs/426822/associate-mechanical-engineer-auto-systems?pagetype=jobOpportunitiesJobs>

VTA is an Equal Opportunity Employer.

Edit Job Posting

# Minority Government Jobs

Employers

Job Seekers

Home About Us How it Works Diversity Subscriptions Post Jobs Contact Us

Keywords (job title / skills)

Location (city + state / zip)

Search Jobs

## For Employers

Post Jobs - \$99 for 60 Days

Unlimited Job Posts - \$399 / Month

Niche is Better. We work with employers, recruiters and recruitment ad agencies. Our niche job boards attract the most targeted, highly-qualified employment candidates.

Login/Post Jobs

Create Account

Subscriptions

Cross Posting

Our Job Boards

Diversity Recruiting

## For Job Seekers

Minority Government Jobs and all of the niche job boards of the Locate Jobs Network make it easy for employment candidates to identify and apply to jobs that match their specific skills and interests.

Post Your Resume

## Sign Up for Job Alerts

Name

Email Address

State

Sign Up

## Management Analyst - Contract Compliance

Employer Name	Santa Clara Valley Transportation Authority	Address	3331 N. First St
Job Type	Full-time	Address 2	
Experience	2 - 5 Years	City	San Jose
Education	Bachelors Degree	State	California
		Zip Code	95134

### Apply for this Job

Ext ID

Contact Human Resources

Phone 4083215796

E-mail

Fax

Web Site <http://www.vta.org/careers>

### Job Description

VTA is an equal employment opportunity employer

#### Definition

Under general supervision, a Management Analyst performs a variety of professional level analytical staff studies and/or projects concerned with the improvement of management functions, practices, and services or the implementation of program objectives.

This is the journey level within the Management Analyst series. Positions in this class perform a wide variety of management analysis activities. Assignments at this level require the use of considerable discretion, judgment, and interpersonal skill. Recommendations and commitments have considerable weight; personal contacts involve negotiating, advising, and gaining acceptance of one's ideas by others. Positions at this level may provide training and lead direction over other Analysts, Aides, and clerical support staff.

#### Required Skills

Four-year degree in public or business administration, or a related field, and two (2) years of increasingly responsible experience performing management analysis for a public or private sector organization.

#### Description of Benefits: Salary / Commissions / Bonuses / Other

\$91,358.80 - \$110,990.10 Annually

#### Sick Leave

80 hours per year. Unlimited accumulation. Specified cash-out provisions.

#### Scheduled Time Off Program

Employees accrue 17 days first year, 19 days second year, 23 days fifth year, 25 days tenth year, 27 days fifteenth year, 29 days twentieth year. Specified cash-out provisions and accumulation limits.

# Job Opportunities

Monday, March 8, 2021

VTA is an Equal Employment Opportunity Employer

## JOB OPPORTUNITIES:

## Closing Date:

Accountant III	Continuous
Assistant Counsel / Senior Assistant Counsel	Continuous
Assistant Real Estate Agent	Continuous
Associate Mechanical Engineer – Auto Systems	Continuous
Associate Real Estate Agent – Transit-Oriented Development	Continuous
Associate Systems Engineer	Continuous
Chief Financial Officer	Continuous
Employee Relations Manager – Labor Officer	Continuous
Engineering Technician III	Continuous
General Manager / CEO	Continuous
Light Rail Signal Maintainer	Continuous
Light Rail Signal Supervisor	Continuous
Maintenance Instructor – Light Rail	Continuous
Operator	03/15/2021
Overhead Line Worker	Continuous
Quality Assurance & Warranty Specialist	Continuous
Regional Transportation Services Manager	Continuous
Senior Accountant	Continuous
Senior Communications Systems Analyst	Continuous
Senior Real Estate Agent – Right of Way	Continuous
Transportation Planner III	Continuous

## ADDITIONAL INFORMATION:

“Continuous” positions may close any day after 10 days from the issue date.

For all recruitments: Go to <https://www.vta.org/about/careers>

- Job opportunities for all applicants: click “Current Openings – View Openings”
- To create a job alert: click “[Job Interest Card](#)”

**APPLY ONLINE AT:** <https://www.governmentjobs.com/careers/vtasantaclara>

**VTA Human Resources Department**  
Main Phone Number: (408) 321-5575  
Email: [Personnel@vta.org](mailto:Personnel@vta.org)



## Application Period

March 8-15, 2021

## Salary

Operator Trainee Rate: \$20.75/hour  
Bus Operator Rate  
\$22.64 - \$37.73/hour

## VTA Offers

### Competitive Benefits

- Wages
- Medical, Dental, & Vision Coverage
- Holidays, Paid Time Off, & Sick Time
- Education Reimbursement
- Career Development Opportunities
- Retirement & Pension

# Become a VTA Bus Operator

## *An Equal Opportunity Employer*

VTA is searching for customer service focused individuals who are searching for a rewarding career in public service. We provide sustainable, accessible, community-focused transportation options that are innovative, environmentally responsible, and promote the vitality of our region. Joining the VTA team opens a wealth of opportunities. We promote work-life balance, offer career advancement opportunities, and have generous benefits and pension plans.

### The Road to Becoming a VTA Bus Operator

Applicants who meet the minimum qualifications for the Bus Operator position will be invited to take an in-person written examination. Written examinations include multiple-choice, video, and performance tests. Applicants who pass the examination process are then invited to participate in the interview process. Interviews for the Bus Operator position are scheduled on a rolling basis, depending on operational needs.

The Bus Operator career at VTA begins as an Operator Trainee. All new hires must start as an Operator Trainee. During a paid 9-week training period, trainees will learn how to be a VTA Bus Operator and complete mandated trainings. All candidates must successfully complete training to promote to the Bus Operator classification.

**Apply Online Today! Application Deadline is March 15 at 4:00 p.m.**

[vta.org/about/careers](http://vta.org/about/careers)

For questions, contact VTA Human Resources  
at (408) 321-5575 or [Personnel@vta.org](mailto:Personnel@vta.org)



@VTACareers



@scvta



VTA

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*Solutions that move you*

# Job Opportunities

Monday, May 24, 2021

VTA is an Equal Employment Opportunity Employer

## JOB OPPORTUNITIES:

## Closing Date:

Assistant Counsel / Senior Assistant Counsel	Continuous
Associate Mechanical Engineer – Auto Systems	Continuous
Associate Systems Engineer	Continuous
Buyer II	Continuous
Chief Financial Officer	Continuous
Customer Service Data Analytics – Management Analyst	Continuous
Employee Relations Manager – Labor Officer	Continuous
Environmental Planner II	Continuous
Financial Accounting Manager	Continuous
General Manager / CEO	Continuous
Light Rail Signal Maintainer	Continuous
Light Rail Signal Supervisor	Continuous
Maintenance Instructor – Light Rail	Continuous
Overhead Line Worker	Continuous
Paint and Body Worker	Continuous
Quality Assurance & Warranty Specialist	Continuous
Senior Accountant	Continuous
Senior Network Analyst	Continuous
Senior Real Estate Agent – Right of Way	Continuous
Senior Real Estate Agent – Transit Oriented Development	Continuous
Staff Attorney I/II	Continuous
Transit Mechanic	Continuous
Transit Safety Officer	Continuous

## ADDITIONAL INFORMATION:

“Continuous” positions may close any day after 10 days from the issue date.

For all recruitments: Go to <https://www.vta.org/about/careers>

- Job opportunities for all applicants: click “Current Openings – View Openings”
- To create a job alert: click “[Job Interest Card](#)”

**APPLY ONLINE AT:** <https://www.governmentjobs.com/careers/vtasantaclara>

**VTA Human Resources Department**  
Main Phone Number: (408) 321-5575  
Email: [Personnel@vta.org](mailto:Personnel@vta.org)



## Application Period

June 7, 2021 - June 14, 2021

## Salary

Operator Trainee Rate: \$20.75/hour

Bus Operator Rate  
\$22.64 - \$37.73/hour

## VTA Offers

### Competitive Benefits

- Wages
- Medical, Dental, & Vision Coverage
- Holidays, Paid Time Off, & Sick Time
- Education Reimbursement
- Career Development Opportunities
- Retirement & Pension

# Become a VTA Bus Operator

***An Equal Opportunity Employer***

VTA is searching for customer service focused individuals who are searching for a rewarding career in public service. We provide sustainable, accessible, community-focused transportation options that are innovative, environmentally responsible, and promote the vitality of our region. Joining the VTA team opens a wealth of opportunities. We promote work-life balance, offer career advancement opportunities, and have generous benefits and pension plans.

## The Road to Becoming a VTA Bus Operator

Applicants who meet the minimum qualifications for the Bus Operator position will be invited to take an in-person written examination. Written examinations include multiple-choice, video, and performance tests. Applicants who pass the examination process are then invited to participate in the interview process. Interviews for the Bus Operator position are scheduled on a rolling basis, depending on operational needs.

The Bus Operator career at VTA begins as an Operator Trainee. All new hires must start as an Operator Trainee. During a paid 9-week training period, trainees will learn how to be a VTA Bus Operator and complete mandated trainings. All candidates must successfully complete training to promote to the Bus Operator classification.

[vta.org/about/careers](https://vta.org/about/careers)

For questions, contact VTA Human Resources  
at (408) 321-5575 or [Personnel@vta.org](mailto:Personnel@vta.org)



@VTACareers



@scvta



VTA

Other Narratives | 115

 Santa Clara Valley  
Transportation  
Authority

*Solutions that move you*

VTA Online Application



Insight July 1, 2018 - June 30, 2021

Search



Belle Pannu

Try New Insight

My HR

Jobs

Applicants

Tests

Career pages

Lists

Reports

Library



App Entry - Add New

Job #	Job Title
BA_072321_IF	Board Assistant

Fields marked with an asterisk (\*) are required

Former Last Name:

(list only one; leave blank if none)

Month and Day of Birth: 10 08

\* Date Received: August 31 2021

\* Time Received: 10 am :21

\* First Name: Jane

Middle Initial:

\* Last Name: Sample

\* Country: US

\* Address: 6345 Holly Gillingham Lane

\* City: San Jose

\* State/Province: California

\* Zip/Postal Code: 95119

Home Phone: (408) 891-9359

Alternate Phone: (408) 546-7952

\* Email: mymail@vta.org  
If Notification Type is Email then required.

\* Notification Type: Email

Do you possess a valid Driver's License?  Yes  No  No Response

Driver's License State/Province: California

Driver's License Number:

Driver's License Class: C

Can you, after employment, submit proof of your legal right to work in the United States?  Yes  No  No Response

What type of job are you looking for?  Regular  Temporary  Seasonal  Internship

What types of work you will accept?  Full Time  Part Time  Per Diem

What shifts are you available to work?  Day  Evening  Night  Rotating  Weekends  On Call (as needed)

Agency-Wide Questions - [Board Assistant]

Fields marked with an asterisk (\*) are required

\* 1. I acknowledge that I am required to submit proof of full COVID-19 vaccination and any required boosters by providing a copy of my CDC vaccination card or non-U.S equivalent; official documentation issued by a state vaccine registry; or an official medical record. Full vaccination is achieved two weeks after receiving the second of two dose COVID-19 vaccine (e.g., Pfizer or Moderna) or two weeks after receiving a single dose of a one-dose vaccine (e.g. Johnson & Johnson/Janssen). Should I require accommodations and/or the application of an exception under FEHA, ADA, Santa Clara County Department of Public Health directive or CDC guidelines are necessary, I will contact VTA's Recruitment Analyst, Belle Pannu at Belle.Pannu@vta.org.

Yes  No

\* 2. Have you been assigned a VTA issued Employee ID Badge Number? If so, please specify it. If none, please indicate "does not apply."

123456

\* 3. Do you have any specific endorsements on your Drivers' License? If so, please specify what endorsement you have and the expiration date.

Does not apply

Otherwise, please indicate "does not apply."

\* 4. **Education: Please note that VTA applicants are required to provide proof of education for all academic units listed on the application form**

- No High School or GED
- High School or GED
- Associates Degree
- Technical Diploma or Certificate
- Bachelor's Degree
- Master's Degree
- PH.D

Please indicate the highest level of education you have attained.

\* 5. Have you ever applied for any position with VTA? If so, when and which position?

Not applicable

Otherwise, please indicate, "does not apply."

\* 6. Have you ever been employed with VTA? If so, please explain.

Not applicable

If not, please indicate, "does not apply."

\* 7. Do you have any relatives working for VTA? This includes immediate family and extended family. If yes, respond to question #7, if no, indicate "n/a."

Yes  
 No

\* 8. If you have relatives working at VTA, please provide the following:

Not applicable

1. First and Last Name of your relative(s)
2. Relationship to Relatives(s)
3. Position(s) of Relative(s)
4. Division within which the Relative(s) work.

If you do not have any relatives working at VTA, indicate "does not apply."

\* 9. Have you ever served in the military?

Yes  
 No

\* 10. **EMPLOYER USE ONLY:** If you did serve in the military, please indicate the branch, length of service, and type of discharge. If your discharge is not an honorable discharge, please attach a PDF of your DD214(service copy 2).

Not applicable

If this question does not apply to you please indicate it.

11. Do you speak any languages other than English? Please list.

No.

12. Candidates who request accommodation for the testing process are required to provide the Recruitment & Selection Unit with written verification from a doctor, rehabilitation counselor, or other authorized person confirming that the candidate has a disability that requires accommodation and stating the accommodation requested. Each accommodation request shall be reviewed to determine if the request can be granted, or an alternate accommodation can be provided. Requests are to be submitted as soon as possible as late requests may not allow sufficient time to arrange for an accommodation. Late requests shall not be considered a valid reason for a new test date.

Does Not Apply

- \* 13. VTA is required by the federal government to provide statistical information about applicants and employees to demonstrate that we meet equal employment opportunity requirements. This information will be treated confidentially and will be used for statistical reporting purposes only.
- Hispanic or Latino A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
  - White (Not Hispanic or Latino) A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
  - Black or African-American (Not Hispanic or Latino) A person having origins in any of the black racial groups of Africa.
  - Native Hawaiian or other Pacific Islander (Not Hispanic or Latino) A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
  - American Indian or Alaska Native (Not Hispanic or Latino) A person having origins in any of the original people of the North and South American Continent (including Central America), and who maintain tribal affiliation or community attachment.
  - Asian (Not Hispanic or Latino) A person having origins in any of the original people of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand or Vietnam.
  - Two or more races (Not Hispanic or Latino) All persons who identify with more than one of the above listed races.

- \* 14. VTA is required by the federal government to provide statistical information about applicants and employees to demonstrate that we meet equal employment opportunity requirements. This information will be treated confidentially and will be used for statistical reporting purposes only.
  - Decline to provide ethnicity information.
  - Male
  - Female
  - Non-binary/third gender
  - Decline to provide gender information

**Please specify your gender**

- \* 15. VTA is required by the federal government to provide statistical information about applicants and employees to demonstrate that we meet equal employment opportunity requirements. This information will be treated confidentially and will be used for statistical reporting purposes only.
  - Under 21 years of age
  - 21 - 29 years of age
  - 30 - 39 years of age
  - 40 - 49 years of age
  - 50 - 59 years of age
  - 60 or more years of age
  - Decline to provide age group

**Please specify your age group**

- \* 16. For recruitment research purposes, please indicate how you became aware of this job opportunity.

School

Employee Referral

Transit Talent

Referral from a friend

Job Announcement Posting

- 17. Voluntary Self-Identification of Disability
  - Yes
  - No

**Job-Specific Questions - [Board Assistant]**

Fields marked with an asterisk (\*) are required

- \* 1. I acknowledge that I have accurately entered my Work Experience and Education on the employment application, and I am aware these are required fields. If they are not completed, the application is considered incomplete, and I will be disqualified as an applicant for the position. Candidates found to have exaggerated/falsified any aspect of the application, including but not limited to: their qualifications, experience, training, and/or education may be disqualified at any point in the recruitment process and may be denied future employment with the VTA.
  - Yes
  - No

**I have read this information and am aware of the importance of accurately entering in all Work Experience and Education on the employment application.**

- \* 2. Please answer the supplemental questions thoroughly, clearly, and concisely as the responses provided (along with the entire application package) will be carefully reviewed to determine which candidates will move forward in the recruitment process.
  - Yes
  - No

**I have read this information and am aware of the importance of responses to the supplemental questions.**

- \* 3. Important: Proof of Education, either as a copy of a diploma or transcript, is required to verify all educational units listed on your application. Official transcripts are not necessary. Copies of diplomas, degrees, transcripts, or foreign transcript evaluations must be attached to the submitted application as a pdf.
  - Yes
  - No

**I have read this information and am aware of the**

**requirement to submit proof of education as part of my submitted application.**

\* 4. The minimum qualifications for this position are typically obtained through a combination of training, education, and experience equivalent to 4 years of administrative or office experience that has provided for a significant degree of initiative and independent judgment. It is required that one year of the experience must be in support of a government board, commission, advisory committee or similar group where taking notes and/or transcribing minutes is required.

See attached.

(Note: Two years of college coursework in public administration, business, or a related field can be substituted for 2 years of the required experience.)

**Please indicate how you meet these minimum qualifications. Include job titles, employers, dates worked, hours per week, and duties performed. All employers indicated in this section must be clearly listed in the Work Experience section of the application. See resume is not an acceptable response.**

\* 5. This position also requires possession of a valid California Driver's license. Do you have or will you be able to obtain a valid California Driver's license prior to appointment?

Yes  
 No

\* 6. Are you available to attend off-site and evening meetings as required?

Yes  
 No

\* 7. Are you able to transport materials and equipment (weighing up to 50 lbs.) from one location to another?

Yes  
 No

\* 8. Describe your experience providing administrative support to a governing body, committee, or department. Include any experience with the Brown Act, handling meeting logistics, and preparation of agendas and minutes.

See attached

\* 9. Describe your proficiency with office software applications such as MS Word, Outlook, Excel, Adobe Acrobat, or any agenda management system. Please list the number of years of experience you have in using these software applications. Additionally, specify your level of expertise in the use of each product.

See attached

\* 10. Describe your experience in learning new software applications and new job processes. How soon were you able to work independently?

See attached

\* 11. Describe your experience in handling multiple projects with critical deadlines. Please cite a specific example.

See attached

**Attachments**

Fields marked with an asterisk (\*) are required

\* File Description

\* Attachment Type

\* File  No file chosen

[Attach another file](#)

Save & Enter Another Application

Save & Exit App. Entry

Cancel

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**NEOGOV**

[Terms](#) | [Privacy](#)

**Exhibit R-1**

**Collective Bargaining Agreement between the Amalgamated  
Transit Union (ATU), Local 265 and VTA Sections Related Seniority**

**07/01/2018 to 06/30/2021**

**AGREEMENT**

**BETWEEN**

**SANTA CLARA VALLEY**

**TRANSPORTATION AUTHORITY**

**AND**

**AMALGAMATED TRANSIT UNION**

**DIVISION 265**

**SEPTEMBER 9, 2019, THROUGH SEPTEMBER 8, 2022**

Seniority ranking for this group will be the January 12, 2009, and moved into the Bus Operator class in the same sequence.

New Bus Operators are Apprentice Bus Operators. Training should be completed before the effective day of the new Sign-Up service. During training Apprentice Bus Operators will bid from selected Community Bus weekly work assignments before other Operators bid in the Divisional Sign-Up. After this initial Sign-Up, Apprentice Bus Operators will bid their full seniority at the next Sign-Up. All Operators will be paid based upon the step on the progression they are on rather than the type of equipment operated. Operators driving Community Bus equipment may be required while in service to refuel to avoid running out of fuel.

Operators will be enrolled in the joint labor/management training, mentoring and support program (JWI) with an apprenticeship term as determined by the program.

Employees who leave the service of VTA and are rehired or recalled into the classification that they left will enter the step progression that they left with applicable credit for the time they accrued as an employee. VTA may hire employees to any step in the progression that it, in its discretion, chooses.

## SECTION 6 - PROBATION

The probationary period shall be a trial period during which VTA is to judge the ability, competency, fitness, and other qualifications of employees to do the work for which they are employed.

All new employees shall be on probation immediately following their date of hire for the period of formal training and for 180 calendar days following completion of said training. If an employee is absent from work for good cause during the probationary period, probation may be extended to meet the required probationary period by mutual agreement of VTA and the Union to allow the employee to complete the full probationary period as defined in this Section. New probationary employees may be disciplined or discharged at the total discretion of VTA and such actions shall not be subject to review under any provision of this Agreement.

All employees who are promoted or transferred to a new classification shall be on probation immediately following their date of promotion or transfer for the period of formal training and for 180 calendar days following completion of said training. If an employee is absent from work for good cause during the probation period, probation may be extended to meet the required probationary period by mutual agreement of VTA and the Union to allow the employee to complete the full probationary period. If such an employee fails to complete such probation successfully, they may be returned to their former classification without loss of seniority.

## SECTION 7 - SENIORITY/YEARS OF SERVICE

### .1 Seniority/Years of Service

Seniority and years of service shall accumulate during continuous service worked for VTA or its predecessor(s). VTA seniority and years of service shall commence upon the first day of paid service with VTA or its predecessor(s). Classification seniority shall commence upon the first day of paid service in the classification within either the Bus or the Light Rail Division with VTA or its predecessor(s) (except as outlined in the Light Rail Implementation Agreement and in Part C, Section – 9 Completion of New Classification Implementation).

### .2 Use of Seniority

Contingent upon competency and qualifications where applicable, classification seniority shall prevail in selection of Divisions and shifts, runs, and days off and VTA seniority shall prevail in selection of vacation. Employees assigned to the Light Rail Division shall be committed to the Division except as outlined in the Light Rail Implementation Agreement.

### .3 Seniority Ties

All questions of seniority shall be determined by the Union. When two or more employees first commence paid service on the same date, they shall draw numbers in a lottery to determine their positions on VTA and the first classification seniority lists. The lottery shall be conducted by the Union. A VTA representative may be present at the drawing at VTA's request. The Union shall inform VTA of its determinations of seniority.

### .4 Tacking Seniority in Higher Classification

So long as an employee remains within a Section as described in Section 8 – Change of Classification of this Agreement, if the employee is promoted to a higher paid classification, their accrued seniority in the lower classification shall be maintained. Seniority in the higher classification shall be added to that obtained in the lower classification if the employee is returned to such classification. Except as outlined in the Light Rail Implementation Agreement, this guarantee does not apply in those instances where employees promote from either a Bus Division to the Light Rail Division or from the Light Rail Division to a Bus Division.

### .5 Restored Seniority/Years of Service

An employee who leaves a classification covered by this Agreement to become employed in a position at VTA which is not in the bargaining unit who does not successfully complete the nine-month probationary period, may be returned to their former classification without loss of seniority or years of service.

Operators will be returned to the Extra Board and bid their full seniority at the next quarterly Sign Up. All other employees will return to their former classification to the last position bid or unbid in the system, and employees will bid their full seniority at the next scheduled Sign Up.

.6 Restored Seniority Between Sections/Previous Classification

An employee who leaves a classification under the Change of Classification provision, Section 8.8, may return to his/her former classification without loss of completed years of seniority in that previous classification. Seniority rights will commence at the sign-up immediately following the return to former classification.

SECTION 8 - CHANGE OF CLASSIFICATION

.1 Change of Classification

A non-temporary change of job classification that includes promotions, transfers, voluntary demotions, and movement from one classification to another at the same pay level.

.2 Preference for Change of Classification

In accordance with this Agreement, VTA, whenever practicable, shall fill vacancies by change of classification, if qualified employees are available. As used throughout this Agreement, "qualified" and "qualified employee" refers to an employee who is qualified by knowledge, skill and efficiency, and is physically able to perform the job. Qualifications shall be determined by VTA.

.3 Applications for Change of Classification Lists

VTA will develop and implement procedures through which employees may submit requests for changes of classification which will include the following windows:

- a) Employees may apply for placement on change of classification list(s) following completion of qualifications as established by VTA through periodic windows.

Employees may apply for change of classification from March 1<sup>st</sup> through March 15<sup>th</sup> and from September 1<sup>st</sup> through September 15<sup>th</sup> each calendar year for the term of this agreement. Changes in the dates of these windows will be mutually agreed to, in writing, by VTA and the Union.

- b) Employees who have an industrial injury or other physical limitation which precludes performance in their classification shall have 30 working days from receipt of this determination, in accordance with procedures established by VTA, to submit to appropriate VTA officials a request for a change of classification.
- c) Employees who fail to submit timely requests for placement on change of classification lists shall not be considered for change of classification until the following change of classification window.

.4 Training and Training Lists

- a) If training for Change of Classification is offered by VTA, employees will be placed on a Training List in the same seniority as established for Change of Classification lists in .9 of this Section.

Training offered on VTA time shall be limited to employees within the skill area first and within the Section offering training second.

- b) Applicant Training Lists shall expire when training vacancies have been filled.
- c) Employees shall receive the rate of pay for the classification for which they are being trained, or their normal rate of pay (whichever is higher), during training for Change of Classification. Pay shall be based on the number of hours normally scheduled to work (e.g., Operators shall receive run pay during training) but overtime shall not be received.

.5 Removal from Change of Classification and Training Lists

An employee's name shall be removed from the Change of Classification and Training Lists for reasons including:

- a) Written or oral refusal of an offer of change of classification or training.
- b) Individuals no longer employed with VTA.
- c) Appointment to the vacant position.
- d) Failure to meet minimum qualifications.
- e) Request for removal in writing.

.6 Wages Upon Change of Classification/Transfer

The wage to be paid upon change of classification shall be the full wage rate for the new classification, unless the employee is still in their progression period, in which case the progression period shall continue until completed, based upon the wage rate for the new classification. When an employee moves from a classification with a shorter progression period than the progression period of the classification to which they are moving or vice versa, and has not yet served one full progression period, the employee shall be paid at the rate nearest his/her current rate without going below his/her current rate. Employees will complete their progression period in the new classification; however, in no case will an employee serve in a progression period longer than the longest progression period of any classification in the Agreement.

A Bus Operator filling an entry level vacancy for Rail Operator shall not be required to take a reduction in wages.

.7 Seniority

Seniority in the new classification shall commence on the first day of paid service in the new classification. When two or more employees commence paid service in the new classification on the same day, their seniority order as it stood on the Change of Classification List shall be maintained in the new classification.

If an employee who is promoted to a higher classification within the bargaining unit does not prove satisfactory during probation, the employee shall return to his or her former job classification without loss of seniority and the employee shall have the right to apply for a position in the same classification at the next change of class window or any special change of class window.

Employees who wish to return to their former class during probation may do so by providing a written request to their supervisor and union representative. In such cases, employees shall waive their right to apply for a position in this same classification for the next two (2) regular Change of Class windows or any special Change of Class windows that may open during that same time period.

.8 Change of Classification Lists

Placement on a Change of Classification list shall be determined by classification seniority. Change of Classification vacancies shall be offered in the following order:

- a) Employees within a skill area (skill areas are identified in subsection 8.9).
- b) Other employees within the Section.
- c) Other employees outside of the Section.
- d) Other classifications outside the Section in order of classification seniority shall be considered in filling remaining entry level vacancies before selection is made from outside VTA.

Entry level positions are:

Rail Operator Trainee	Facilities Worker
Bus Operator Trainee (Full-time)	Maint. Worker-LR
Bus Operator Trainee (Part-time)	
Information Services Rep.	

The change of classification lists will not expire unless skills, knowledge and abilities are changed by VTA for the job classification. Those employees remaining on the change of classification list will be notified of such changes and the procedure to be followed for placement on the new list. All employees on the list will be notified of the expiration of the list.

.9 Classification Seniority and Lines of Progression

- a) The lines of progression for Bus and Rail for Operations Section and Information Services Section are as follows:

Bus Operating Section

1. Dispatcher
2. Transit Radio Dispatcher/Bus Operator
3. Bus Operator/Senior ISR/ISR
4. Bus Operator (Part Time)

Rail Operating Section

1. Dispatcher LRT
2. Fare Inspector/Rail Operator
3. Rail Operator

Information Services Section

1. Senior Information Representative
2. Information Services Representative

- b) Maintenance Classifications as follows:

The line of progression for Bus Maintenance skill areas shall consist of the following:

Division Maintenance

1. Transit Foreperson
2. Hydrogen Mechanic and Transit Mechanic
3. Electronic Technician
4. Transit Mechanic (G) (No appointments shall be made to this classification)
5. Support Mechanic
6. Service Mechanic
7. Service Worker Foreperson
8. Service Worker
9. Facilities Worker

Overhaul & Repair (Mechanical)

1. O & R Foreperson
2. O & R Mechanic and Hydrogen Mechanic
3. Transit Mechanic
4. Electronic Technician
5. Support Mechanic

Paint & Body (Body Repair)

1. Paint & Body Foreperson
1. Upholstery Foreperson
2. Paint & Body Worker
2. Upholsterer

Parts

1. Parts Foreperson
2. Parts Clerk

The line of progression for Rail Maintenance are as follows:

Division Rail

1. Foreperson
2. Paint & Body Foreperson-LR
3. Electro-Mechanic
4. Electronic Technician
5. Paint & Body Worker

Rail Power and Signal

1. Light Rail Power Foreperson
2. Overhead Line worker/Substation Maintainer

Rail Track

1. Senior Track Worker
2. Track Worker

Station Maintenance

1. Lead Maintenance Worker
2. Maintenance Worker

When there is a tie (two (2) classifications promote equally to the next position) between any classifications the Union will determine rank. The Union will use integrated seniority within Sectional lines of progression. The person who has the highest seniority in their current classification shall be next in line for promotion.

- a) Classification Seniority will be used when there is no tie between classifications.
- b) District Seniority will be used to determine rank when there is a tie between any classifications.
- c) When there is a change of classification from any Operations Sections into any Maintenance Section District Seniority will be used to determine rank.
- d) When there is a change of classification from any Maintenance Section into any Operations Section District Seniority will be used to determine rank.

.10 Posting of Change of Class Lists

Copies of all change of class lists will be made available at each major VTA work location (e.g., Chaboya, Cerone, North, Light Rail, River Oaks). Personnel will update the lists each time there is a change to the list.

.11 Change of Class List During a Layoff

Employees who are laid off will be called back to vacancies within their classification as provided in Section 9 of this Part A.

Change of Class Lists will be revised during a layoff process and will provide for qualified employees, laid off or displaced (returned to former class due to layoff), to be placed on the Change of Class list according to the following:

- Employees who are unable to or chose not to displace another employee and are therefore laid off, shall be identified as Group A and will be informed of a special Change of Class list window and placed at the top of the Change of Class List for all positions for which they apply during the window.
  - Employees displaced will be placed on the Change of Class list for the classification from which they were displaced, and shall be identified as Group B and will be placed below Group A. For all other classes for which they apply, they shall be considered to be in Group C.
  - Those employees not affected by the layoff shall be identified as Group C and will be placed below Group B.
- a) Vacancies to be filled from the change of class list shall occur in the following order:
1. Group A in seniority order.
  2. Group B in seniority order.
  3. Group C in seniority order.

Preferential ranking of employees on Change of Class lists impacted by the layoff shall remain in effect until such lists expire or three (3) years from the employee's layoff or displacement.

- b) Names on Change of Class lists as described in this subsection shall be removed from the list as provided in Section 8.5 of this Part A.

## SECTION 9 - LAYOFF

.1 Layoff Procedure

In the event of a reduction of forces, employees shall be laid off in inverse order of classification seniority. VTA shall give the employee who is to be laid off not less than five days notice by letter of intention to lay off or shall pay three days' pay in lieu of such notice.

Any employee who is laid off under the provisions of this Section shall have the choice of one of the following options:

**Exhibit R-2**

**Collective Bargaining Agreement between the Service Employees International Union (SEIU), Local 521 and VTA Sections Related to Seniority.**

**07/01/2018 to 06/30/2021**

**Agreement  
Between**



**Service Workers Local 521  
Service Employees International Union  
Santa Clara Valley Transportation Authority Chapter**

**And**



**Santa Clara Valley Transportation Authority**

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**August 6, 2018 through January 1, 2022**

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c) New Units

Should any new units be established for representation by Local 521, the parties will meet and discuss regarding negotiation committee size.

## **ARTICLE 5 - LAYOFF**

### **Section 5.1 - Seniority Defined**

Except as otherwise provided in Sections 5.2, 5.6, and 6.8 of this Agreement, seniority is defined as date of hire within a classification with the Local 521 represented classified service of VTA. For the purpose of computing total time in the worker's classification, the worker will be given credit for all time in any Local 521 classification, at the same or higher salary level, in which regular status had formerly been held. Original continuous unclassified service shall be counted if regular status was subsequently attained in a Local 521 classified classification.

### **Section 5.2 - Transfer of Prior Agency Service**

Workers shall retain seniority from their employment with Santa Clara County based on the application of Section 5.2 and in accordance with the Side letter of Agreement dated June 23, 1994.

### **Section 5.3 - Changes to Classes**

VTA and the Union agree that to the extent possible, workers should not lose their rights under this Article because classes have been revised, established, abolished, or retitled.

### **Section 5.4 - Consideration of Layoff**

When VTA determines that a layoff is imminent for Local 521 represented workers, it shall give the Union such advance notice as is reasonable under the circumstances. Such notice shall describe the general areas which may be affected and the circumstances requiring the layoff. Upon request, the Union shall be afforded the opportunity to meet with VTA to discuss these matters and any proposed alternatives.

### **Section 5.5 - Order of Layoff**

When one or more workers performing in the same class in VTA are to be laid off, the order of layoff shall be as follows:

- a) Provisional workers in inverse order of seniority.
- b) Probationary workers in inverse order of seniority.
- c) Permanent workers in inverse order of seniority.

### **Section 5.6 - Notice of Layoff**

Workers subject to the provisions of this Article shall be given at least 20 working days written notice prior to the effective date of layoff. The Union shall receive concurrent notice, and upon request, shall be afforded an opportunity to meet with VTA to discuss any proposed alternatives. The procedures of Section 5.7 shall be applied prior to the effective date of the layoff.

accrual and will reimburse VTA for hours taken in advance of accrual upon early termination from the Program.

- e) Participation in this Program shall be by mutual agreement between the worker and the department head. At no time will approval be given if it results in overtime. Restrictions by departments within work units shall be uniformly applied.
- f) It is understood by VTA that due to this Program there may be lower levels of service.
- g) All workers will be notified in writing regarding the Program specifics and the sign-up options. Such written notice to be mutually agreed upon by the parties.
- h) Full and timely disclosure of actual sign-ups and any analysis developed will be made available to both VTA and the Union.
- i) This Agreement governs as to the Voluntary Reduced Work Hours Program, but will in no way alter the meaning of the Union and VTA Agreements currently in effect. This will include any departmental, master, unit, side letter agreements, etc.

**Section 8.13 - Seniority Bidding for Work Unit Assignments, Overtime Work-Out-Of-Class, Holiday and Vacation Scheduling**

Work unit assignments, overtime and work-out-of-class assignments, holiday and vacation scheduling are subject to seniority bidding provisions.

a) Seniority Defined

For purposes of this Section, seniority shall be defined as days of accrued service in all coded classifications within the classified or unclassified service (either classified or unclassified time) with VTA, in accordance with the 1994 Transition Side letter of Agreement. Seniority from the date of the Agreement forward, shall be maintained and accumulated during industrial and military leaves, and during family and medical leaves that qualify under the FMLA, CFRA, and/or Pregnancy Disability Leave, as defined by state and federal regulations. Seniority shall be maintained but not accumulated for all other authorized unpaid leaves.

- 1) Seniority is calculated by converting to days of service, irrespective of full-time or part-time status, and includes the accrual of seniority during industrial and military leaves, and during family and medical leaves that qualify under the FMLA, CFRA, and/or Pregnancy Disability Leave, as defined by state and federal regulations.
- 2) Days of accrued service appears each pay period on the worker's pay warrant and on the departmental payroll register as computed by the Finance and Budget Department, minus unpaid leaves as described in a) above.
- 3) VTA will notify the Union office within 15 working days of hiring, in cases of exact ties within a classification. In such cases, the Union shall break ties and notify VTA in writing at the earliest possible time.

- 4) Current workers and workers newly hired into VTA shall have days of accrued service for seniority purposes as defined in this Section. For purposes of this Section 8.13 only, if a worker resigns or leaves VTA, his/her days of accrued service starts upon the effective date of rehire into VTA.
- 5) Human Resources will establish and post a master seniority list. A copy will be provided to the Union. Such list shall be updated semi-annually. Workers or the Union shall notify Human Resources in writing of any discrepancies within 30 days of the posting. A written response will be sent to the worker and the Union will be copied within ten working days of receipt.

b) Work Unit Listing

The Union shall meet with each Division Chief, Director and/or designee and with a representative of Employee Relations to establish division work units. If the Union and VTA management cannot reach agreement, within 3 months of approval of this Agreement, thereafter either party may declare an impasse; if an impasse is declared, the matter shall be referred to a mediator from The State Mediation & Conciliation Service (SMCS) of the State of California for resolution. If the parties cannot reach agreement, the decision of the mediator shall be binding. The cost of the mediation shall be borne equally by VTA and the Union.

The following is a list of Divisions for purposes of Section 8.13:

- Office of the General Manager
- Office of the Chief of Staff
- Business Services
- Engineering & Transportation Infrastructure Development
- Finance & Budget Government Affairs Operations
- Planning & Program Development
- System Safety & Security

Effective upon the signing of this Agreement, the Union will be notified in a timely manner of any intended changes/deletions/additions to Divisions and will be provided with an updated list. Modification of any work unit within a Division shall be subject to the meet and discuss process. The meet and discuss process must occur a minimum of 14 calendar days prior to implementation unless a shorter period is approved in writing by the Union.

c) Work Assignments

1. Work assignments means hours of work, days off, base of operations and work unit.
2. New or vacant work assignments shall be offered to qualified workers outside the work unit in that classification, by seniority. When more than one regular shift exists within a work unit, bidding for the new or vacant work assignment will include workers within the unit assigned to other shifts.

**Exhibit R-3**

**Collective Bargaining Agreement between the American Federation of State County and Municipal Employees (AFSCME), Local 101, AFL-CIO and VTA Sections Related to Seniority.**

**07/01/18 to 06/30/2021**

**AGREEMENT  
BETWEEN**



**AMERICAN FEDERATION OF STATE COUNTY AND MUNICIPAL  
EMPLOYEES LOCAL 101  
AFL-CIO**

**And**



**SANTA CLARA VALLEY TRANSPORTATION AUTHORITY**

**July 1, 2019**

**THROUGH**

**June 30, 2022**

Materials relating to suspension which become final will be removed after five (5) years, upon request by the employee, if no other suspensions have occurred during the five (5) year period except those involving charges relating to fighting, serious misconduct, retaliation, discrimination or harassment, or criminal acts.

### **Section 6.8 - Classification Specifications**

- A. VTA will provide AFSCME with copies of all newly created AFSCME and Non-Represented job classifications or substantially revised job classifications prior to posting to fill a vacant position in the classification. If the classification is not designated by VTA as an AFSCME represented classification and AFSCME believes that the classification should be AFSCME represented, it shall notify VTA in writing within fifteen (15) calendar days after the Union's receipt of the classification description.
  
- B. If VTA creates a new AFSCME represented job classification or substantially revises an existing AFSCME job classification, VTA shall forward such new classification and wage scale to the Union. AFSCME shall have fifteen (15) calendar days to request bargaining on the wage scale. The meeting shall be held within ten (10) calendar days of the request, unless the parties mutually agree, in writing, to extend the deadline. In any event, VTA shall not be precluded from implementing the new classification or change.

### **Section 6.9 - Turnover List**

Each month, VTA shall forward to the AFSCME Union Office the names of all persons in positions covered by this Agreement who enter or leave VTA employment (termination, retirement, separation, etc.) or change classification. Such lists shall include the designated organizational unit to which persons are assigned, and the effective date of the change.

### **Section 6.10 - Seniority Lists**

VTA shall provide at no charge to AFSCME or their designated representative, a seniority list of classifications. The list will be provided no more than twice annually (January and July).

### **Section 6.11 - New Employees**

VTA shall inform new employees at the time of their employment in a classification covered by this Agreement of the existence of this Agreement. VTA shall refer newly hired or promoted AFSCME employees to AFSCME. The Union shall be provided with a copy of the offer letter within ten (10) calendar days after an employee has signed said letter. The offer letter shall include the salary, the step level, and the employee's start date.

### **Section 6.12 – AFSCME Orientation of New Members**

A Union Officer and/or designee may meet with new AFSCME employees to introduce them to the Union and the AFSCME/VTA collective bargaining agreement. This meeting shall take place during the new employees' benefits orientation that is typically held on the employees' first day of work. There shall be one meeting for all new AFSCME employees per orientation. The meeting shall not last more than one hour in duration (which currently begins at 9:00 am) and shall be considered paid time for both new employees and the Union Officer and/or designee. For current employees who become new AFSCME members and are not required to attend the benefits orientation, a Union Officer and/or designee at the employees' respective work location may meet with the employees for no more than one hour. Such time shall be considered paid time for both the current employees and the Union Officer and/or designee. If a Union Representative is not

available at the employees' same work location, AFSCME will designate a time to meet and inform Operations Administration of the meeting time and the AFSCME Officer who will be attending the meeting.

## **ARTICLE 7 – CONFLICT OF INTEREST**

Employees are to abide by all applicable Federal, State, and Local Statutes or Agreement requirements regarding conflict of interest in outside employment. Employees intending to engage in outside employment shall file an advance statement of such intent for the approval of the appointing authority.

## **ARTICLE 8 - PROBATIONARY PERIOD**

### **Section 8.1 - New Employees**

Original probationary periods for employees shall be nine calendar months, moved to the beginning date of the next pay period; A probationary period may be extended an equivalent number of days to allow the employee to complete the full probationary period if an employee is absent from work during the original probation. If the probation is going to be extended due to absences the employer shall notice the employee in writing of the new/adjusted probation end date.

The supervisor shall use the Probationary Performance Discussion Form to document performance discussions with newly hired employees. Formal discussions shall take place on at least two (2) occasions spread throughout the probationary period. The first shall be completed prior to the completion of the fourth month of the probationary period and the second shall be completed after the fourth month and prior to the completion of the eighth month. Nothing shall preclude the completion of more than two evaluations. Two evaluations are not required if the employee is terminated prior to the end of probation. Both the supervisor and employee will sign and date the Probationary Performance Discussion Form upon completion and discussion.

The original signed Probationary Performance Discussion Form shall be forwarded to Employee Services and placed in the employee's personnel file. A copy shall be given to the employee.

Employees who are terminated during an original probation shall receive five working days' notice of termination or five days' pay in lieu of notice. VTA shall provide the Union a copy of the notice, at the same time as the AFSCME represented employee.

### **Section 8.2 – Subsequent Probationary Periods**

Subsequent probationary periods for employees shall be six calendar months, moved to the beginning date of the next pay period. A subsequent probationary period may be extended an equivalent number of days to allow the employee to complete the full probationary period if an employee is absent from work during the subsequent probation.

If the probation is going to be extended due to absences the employer shall notice the employee in writing of the new/adjusted probation end date.

The supervisor shall use the Probationary Performance Discussion form to document performance discussions with promoted/transferred employees. Formal discussions shall take place on at least

## **ARTICLE 17 - TRANSFERS, PROMOTIONS, and DEMOTIONS**

In order to move to a different class, employees shall be required to demonstrate that they meet the minimum qualifications of such class. In addition to meeting the minimum qualifications, an employee moving to a different class may be required to compete in a selection process.

Movement to a different position includes:

1. **Promotion**: The advancement from a position in one class to a position in another class with a higher salary range (including upward reclassifications).
2. **Lateral Transfer**: The movement to a position within the same class or to a position in a different class with the same salary range.
3. **Demotion**: The movement from a position in one class to a position in another class with a lower salary range (including downward reclassifications).

## **ARTICLE 18 – FIELD/OCC SUPERVISOR SHIFT BIDDING (SIGN-UP)**

Transportation Supervisor shift bidding will occur three (3) times per year for an effective period of four (4) months. The shifts shall become effective the first Monday in April, August and December. The bidding shall be completed no less than thirty (30) days prior to the effective date of the sign-up.

Special assignments shall be in compliance with established bid instructions.

While it is understood that Field/OCC Supervisor Shift Bidding shall occur as described above, Management reserves the right to modify schedules and assignments based on business needs, with the exception of the bid days off which shall not be changed. Employees shall have consecutive scheduled days off. No employee's regular days off shall be cancelled or changed without the consent of the employee, except in case of an emergency.

## **ARTICLE 19 - LAYOFF**

### **Section 19.1 - Vacancy and Staffing Committee**

VTA and AFSCME will form a Joint Vacancy and Staffing Committee and, when requested, will meet and discuss vacancies and staffing during each fiscal year budget cycle. VTA will provide a written vacancy list to the AFSCME Union Office upon request no more than one time per month.

VTA shall meet and discuss with AFSCME prior to contracting out work whenever such contracting out will result in material reduction of work performed by bargaining unit members that will result in the layoff of bargaining unit members.

### **Section 19.2 - Seniority Defined**

Seniority shall be based on total elapsed time within any coded classification within VTA.

### **Section 19.3 - Order of Layoff**

When one or more employees in the same class are to be laid off, the order of layoff will be as follows:

- a) Provisional employees in reverse order of seniority;
- b) Probationary employees in reverse order of seniority;
- c) Regular employees in reverse order of seniority.

### **Section 19.4 - Specific Skills**

Each department will annually determine the number of positions in each classification that require a specific skill. The Chief Administrative Officer must approve the plan. Every July, a list will be mailed to the AFSCME Union Office for employees who are certified in a specific skill. AFSCME shall have twenty (20) calendar days to request to meet and discuss the list. In all cases, the employees in the department certified in that skill shall be retained in order of seniority until the requisite number of positions are filled.

### **Section 19.5 - Changes to Classes**

To the extent possible, employees should not lose their rights under this Article because classes have been revised, established, abolished or re-titled.

### **Section 19.6 - Notice of Layoff**

Employees will be given at least thirty 30 calendar days written notice prior to the effective date of layoff.

### **Section 19.7 - Reassignment in Lieu of Layoff**

#### a) Vacant Positions

Any employee who receives a notice of layoff will be allowed to transfer to a vacant position that VTA has determined to be filled in the same classification.

#### b) Former Classification

If there are no vacancies as listed in a) above, an employee will be offered a vacant position in any classification at the same level, in which regular status had formerly been held.

#### c) Displacement

If there are no vacancies as listed in a) or b) above, the employee shall, upon request, be returned to a position in any classification at the same level, in which regular status had formerly been held. The regular layoff procedure in that same level shall apply.

#### d) Lower Level Classifications

If an employee does not have enough seniority to claim a position under b) or c) above, those procedures set forth in those Sections shall be applied to each subsequent lower level classification in which regular status had formerly been held.

Any reassignment must be implemented prior to the effective date of layoff.

### **Section 19.8 - Layoff**

If an employee is not reassigned in lieu of layoff as described in Section 19.7 above, the employee

shall be laid off. If an employee elects not to exercise the rights described in Section 19.7 he/she may be deemed to have been offered and to have declined such work.

### **Section 19.9 - Reemployment List**

The names of employees reassigned or laid off shall be placed on a reemployment list in order of seniority. When a position is authorized to be filled, the person with the most seniority on the reemployment list when a vacancy exists in that classification in any department shall be offered the position. (VTA has the right to first fill the position from a transfer list and then use the reemployment list to fill all remaining vacancies.) Employees on reemployment lists shall retain the right to apply for positions that are open only to VTA employees.

When required by the needs of the department and approved by the Chief Administrative Officer, VTA may utilize selective certification to reemploy employees with particular skills.

### **Section 19.10 - Temporary Work for Laid-off Workers**

Interested employees who are placed on the reemployment list due to layoff and who elect to be available for temporary work shall be given preference for such work in their former department in the classification held when they were laid off. The election to be available for temporary work must be made at the time of the layoff. Employees may decline to be available for temporary work, or may decline such work itself without affecting any rights.

### **Section 19.11 - Names Dropped from Reemployment List**

Names shall be carried on a reemployment list for three (3) years.

The names of persons reemployed in a regular position within the same classification from which they were laid off shall, upon reemployment, be dropped from the list. Refusal to accept one offer of reemployment within the same or a comparable classification shall cause the name of the person to be dropped from the reemployment list.

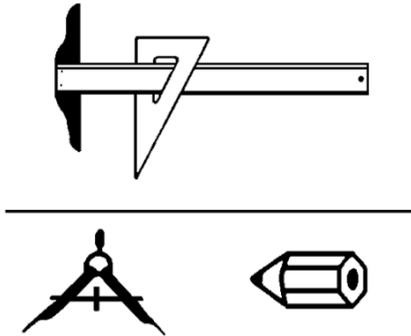
### **Section 19.12 - Rights Restored**

Upon reemployment of an employee from a reemployment list, all rights acquired by the employee prior to his/her placement on such list shall be restored, including being placed back to the same salary step he/she held prior to being placed on the re-employment list.

**Exhibit R-4**

**Collective Bargaining Agreement between the  
Transportation Authority Engineer and Architects Association  
(TAEA) and VTA Sections Related to Seniority.**

**07/01/2018 to 06/30/2021**



**MEMORANDUM OF AGREEMENT**

**Between**

**Santa Clara Valley  
Transportation Authority (VTA)**

**And**

**Transportation Authority Engineers and Architects  
Association (TAEA)/Local 21**

**July 1, 2019 – June 30, 2022**



3. a phone number where the employee can be reached;
  4. the election of sick leave/scheduled time off usage during the first week of disability;
  5. whether or not the employee is planning to file for SDI;
  6. the election to integrate sick leave and scheduled time off pay with SDI benefits.
- d) An employee who is determined to be eligible to receive SDI benefits and who has made timely election to integrate shall be paid a biweekly amount (accumulated sick leave/scheduled time off) which, when added to SDI benefits, shall approximately equal his/her normal biweekly net pay after taxes (overtime is excluded). Such warrants will be issued on normal VTA paydays.

If notification is not received, no integration of sick leave or scheduled time off will be effected. However, one time only, an employee may elect integration and it shall be implemented at the start of the next pay period. In such case, integration payments shall be made prospective only.

The employee will have the responsibility to notify VTA of any change in status.

#### **Section 9.5 – Safety Shoes**

All TAEA classifications shall be provided with a \$200 voucher for safety shoes, not to exceed one voucher in any rolling 24 months.

#### **Section 9.6 - Safety Glasses**

VTA will provide safety glasses in accordance with the Occupational Injury and Illness Prevention Program. For employees who are required to wear safety glasses, VTA will pay for either transitions or polarized lens options of prescription safety glasses.

### **ARTICLE 10 - LAYOFF PRACTICES**

#### **Section 10.1 - Seniority Defined**

Except as otherwise provided in Section 10.2, seniority is defined as days of accrued service as computed and reported on the employee's paycheck within any classification. Original unclassified service shall not be counted except for that time served under specific employment and training programs designed to train and employ disabled or unemployed individuals.

#### **Section 10.2 - Transfer of Prior Agency Service**

Employees shall retain seniority from employment with Santa Clara County, based upon application of the definition of Section 10.1.

#### **Section 10.3 - Changes to Classes**

To the extent possible, employees should not lose their rights under this Article because classes have been revised, established, abolished or retitled.

#### **Section 10.4 - Order of Layoff**

When one or more employees performing in the same class in VTA are to be laid off, the order of layoff shall be as follows:

- a) Provisional employees in inverse order of seniority.
- b) Probationary employees in inverse order of seniority.
- c) Regular employees in inverse order of seniority.

#### **Section 10.5 – Prior Notice of Intended Staff Reduction**

VTA will inform TAEA of any intended staff reduction to the bargaining unit no less than thirty (30) working days prior to issuing any layoff notices to bargaining unit members. Within two (2) working days of the advance notice, VTA will meet with TAEA to discuss the intended layoff and provide information, including staffing plans and other relevant information. No later than twenty (20) working days from the advance notice, TAEA shall submit to the Chief Administrative Officer, its recommendation of effective changes in order to provide alternatives to layoffs.

#### **Section 10.6 - Notice of Layoff**

Employees subject to the provisions of this Article shall be given at least 20 working days written notice prior to the effective date of layoff with concurrent notice to the Association. The procedures of Section 10.6 shall be applied prior to the effective date of the layoff.

#### **Section 10.7 – Contracted Work and Impact on Bargaining Unit**

VTA agrees to meet and discuss with TAEA/21 prior to contracting out work whenever such contracting out would result in material reduction of work done by bargaining unit members or would have significant adverse impact on bargaining unit work. It is agreed that position reductions, which result in lay-off of employees in the bargaining unit, constitute significant impact on bargaining unit work.

- a) In the event of a layoff, VTA and the Union will meet prior to the layoff, to review work currently being performed by a consultant or consulting firm that may be suitable for performance by an employee(s) represented by the Union. The Union must identify the specific work to be reviewed and will be provided pertinent consultant information upon request. The purpose of the review between the two parties is to assess the following components:
  1. Is the work proposed consistent with the duties and functions of a specific job classification represented by the bargaining unit?
  2. Will the projected work require a full-time effort for a duration that exceeds 12 consecutive months?
  3. Do any of the employee(s) identified for layoff currently possess the skills, knowledge and ability to perform the work?

4. Does the transferring of the work to a represented employee generate a cost savings to VTA?

If no alternate work is available for the employee(s) identified for layoff, the employee(s) shall be separated from VTA employment in accordance with Section 10.9 of this collective bargaining agreement.

- b) If an employee(s) is qualified to perform alternate work, VTA shall fill the position with a qualified employee identified for layoff. Upon the discretion of Management, and concurrence from the Union, employees may be rotated between positions to facilitate the match of a qualified employee with available work formerly performed by a contractor. The filling of a position shall not extend or delay the project schedule. Upon completion of the project work, the employee shall be separated from employment with VTA in accordance with the layoff provisions of this collective bargaining agreement unless a current vacancy represented by the Union, or another alternative to layoff as described by this section exists.

#### **Section 10.8 - Reassignment in Lieu of Layoff**

- a) Vacant position - In the event of notice of layoff, any employee so affected will be allowed to transfer to a vacant position VTA has determined is to be filled in their current classification or any classification at the same or lower level in which regular status had formerly been held. Employees will not be required to transfer to vacant positions formerly held if the level for such vacancy would be lower than the level of any classification to which an employee could exercise displacement rights.
- b) Displacement - In the event there are no vacancies as listed in (a), the employee shall have the right, upon request, to be returned to any classification in VTA at the same or lower level in which regular status had formerly been held and the regular layoff procedure in that same or lower level shall apply.

#### **Section 10.9 - Layoff**

In the event that an employee is not reassigned in lieu of layoff as in Section 10.6, the employee shall be laid off. If an employee elects not to exercise the rights in Section 10.6(b), he/she may be deemed to have been offered and to have declined such work.

#### **Section 10.10 - Re-employment List**

- a) The names of such probationary and regular employees reassigned or laid off in accordance with Sections 10.8 or 10.9 of this Article shall be entered upon a re-employment list in inverse order as specified under Section 10.4. The person standing highest on a re-employment list for a particular classification when a vacancy exists in that classification shall be offered the appointment. Employees on re-employment lists shall retain the right to take promotional exams and/or receive promotional preference on exams.

**Exhibit S-1**

**Collective Bargaining Agreement between the Amalgamated Transit Union (ATU),  
Local 265 and VTA Grievance and Appeal Rights**

**07/01/2018 to 06/30/2021**

**AGREEMENT**

**BETWEEN**

**SANTA CLARA VALLEY**

**TRANSPORTATION**

**AUTHORITY AND**

**AMALGAMATED TRANSIT**

**UNION DIVISION 265**

**SEPTEMBER 9, 2019 THROUGH SEPTEMBER 8, 2022**

## SECTION 18 - DISCIPLINE AND DISCHARGE

### .1 Grounds for Discipline or Discharge

No employee will be disciplined, suspended, or discharged, nor will adverse entries be made in their personnel record except for just and sufficient cause. Any adverse entries in an employee's record shall be regarded as discipline and are subject to the provisions of this Section. Adverse notations on the employee's record more than one year old as of the date of the occurrences upon which the charges are based or more than two years old for causes enumerated in Section 18.2(a)(b)(c)(d)(e)(f) or more than three years old for causes enumerated in Section 18.2(g) shall not be admitted into evidence or considered to support the charges at any level in the grievance and arbitration procedures.

### .2 Reserved/Delegated Authority

An employee may be summarily suspended or removed from service by the Executive Officer or their representative(s) for one or more of the following causes:

- a) Intoxication while on duty, or use of alcoholic beverages, restricted dangerous drugs or marijuana and its derivatives or narcotics while on duty.
- b) Dishonesty.
- c) Insubordination.
- d) Serious Accident.
- e) Incompetency and/or unsatisfactory record.
- f) Repeat inappropriate aggressive abuse of passenger, customer, and/or member of the general public.
- g) Criminal behavior likely to have a serious impact upon the business of VTA.

### .3 Notice of Discipline

VTA shall notify the employee in writing of discipline or discharge. Notice shall include the effective date of the discipline or discharge and shall include a clear and precise statement of the charges against the employee. Notice shall be sent to the employee no later than 30 calendar days after VTA's knowledge of the occurrence which is the reason for issuing the charges and discipline.

A copy of this notice shall be sent to the Union on the same day as it is sent to the employee. If suspended, employees will either serve or work their disciplinary suspension at the discretion of VTA.

In cases where VTA intends to use electronic media, (e.g. on board or facilities, audio or video, GPS, or any other electronic media) in issuing discipline or proposed discipline against an employee, the material used as formatted will be discussed with an ATU Representative and presented to the Union prior to the time of the employee's interview(s) with VTA. A copy of the media will be provided to the Union through VTA's VPN remote access. An electronic folder designed by VTA shall be used to load subject media data and made available to the Union. VTA will then inform the President/Business Agent via email when the electronic material is ready for review. In the event that access to VTA's VPN is unavailable, the Union shall receive a hard copy of subject media data, upon request. The parties' use of the electronic media shall be limited to the current disciplinary action and any subsequent arbitration related to the employee. Review of electronic media shall only be triggered by a bona fide event or complaint or business need. For disciplinary purposes, VTA is limited to review the CCTV 1 hour before and 1 hour after the presumed timing of the event or occurrence that VTA believes to be the "bona fide" reason for the use of the video system. Where timing is unclear, VTA and ATU shall view the CCTV footage for whatever period of time is necessary to determine when the "bona fide" event or events occurred. It is understood that any conduct found within the 1 hour period before or after the event that is used for purposes of imposing discipline must be a violation of rules, policies or procedures to which that employees are expected to adhere to.

In cases where ATU requests electronic media, unrelated to a proposed employee disciplinary matter, VTA will treat the request as a public records request provided the Union makes their request in writing to VTA and clearly identifies the document or file requested.

#### .4 Employee Representation

The employee may only be represented by an authorized Union representative at all hearings and meetings involving discipline or discharge.

The employee, at VTA's discretion, may be required to attend such hearings and meetings and shall be paid as called for in the CBA.

No party or person shall use or be represented by a practicing attorney at meetings or hearings called for prior to arbitration contained in Section 20.

#### .5 Informal Hearing

The employee or the Union shall have the right to request an informal hearing on the charges which are the basis for the discipline or discharge. The request shall include the affected employee, nature of the claim, violation of contract and remedy sought. The request for hearing must be in writing and must be sent to VTA within 30 calendar days after receipt of the notice of discipline or discharge.

The employee's Superintendent or Manager or their designee provided that the individual serving in this capacity is not the same person who issued the discipline, shall have an informal hearing with an authorized Union representative and the employee on all disciplinary grievances within 30 calendar days after receipt of the written request. The parties shall discuss their respective positions, exchange information and evidence, and exercise their best efforts to resolve the dispute. The Superintendent or Manager shall issue a written decision on the grievance within 15 calendar days of the last meeting. The Union or employee, if dissatisfied with the Superintendent/Manager's decision, may take the matter to arbitration as provided in Section 20.

Formal rules of evidence shall not apply. However, inadmissible hearsay evidence shall not be accepted as a primary basis for discipline or adverse entry.

In discharge cases, either party may request a stenographic record of the proceedings and in such instances the cost of the stenographic record shall be shared equally by the Union and VTA.

If either party purposely withholds evidence germane to the grievance, the opposing party may in any resulting arbitration proceeding put in issue such refusal to disclose and may argue the implication of such refusal for the assignment of liability or the determination of remedy.

.6 Witnesses

When a non-employee witness is unavailable or refuses to appear at an informal hearing, either the Union or VTA may present a witness statement (written or transcribed) for purposes of the informal hearing. This shall not relieve the Union or VTA of the obligation to present the witness and their testimony at any subsequent arbitration.

.7 Request for Arbitration

The Union or the employee, if dissatisfied with the informal decision, may take the matter to arbitration as provided in Section 20.

.8 Extension of Time Limits

The time limitations set forth in this Section may be extended for good and sufficient cause by mutual written agreement.

.9 Violation of Time Limits

The failure of either party to adhere to the time limitations set forth above or to appear at the time of the hearing shall cause forfeiture of that party's case.

.10 Employee's Appearance at Hearings and Reimbursement

Employees who are not at fault and are required to appear at hearings at any level will be paid either run or shift pay for the day. Any employee ultimately found to be entitled to reinstatement shall be reimbursed for all time lost.

- .11 Expedited Discipline Arbitration Process  
Discipline or adverse entries which involve written discipline or suspensions/demotions up to and including five (5) days shall be processed as provided under Part A, Section 20.6.

## SECTION 19 - GRIEVANCES AND DISPUTE RESOLUTION

- .1 Definitions  
A grievance is defined as any controversy or dispute between VTA and the Union concerning the interpretation or application of this labor Agreement, excluding cases of discipline and discharge which are covered in Section 18 of this Part A. Jurisdiction disputes under Part A, Section 2, are governed by this Section 19.
- .2 Notifications  
If a grievance is alleged by VTA or the Union, it must be filed in writing with the designated representative of VTA or the Union, as the case may be, within 30 calendar days after the occurrence or discovery of the alleged grievance. The grievance shall include the affected employee(s), violated section(s), nature of the claim, a brief statement of the violation, the time and place of the occurrence and the VTA or Union remedy as applicable.
- .3 Informal Hearing  
VTA and the Union shall meet within 30 calendar days after receiving the grievance. The parties shall meet and try to resolve or settle the grievance. If unable to resolve the grievance, VTA or the Union shall issue a written decision within 15 calendar days of the last meeting. Should the Union or VTA be dissatisfied with the written decision, the grievance may be taken to the Pre Arbitration Mediation Meeting and/or if unresolved, to arbitration as provided in Section 20.
- .4 Extension of Time Limits  
All time limits may be extended in writing and for good cause by mutual agreement.
- .5 Violation of Time Limits  
The failure of either party to adhere to the time limitations in this Section shall cause forfeiture of that party's case.

## SECTION 20 – ARBITRATION

### .1 Pre Arbitration Mediation

On a monthly basis any grievances pending arbitration unresolved from the Part A, Section 18 and 19 processes will be scheduled for Pre Arbitration Mediation for possible resolution. The meeting will be with the President Business Agent (PBA) or their designee, the General Manager or their designee and a mediator from the State Mediation and Conciliation Service. This meeting is intended to facilitate settlement of grievances. This process is not binding and anything discussed or exchanged not already a part of the existing record during this process cannot be used in any subsequent Arbitration. Settlement will be written.

### .2 What May be Arbitrated

Any grievance, or any discipline or discharge action which cannot be resolved in accordance with the provisions of Section 18 or 19 of this Part A, or by the Pre Arbitration Mediation meetings may be submitted to a board of arbitration upon compliance with the conditions of this Section.

In order to expedite resolution and reduce costs, the parties may, by mutual agreement, consolidate for hearing before a single arbitrator case involving similar or related issues or the same employees.

### .3 Notice and Procedure

If the aggrieved is not satisfied with the previous decision or VTA's response concerning a grievance filed under Section 18 or 19, or ATU's response concerning a grievance filed under Section 19, s/he may request an arbitration within 90 days after receipt of the decision or response from the informal hearing. However, all liability shall be tolled after 30 days from the date of receipt of the decision of the informal hearing if the request for arbitration is not made before the passage of said 30 days.

A party who fails to adhere to the 90-day time limit shall forfeit its case. Within 20 calendar days after the receipt of the notice requesting arbitration, the Union and VTA shall select a neutral arbitrator from a list of seven qualified arbitrators, furnished by the Federal or State Mediation and Conciliation Service. Either party may reject the first list. The parties shall flip a coin to determine who strikes first, at which time alternative striking between the parties shall be conducted. If the selected person is unable to serve, the parties shall request a new list from the Federal or State Mediation and Conciliation Service and strike names as before.

In discharge cases, the arbitrator selection will occur within 60 days. Every effort by the parties shall be made to schedule the hearing date within ninety 90 days of the selection of the arbitrator. Where this is not practical, the hearing date shall be scheduled on a date all parties are available. In all other cases, unless mutually agreed to the contrary, each party shall designate an arbitrator to sit with the neutral arbitrator as a panel.

A panel of arbitrators, one from VTA, one from the Union, and a neutral arbitrator shall decide the issues submitted to it pursuant to this Section.

The three arbitrators shall hold a hearing and receive evidence and argument on the issue(s) submitted to them. Arbitration shall be limited to the issues specifically set forth in the written grievance or the notice of dismissal or discipline which have not been resolved after the completion of the hearing procedures in Section 18 or Section 19 of this Part A. The majority decision shall be submitted in writing to VTA and the Union and shall be final and binding upon all parties.

Arbitrators are requested to expedite their decisions as VTA and ATU normally expect a decision to be issued within 20 days after the conclusion of the hearing.

.4 Rules of Arbitration

The Collective Bargaining Agreement shall serve as a submission agreement. Nothing in said Agreement shall be construed to empower any arbitrator or board of arbitration to change, modify, or amend any of its provisions.

The time limits in this Section may be extended for good cause by mutual written agreement of VTA and Union.

.5 Costs

At the request of either party, a stenographic transcript of the proceedings shall be made.

Each party shall bear the expense of its own arbiter and attorney. The expense of the neutral arbiter, reporter, and other incidental expenses shall be borne equally by the parties.

.6 Expedited Arbitration

Discipline or adverse entries under Section 18.1 which involve written discipline or suspensions/demotions up to and including five (5) days shall be processed through an expedited arbitration proceeding. At least one day each month will be used for these grievances and requests for arbitration shall be made within 90 days from the date of the informal decision.

The expedited arbitration shall be before John Kagel and the parties shall not use attorneys nor shall they use briefs. Every effort shall be made to have bench decisions followed up by written decisions. These decisions will be final and binding. Expedited arbitration decisions shall not be used in regular arbitration.

Where arbitrator Kagel's calendar does not permit the scheduling in any particular month an additional arbitrator may be selected by lot from the Federal or State Mediation and Conciliation Service.

All provisions of Section 20 except for the tripartite panel and the panel of arbitrators shall be followed. Only the Union and VTA can be parties to an appeal under this provision.

This provision does not modify the record review under Section 18.1 in any subsequent regular arbitration. In regular arbitration, any expedited arbitration decision cannot be used to determine the issue for the regular arbitrator.

.7 Medical Arbitration

Any employee protesting removal from service because of an order from VTA's physician shall have their case reviewed by a physician, who will serve as a Medical Arbitrator. The Medical Arbitrator will determine whether the employee is physically or mentally able to perform his/her duties.

The selection for a Medical Arbitrator shall be as follows. The list of physicians approved and used by the ATU/VTA Board of Pensions shall serve as the list for selection of Medical Arbitrators. From the list, VTA shall select a minimum of three, but will utilize five when available. The employee and the Union shall select the Medical Arbitrator from the list.

The selected Medical Arbitrators will be practicing physicians specializing in the medical field of which the employee was disqualified. The Medical Arbitrator shall give the employee an examination and determine whether the employee is physically/mentally capable of performing the job duties of their classification.

Any employee protesting VTA's denial of a return to work from an industrial or non-industrial injury/illness, once released by their physician or the treating physician, shall have their claim of fitness reviewed by a Medical Arbitrator under this section.

The request for medical arbitration must be made within twenty-one (21) days of receipt of VTA's written notice to the Employee and the Union of the refusal of return to work or removal from service.

.8 Medical Arbitration Process

a. Either party is free to attach relevant medical records, job analysis, and job description if it is deemed relevant. If either party has ordered medical records, they can direct that the medical records be delivered to the Medical Arbitrator within twenty-one (21) calendar day time period. This shall not limit the Medical Arbitrator's ability to seek records outside of the twenty-one (21) calendar day window.

- b. The definition of Job Analysis is the professional third-party formal analysis of the relevant job, excluding any appended employee Job Analysis review and Employer Job Analysis comments.
- c. The employee shall sign a release for all necessary medical records in compliance with *HIPPA* regulations to be released to the Medical Arbitrator only. ATU and VTA will provide list of documents to be submitted to the Medical Arbitrator to be used in making the decision.
- d. Communications from either party shall be in writing and a copy of that communication, with all associated attachments, shall be sent to the Director or their designee for VTA, and to the President and Business Agent of Local 265, for ATU.
- e. The grievant subject to Medical Arbitration shall be required to produce a release of medical records to the Medical Arbitrator, upon request. That release will not extend to either ATU or VTA.
- f. The issue for the Medical Arbitrator is to determine whether the employee is “fit for duty” for the position from which the employee was removed from service.
- g. The Medical Arbitrator’s decision shall be final and binding on the parties. The employee at his/her discretion may use the Medical Arbitrator’s report with any application for any disability retirement/pension.
- h. Back wage claims shall be paid from the date the employee was released to return to work by his/her treating physician provided that the Medical Arbitrator concurs and approves the employees return to work.
- i. If the employee does not meet with the Medical Arbitrator as scheduled by VTA, the resulting time period lost from the originally scheduled appointment to the employee’s actual appointment will not be included in calculating back wages.

The Medical Arbitrator shall be provided with an excerpt of Part A, Section 20.8-9 Medical Arbitration of the VTA/ATU Collective Bargaining Agreement.

## SECTION 21 - MISCELLANEOUS PROVISIONS

### .1 Free Transportation

VTA will grant free transportation over its lines to all employees, spouses/registered domestic partners and dependent children of all employees, pensioners, pensioners' spouses/registered domestic partners and dependent children, widows or widowers/registered domestic partners of pensioners and widows or widowers/registered domestic partners of employees and all full-time employees of the Union, Local 265.

**Exhibit S-2**

**Collective Bargaining Agreement between the Service Employees  
International Union (SEIU), Local 521 and VTA Grievance  
Appeals Rights.**

**07/01/2018 to 06/30/2021**

**Agreement  
Between**



**Service Workers Local 521  
Service Employees International Union  
Santa Clara Valley Transportation Authority Chapter**

**And**



**Santa Clara Valley Transportation Authority**

**August 6, 2018 through January 1, 2022**

g) Report of Transactions

VTA shall supply the Union a data processing run covering the following worker transactions as are currently available on the system: newly hired worker, reinstatement, re-employment, return from leave, return from military leave, miscellaneous promotion, return to former class, voluntary demotion, disciplinary demotion, transfer, title change, suspension, temporary military leave, injury or illness leave, other leave, indefinite military leave, resignation, probationary resignation, probationary release, provisional release, miscellaneous release, dismissal, retirement, death, layoff, and provisional appointments.

**Section 3.6 - Union Label**

Books, reports, brochures, stationery and other documents produced by workers represented by SEIU, Local 521 and assigned to VTA's internal printing services department will carry the Local Union label in accordance with customary printing trades' practices.

**Section 3.7 - Union Label Cards**

Local Union label cards shall be displayed on all Union bulletin boards.

**Section 3.8 - Printing of Agreement**

The parties agree to share equally the cost of printing bound copies of this Agreement. The parties shall receive an equal number of the copies of the printing run. The design and format of the printed Agreement shall be jointly determined by the parties. It is agreed that the contract will be printed not more than 60 days after final agreement on all language.

**Section 3.9 - New Worker Orientation**

The Union shall be allowed a Representative at VTA orientation for new workers. Such Representative shall be allowed up to 20 minutes to make their presentation and answer questions of workers in classifications represented by their organization. The Union may present packets to represented workers at orientation, such packets being subject to review by VTA. VTA will notify the Union one week in advance of such orientation sessions. All new workers shall be scheduled and entitled to attend VTA orientation.

**ARTICLE 4 - OFFICIAL REPRESENTATIVES, STEWARDS AND  
NEGOTIATING COMMITTEE**

**Section 4.1 - Official Representatives**

a) Notification of Official Representatives

The Union agrees to notify VTA of their Official Representatives and changes in such Representatives. They may also designate alternates to such Official Representatives for purposes of specific meetings by advance notice to the appropriate level of management.

One VTA SEIU 521 employee shall be released full time (100% of their work hours) and that employee/SEIU member is the elected Chapter Chair or appointee by mutual agreement if the Chapter chair is unavailable. SEIU shall be responsible for compensation of the designated employee/member. Any costs expended by VTA in conjunction with the designated employee/member shall be reimbursed by the Union.

b) Meetings with Management

VTA agrees to provide release time for Official Representatives or their designated alternates for attendance at mutually agreed meetings. Each Division shall notify the Union of the person(s) to be contacted for approval of release time. The Union agrees, insofar as possible, to notify management at least 24 hours in advance of the request for release time and the names of the Official Representative(s) to be released.

Management agrees to arrange for release time with the appropriate supervisor(s). Release time arrangements shall include a reasonable amount of travel time.

For purposes of VTA-wide meetings with Management, requests for release time shall be made through Employee Relations (ER).

c) Number for Release

The parties agree that no more than four Local 521 Official Representatives shall be recognized for the purpose of release time at any single meeting.

d) VTA agrees to provide release time for attendance at the Board of Directors meetings and/or Board Committee only to:

- Chapter Chairperson or Vice Chairperson and
- Chief Steward and/or Assistant Chief Steward

**Section 4.2 - Stewards**

a) Notification of Stewards

The Union agrees to notify VTA of the names of their Stewards not to exceed 20 in number. The Union shall provide periodic listings of workers identified as Stewards. Alternate Stewards may be designated to serve in the absence of the Steward. Management will notify the Union of the appropriate management representatives in each department to be contacted by the Steward in carrying out his/her duties as a Steward.

b) Grievance Related Release Time

VTA agrees to provide release time for:

1. A meeting with a worker at the worksite of either the Steward or worker concerning a grievance or appeal.
2. A meeting with Management.

c) Grievance Related Worker Release

If a worker has a grievance and wishes to discuss it on VTA time with a designated Steward, he/she shall be allowed the opportunity within a reasonable amount of time to verify if his/her designated Steward is present and available to be seen. If the Steward is present and available, the worker shall obtain approval from his/her immediate supervisor prior to leaving his/her work station.

d) Grievance Investigation

A reasonable amount of time will be granted the worker and Steward to handle the initial

investigation and preparation of a grievance(s). The parties agree that the worker and Steward will use only the amount of time necessary to handle the grievance.

e) Steward Council Meetings

Local 521 agrees that management will be notified of Steward council meetings at least one week in advance. VTA shall not unreasonably deny time off requests by Stewards to attend monthly Steward council meetings.

f) Meetings with Management

The Union agrees, insofar as possible, that meetings with Management will be arranged in advance, with notification to the appropriate level of Management of the Steward and workers planning to attend. Management agrees to arrange for release time with the appropriate level of supervision.

g) Other Authorized Release Time

Any other authorized release time, such as meetings on a regular basis with the appointing authority or his/her designated representatives, shall be under separate agreement with the appropriate department or departments.

**Section 4.3 - Chairperson, Assistant Chairperson, Chief Steward and Assistant Chief Steward**

- a) The Union may designate one Chairperson, one Assistant Chairperson, one Chief Steward and one Assistant Chief Steward.
- b) The Chairperson, or Assistant Chairperson, or Chief Steward or Assistant Chief Steward shall be entitled to release time to replace a Steward when the Steward is not available or to accompany a new Steward for training purposes, and shall comply with Section 4.2.
- c) The Chairperson, or Assistant Chairperson, and/or Chief Steward or Assistant Chief Steward, or designee shall be entitled to attend arbitration and disciplinary hearings.

**Section 4.4 - Negotiating Committee**

There shall be six official Representatives on the Union negotiating committee. VTA agrees to release six persons upon which such request where required.

One negotiating team member shall also be released for one month after contract ratification. SEIU shall be responsible for compensation of the designated employee/member.

a) Compensatory Time

Those negotiators who are on their own time during the meetings will not be granted compensatory time.

b) Resource People

Resource people for the negotiations shall be allowed on their own time, leave without pay, vacation, or compensatory time off to attend scheduled negotiation meetings to provide information to the Committee on specific items on an as needed basis and as mutually agreed, prearranged and scheduled by the Committee. VTA shall facilitate arranging time off for resource people attending negotiations.

c) New Units

Should any new units be established for representation by Local 521, the parties will meet and discuss regarding negotiation committee size.

## **ARTICLE 5 - LAYOFF**

### **Section 5.1 - Seniority Defined**

Except as otherwise provided in Sections 5.2, 5.6, and 6.8 of this Agreement, seniority is defined as date of hire within a classification with the Local 521 represented classified service of VTA. For the purpose of computing total time in the worker's classification, the worker will be given credit for all time in any Local 521 classification, at the same or higher salary level, in which regular status had formerly been held. Original continuous unclassified service shall be counted if regular status was subsequently attained in a Local 521 classified classification.

### **Section 5.2 - Transfer of Prior Agency Service**

Workers shall retain seniority from their employment with Santa Clara County based on the application of Section 5.2 and in accordance with the Side letter of Agreement dated June 23, 1994.

### **Section 5.3 - Changes to Classes**

VTA and the Union agree that to the extent possible, workers should not lose their rights under this Article because classes have been revised, established, abolished, or retitled.

### **Section 5.4 - Consideration of Layoff**

When VTA determines that a layoff is imminent for Local 521 represented workers, it shall give the Union such advance notice as is reasonable under the circumstances. Such notice shall describe the general areas which may be affected and the circumstances requiring the layoff. Upon request, the Union shall be afforded the opportunity to meet with VTA to discuss these matters and any proposed alternatives.

### **Section 5.5 - Order of Layoff**

When one or more workers performing in the same class in VTA are to be laid off, the order of layoff shall be as follows:

- a) Provisional workers in inverse order of seniority.
- b) Probationary workers in inverse order of seniority.
- c) Permanent workers in inverse order of seniority.

### **Section 5.6 - Notice of Layoff**

Workers subject to the provisions of this Article shall be given at least 20 working days written notice prior to the effective date of layoff. The Union shall receive concurrent notice, and upon request, shall be afforded an opportunity to meet with VTA to discuss any proposed alternatives. The procedures of Section 5.7 shall be applied prior to the effective date of the layoff.

## **Section 5.7 - Reassignment in Lieu of Layoff**

### a) Vacant Position in VTA

In the event of notice of layoff, any worker so affected will be allowed to transfer to a vacant position VTA has determined to be filled in his/her current classification or any classification at the same or lower level in which permanent status had formerly been held. Workers will not be required to transfer to vacant positions formerly held if the level for such vacancy would be lower than the level of any classification to which a worker could exercise displacement rights.

VTA shall provide a listing of appropriate vacancies and the affected worker(s) shall select a vacancy for which he/she qualifies under 5.7 (a). The worker(s), along with any workers remaining on re-employment list under Section 5.9 below, shall appear at a time and place designated by VTA which shall be approximately ten days after the notice of layoff. The worker on a seniority basis shall be allowed ten minutes for the selection. If a currently employed worker does not appear or does not select a vacancy VTA will make the designation; however, a worker shall be allowed to use a duly authorized proxy. Workers on the re-employment lists who do not bid in this process shall be considered to have declined one offer in their existing class.

All appropriate departmental bidding will be suspended during this process, or by mutual agreement, it may be accelerated to facilitate layoff placement for the laid off worker.

### b) Displacement

In the event there are no vacancies as listed in (a) the worker shall have the right, upon request, to be returned to the classification at the same or next lower level in which permanent status had formerly been held and the regular layoff procedure in that same or lower level shall apply.

### c) Administrative Transfer Because of Layoff

A worker who is to be administratively transferred because of the layoff of other workers shall at his/her option be allowed to select on a seniority basis an available transfer in the same classification. VTA shall provide a listing of the work locations and shifts available for selection. The worker(s) shall appear at a time and place designated by VTA. The worker, on a seniority basis, shall be allowed ten minutes for the selection. If the worker does not appear or does not select a vacancy, VTA will make the designation; however, a worker shall be allowed to use a duly authorized proxy.

## **Section 5.8 - Layoff**

### a) Layoff

In the event that a worker is not reassigned in lieu of layoff as in Section 5.7, or placed in another VTA position as in Section 5.8(b), the worker shall be laid off. If a worker elects not to exercise the rights in Section 5.7(b), or does not accept placement under Section 5.8(b), he/she may be deemed to have been offered and to have declined such work.

### b) In placement

If a worker has been issued a layoff notice pursuant to Section 5.6 and has no reassignment in lieu of layoff rights pursuant to Section 5.7(a) or (b), then that worker shall be considered for in placement.

In placement is an offer of transfer or demotion to a worker with a layoff notice into a vacant position which VTA intends to fill during the layoff notice period.

The following conditions apply to the in placement process:

1. A worker must be qualified to transfer or demote. The Employee Services Manager shall determine qualifications.
  - a. A qualifying exam may be required.
  - b. In determining qualifications and possible positions, transfers and demotions to both related and non-related classes may be considered.
2. Normal transfer rules apply (i.e., the worker can be taken on a regular or probationary basis at the discretion of the appointing authority). If a worker has underlying regular status, the probationary period following the transfer shall be considered a subsequent probation. Consistent with this status, the worker on a subsequent probation with underlying regular status, has appeal rights to the grievance procedure.
3. The worker may express a preference for certain occupational fields, assignments or departments. However, the worker has no right to claim any position nor is VTA required to offer placement.
4. A position shall not be considered "vacant" for in placement purposes if the position has been identified as claimable under Section 5.7(a), or (b) by another worker who has been issued a layoff notice under Section 5.6, or by worker on a re-employment list established pursuant to Section 5.9.
5. A worker who is placed under Section 5.8(b) or laid off under Section 5.8(a) shall have his/her name placed on all re-employment lists pursuant to Section 5.9 for the appropriate classification.
6. In determining placement offers, the Union and VTA, on a case by case basis, may by mutual agreement include as part of the placement offer:
  - a. basic skill competency training and/or;
  - b. literacy training and/or;
  - c. other methods (other than transfer or demotion) of filling vacant positions that do not violate Personnel Policies and Procedures.
7. All in placement offers must be made and accepted or rejected prior to the effective date of the layoff notice. Time permitting, the Human Resources Department may assist workers on the re-employment list in addition to those workers with layoff notices. Such workers shall be entitled to all provisions of this Agreement.

8. If a worker is not placed by the effective date of the layoff notice, he/she shall be laid off under the provisions of the layoff notice.

#### **Section 5.9 - Re-employment List**

- a) The names of such probationary and regular workers reassigned or laid off in accordance with Sections 5.7(b), 5.7(c), or 5.8 of this Article shall be entered upon a re-employment list in inverse order as specified under Section 5.5 except as otherwise provided by this Section. Upon certification of the re-employment list to the appointing authority, the person standing highest on a re-employment list for a particular classification shall be offered the appointment. Workers on re-employment lists shall retain the right to take promotional exams and/or receive promotional preference on exams.
- b) When required by the needs of the department and approved by the Employee Services Manager, selective certification may be utilized to re-employ workers with bilingual or steno skills.

#### **Section 5.10 - Temporary Work for Laid Off Workers**

Interested workers who are placed upon the re-employment list due to layoff and who elect to be available for temporary work shall be given preference for such work for any classification for which they qualify. The election to be available for temporary work may be made at the time of layoff or in writing at any time. Workers may decline to be available for temporary work or may decline such work itself without affecting any rights under this Article.

#### **Section 5.11 - Names Dropped from Re-employment List**

- a) No name shall be carried on a re-employment list for a period longer than two years, (see Sideletter of Agreement dated April 29, 2002) and the names of persons re-employed in a regular position within the same classification shall, upon such re-employment, be dropped from the list. Refusal to accept one of two offers of re-employment within the same classification shall cause the name of the person to be dropped from that re-employment list.
- b) Workers who were laid off from part-time positions shall be offered full-time employment, and workers laid off from full-time positions shall be offered part-time positions. However, a worker's refusal to accept such an offer with more or fewer hours than the position they left will not be counted as a refusal of an offer of employment in Section 5.11(a) above.

#### **Section 5.12 - Rights Restored**

Upon re-employment of a worker from a re-employment list, all rights acquired by a worker prior to his/her placement on such list shall be restored.

### **ARTICLE 6 - PERSONNEL ACTIONS**

#### **Section 6.1 - Probation**

- a) Unless otherwise indicated, each new worker hired after the effective date of this Agreement shall serve a probationary period of 13 complete pay periods. An incomplete pay period served on initial appointment shall not be counted. Upon successful completion

of such probationary period, the worker shall be deemed a regular worker. A leave of absence without pay shall not be credited toward completion of the worker's probationary period. The parties agree that probationary workers shall have all rights in this Agreement, unless otherwise specified, including full and complete access to the grievance procedure. Probationary workers shall not be eligible to bid for new or vacant work assignments pursuant to section 8.13 (c). Probationary workers may not grieve counseling's, disciplinary actions, or terminations during the probationary period.

- b) Workers who are terminated during probation shall receive five (5) days notice of termination or five days pay in lieu of notice. This pay in lieu of notice provision shall not be applied for workers whose conduct or performance warrants immediate removal from the workplace (e.g. Violence in the Workplace, Harassment, Theft or other acts of egregious employee misconduct).

A worker serving a new probation in the classified service, who transferred from the same classification in the unclassified service and had grievance rights pursuant to Section 6.2, shall retain those rights while serving the new probation period in the classified service.

- c) A worker with regular status, who is serving a subsequent probationary period, shall not be eligible to bid for new or vacant work assignments pursuant to section 8.13 (c). A worker with regular status, who is serving a subsequent probationary period and does not successfully complete that subsequent probationary period, shall be returned to his/her former class and shall not have the right to appeal such action. Return to former class in this instance shall not be considered a demotion.

### **Section 6.2 -Personnel Files**

VTA shall maintain a personnel file for each worker. Workers shall have the right to review their personnel file or authorize review by their representative. No material will be inserted into the worker's personnel file without prior notice to the worker. Workers may cause to be placed in their personnel files responses to adverse material inserted therein and a reasonable amount of correspondence originating from other sources directly related to their job performance.

Materials relating to disciplinary actions issued but not taken, or disciplinary actions overturned on appeal, shall not be retained in a worker's personnel file.

An unfavorable report shall be removed from the worker's personnel file at the end of two (2) years, upon written request by the worker, except unfavorable reports involving charges relating to fighting, serious misconduct, discrimination or harassment, violation of public policy or criminal acts and provided no additional report has been issued during the intervening period. Unfavorable reports which would qualify to be removed upon an employee's request shall not be used in determining future disciplines, transfer, awards, bid or promotions. A removal date will be placed in all discipline notices and shall be calculated based on the initial date discipline was administered.

Materials relating to suspensions of less than five (5) days which become final will be reviewed after two years, upon written request by the Union, for removal, provided that no other suspensions have been issued and sustained during the two-year period. Discipline involving charges relating to fighting, discrimination or harassment, violation of public policy or criminal acts and materials relating to suspensions of more than five (5) days shall remain in the personnel file for eight years (8). A removal date will be placed in all discipline notices and shall be

calculated based on the initial date suspension was administered. (Subject to the same review described above)

### **Section 6.3 - Disciplinary Action - Regular Classified**

VTA may take disciplinary action for cause against any regular classified worker (including a worker with regular status, who is serving a subsequent probationary period) by suspension, demotion or discharge by notifying the worker in writing. Notice of disciplinary action must be served on the worker in person or by certified mail prior to the disciplinary action becoming effective. The notice shall be included in the worker's personnel file and a copy sent to the Union in person or by regular mail and designated Chief Steward and shall include:

- a) Statement of the nature of the disciplinary action.
- b) Effective date of the action.
- c) Statement of the cause thereof.
- d) Statement in ordinary and concise language of the act or omissions upon which the causes are based.
- e) In cases of demotion, discharge, or suspension of five days or more of workers in regular status at the time of the discipline, the notice shall include a statement of the worker's right to respond, either orally at a meeting requested by the worker, or in writing. The worker shall have the opportunity to respond and be served with notice of final action in person or by certified mail prior to the action becoming effective. The opportunity to respond shall normally take place within seven working days following the initial notice of intended action.
- f) In all cases of disciplinary action, the notice shall include a statement advising the worker of the right to appeal to arbitration from such action and the right to Union representation.

As soon as possible, but no later than 20 working days after receipt of the request for arbitration, VTA and the Union shall select an arbitrator. If the parties are unable to agree upon an arbitrator, they shall request a list of seven names from the State Conciliation and Mediation Service and shall strike until an arbitrator is selected.

The decision of the arbitrator shall be final and binding.

The arbitrator's compensation and expenses shall be borne by VTA.

### **Section 6.4 - Counseling and Unfavorable Reports**

#### a) Counseling

In the event that a worker's performance or conduct is unsatisfactory or needs improvement, informal verbal or written counseling shall be provided by the worker's first-line supervisor. Counseling should normally be separate from on-going worksite dialogue and should address performance or conduct which, if not improved, may eventually result in further disciplinary action. Documentation of such counseling shall be given to the worker at the time of the counseling and will not be placed in the worker's

personnel file. When the situation allows counseling, counseling shall be used prior to any unfavorable reports being issued. Counseling should normally take place between the worker and first-line supervisor only. Should the supervisor be assisted during the counseling, the worker shall have the right to have his/her representative present.

b) Unfavorable Reports on Performance or Conduct

If upon such counseling a worker's performance or conduct does not improve and disciplinary action could result, a written report shall be prepared by the supervisor including specific suggestions for corrective action, if appropriate. A copy shall be given to the worker and a copy filed in his/her personnel file. No unfavorable reports shall be placed in a worker's file unless such report is made within ten (10) working days of VTA's knowledge of the occurrence or incident which is the subject of this report. Workers shall have the right to grieve the factual content of such reports and/or attach a written response to the report for inclusion in their personnel file.

**Section 6.5 - Return to Former Class**

As an alternative to appointment from any employment list, other than a re-employment list, any current regular worker, upon recommendation of the appointing authority and approval by the Employees Services Manager, may be appointed without further examination to a position in any class in which regular status had formerly been acquired, or to any related class on a comparable level with the former class. In cases where this procedure is used by a person who has had a break in service of one year or more from the former classification, the salary step in the new range shall be determined under the provisions of Article 7, Section 7.3, Effect of Promotion, Demotion or Transfer on Salaries.

**Section 6.6 - Unclassified Appointment**

No worker, while holding a position in the Unclassified Service, shall be assigned to or occupy any classified position. Nothing herein shall prevent workers from serving on Boards and Commissions in accordance with VTA policies and procedures.

**Section 6.7 – Rights Upon Promotion or Transfer to Classified or Unclassified Service**

Any regular worker who receives a provisional or probationary promotion, or who is transferred or promoted to a position in the unclassified service shall retain all rights and benefits as a regular worker of his/her former class while in such provisional, probationary, or unclassified status. These include the right to participate in promotional examinations and the right to return to his/her former class if released while in such status. All such service shall count toward seniority credits in the worker's former class in the event the layoff procedure is involved.

Any regular worker who receives a provisional promotion, or who is transferred or promoted to a position in the unclassified service, the duration of which is known to be for less than six months, shall be considered to be on leave from his/her regular position and departments are authorized to make substitute appointments to such vacated positions.

**Section 6.8 – Transfers, Promotions, and Demotions**

- a) The bid process, according to Section 8.13, shall only be used for movement within the same class.
- b) All recruitments shall be posted and advertised through VTA's website.

- c) VTA will issue an e-mail to Union members when a position becomes vacant/created and is posted for recruitment. The email will provide a link to VTA’s website for members to view the job postings. Applications submitted by SEIU members shall be considered prior to any applications received externally. Promotional opportunities shall remain on the Promotional List for five (5) days before being released to the public. If there are a sufficient number of qualified internal candidates (promotional and lateral transfers included) the job will not be advertised to the public.
- d) Movement to a different position includes:
  - 1) Promotion: the advancement from a position in one class to a position in another class with a higher salary range.
  - 2) Lateral Transfer: movement to a position within the same class or to a position in a different class within the same salary range.
  - 3) Demotion: movement from a position in one class to a position in another class with a lower salary range.
- e) A worker moving to a different class by means of lateral transfer, promotion, or demotion shall meet the minimum qualifications of such class. In addition to meeting the minimum qualifications, a worker moving to a different class shall compete in the appropriate selection process.
- f) The Santa Clara Valley Transportation Authority Policy No.40, dated 1/2/95 and revised 7/17/95, from the Personnel Policy and Procedures Manual is hereby incorporated into this section.

**Section 6.9 – Career Advancement Committee**

The Union and VTA shall maintain a joint committee to discuss and recommend to the Director of Business Services, skills training, development, and promotional opportunity programs for Local 521 workers. The Committee shall include three members each from the Union and Management, including the Employee Relations Manager or Supervisor. The Committee shall meet on an as needed basis but not less than once each month at a mutually agreed upon place and time. The initial meeting of the Committee shall take place within 60 calendar days of the signing of this Agreement.

Within three months of the initial meeting, the Committee shall submit, for the Director of Business Services’ review and approval, an action plan of the Committee’s goals and objectives detailing the milestones to be achieved and the timeframe in which to meet those milestones. The action plan will include at the minimum a promotional opportunity program.

**ARTICLE 7- PAY PRACTICES**

**Section 7.1 – Salaries**

- a) Salaries  
Effective Pay Period 2019/02, January 18, 2019 (Pay Date), upon approval of a Total Package ratified by the Union membership by January 31, 2019 and approval by the General Manager and

A distinction is to be made between those who perform physical labor in the outdoors versus those whose work requires temporary or regular presence in the outdoors or in vehicles necessary for completion of assigned work. In the latter instances, alternative work procedures should generally be required less frequently than in the case of work crews performing outdoor physical labor.

#### Alternatives When Environmental Extremes Exist

The decision to implement any variation in work activities shall be that of the appointing authority or his/her authorized representative. Careful consideration must be made regarding the department's overall operation to meet required service needs. However, when in VTA's judgment extremes in environmental conditions will continue to exist for a significant period, the Division head may invoke any or all of the following possible alternative work procedures:

1. Reduce work productivity levels.
2. Authorize more frequent rest periods throughout the work cycle.
3. Where workers may be excused from duty and they request time off because of the extreme situation, excuse those who may be released and charge said time, at the worker's option, to his/her accrued but unused vacation, compensatory time off, or to leave without pay.

These alternatives are not intended to limit the appointing authority from approving other alternatives, such as temporary changing of hours of work, temporary changing of work assignments, etc.

Workers who become ill because of extreme conditions may use sick leave in accordance with regular VTA procedures.

#### **Section 17.3 – Good Faith Refusal**

A worker's refusal to perform an assigned work or task because of an unsafe condition of work which they believe may threaten their life or the life of another person or puts the employee or another person in danger of serious physical injury shall not be just cause for discipline, provided the worker's good faith belief is based on documented evidence which supports their action. If an unsafe condition of work exists, the employee shall advise their supervisor as soon as possible that they are unable to proceed with the assigned work or task, the basis for said belief and document the occurrence in writing.

### **ARTICLE 18 - GRIEVANCE PROCEDURE**

VTA and the Union recognize early settlement of grievances is essential to sound worker-employer relations. The parties seek to establish a mutually satisfactory method for the settlement of grievances of workers, the Union, or VTA. In presenting a grievance, the aggrieved and/or his/her representative is assured freedom from restraint, interference, coercion, discrimination, or reprisal.

### **Section 18.1–Grievance Defined**

a) **Definition**

A grievance is defined as an alleged violation, misinterpretation or misapplication of the provisions of this Memorandum of Agreement, VTA Personnel Policies and Procedures, resolutions, Policy and/or Procedure Manuals, or alleged infringement of a worker’s personal rights (i.e., discrimination, harassment) affecting the working conditions of the workers covered by this Agreement, except as excluded under Section 18.b.

b) **Matters Excluded From Consideration Under the Grievance Procedure**

1. Probationary release of workers.
2. Position classification.
3. Workload.
4. Examinations.
5. Items requiring capital expenditure.
6. Items within the scope of representation and subject to the meet and discuss process.

### **Section 18.2 - Grievance Presentation**

Workers shall have the right to present their own grievance or do so through a representative of their own choice. Grievances may also be presented by a group of workers, by the Union, or by VTA. No grievance settlement may be made in violation of an existing rule, ordinance, memorandum of agreement or memorandum of understanding, nor shall any settlement be made which affects the rights or conditions of other workers represented by the Union without notification to and consultation with the Union.

The Union shall be provided copies of individual or group grievances and responses to same. Such grievances may not proceed beyond Step One without written concurrence of the Union.

The Union shall have the right to appear and be heard in all individual or group grievances at any step. Upon request by VTA, the Union shall appear and be heard in such grievances at any step.

### **Section 18.3 - Procedural Compliance**

Union grievances shall comply with all foregoing provisions and procedures. VTA shall not be required to reconsider a grievance previously settled with a worker if renewed by the Union, unless by mutual agreement or it is alleged that such grievance settlement is in violation of an existing rule, ordinance, memorandum of understanding, or memorandum of agreement.

### **Section 18.4 - Time Limits**

- a) Time limits may be extended or waived only by written agreement of the parties. If either party fails to comply with the grievance time limits, the grievance shall be settled in favor of the other party. If, as a result of such action the parties are unable to reach agreement or an appropriate remedy, the matter may be referred to an arbitrator as provided below and the arbitrator shall fashion an appropriate remedy.

- b) When the last day to meet a contractual commitment falls on a Saturday, Sunday, or Holiday, the contractual commitment shall be extended to and include the next customary business day (Monday through Friday).

### **Section 18.5 - Informal Grievance Step**

It is agreed that workers are encouraged to act promptly through an informal meeting with their immediate supervisor outside of the bargaining unit on any act, condition or circumstance which is causing worker dissatisfaction and to seek action to remove the cause of dissatisfaction before it serves as the basis for a formal grievance.

A meeting should normally take place if it is agreed by the parties that such meeting would assist to clarify or resolve the grievance. The worker may be accompanied by his/her Steward or Chief Steward at the informal meeting. Any resolution reached at the informal step must be in accordance with the provisions of this Agreement or other rule or ordinance.

### **Section 18.6 - Formal Grievance**

- a) Step One - Within 30 calendar days of the occurrence or discovery of an alleged grievance, the grievance shall be presented in writing to Employee Relations (ER). This copy shall dictate time limits. The grievance form shall contain information which identifies:

1. The aggrieved;
2. The specific nature of the grievance;
3. The time or place of its occurrence;
4. The rule, law, regulation, or policy alleged to have been violated, improperly interpreted, applied or misapplied;
5. The consideration given or steps taken to secure informal resolution;
6. The corrective action desired; and
7. The name of any person or representative chosen by the worker to enter the grievance.

A meeting to clarify or resolve the grievance shall take place within 30 calendar days of the receipt of the grievance. The worker may be accompanied by his/her Steward or Chief Steward at the meeting.

A decision shall be made in writing within 15 calendar days of the Step One meeting. A copy of the decision shall be directed to the person identified in 7 above. A copy shall be sent to the Union and this copy shall dictate time limits.

- b) Step Two - Arbitration

If the Union is not satisfied with the Step One decision, it may, within 30 calendar days

after receipt of the first step decision, request in writing to ER that the grievance be moved to Step Two.

1. Selection of the Arbitrator

When the parties cannot reach mutual agreement regarding an arbitrator, they will request a list of seven names from the State Conciliation and Mediation Service and strike names until an arbitrator is selected. The parties shall flip a coin to determine who strikes first. The parties will alternate the flipping of the coin. In addition, all parties will attempt to stipulate to all facts, disclose all pertinent information and agree on the question or questions to be submitted to an arbitrator. The arbitrator shall be requested to agree to render a decision within 30 calendar days of the hearing, receipt of the transcription or the briefs, whichever is later. The arbitrator's compensation and expenses shall be borne equally by the worker or the Union and VTA. Decisions of the arbitrator shall be final and binding.

The parties shall also decide if the grievance will be arbitrated on an expedited or regular arbitration basis. In the event no mutual agreement is reached, the grievance will continue to regular arbitration.

2. Alternative Dispute Resolution

After a grievance has been moved to Step Two, and prior to the arbitration hearing, the Union and VTA shall continue efforts at resolution.

Prior to the arbitration hearing, dispute resolution meetings shall be held at least monthly or can be waived by mutual agreement. The Union shall be entitled to have released, for Second Step meetings, the Chief Steward, or in his/her absence, the Steward.

**Section 18.7- Expedited Arbitration**

- a) VTA and the Union may upon mutual agreement of the specific case/or cases submit grievance disputes to expedited arbitration in the interest of obtaining a prompt disposition of the grievances brought by workers, the Union, or VTA.
- b) The expedited arbitration shall be conducted according to the following rules, and the arbitrators shall be required to agree to abide by them:
  1. VTA and the Union shall agree to schedule as many cases as can be reasonably presented within a normal work day.
  2. Prior to the arbitration, the parties must mutually agree to the question to be placed before the arbitrator or the case will not proceed through this process.
  3. It is the intent of this expedited arbitration procedure to not record these proceedings. It is agreed, however, that either party may request a stenographic record and transcripts and the party requesting the record shall bear the full cost of the reporter's fee and transcript. The other party shall not be entitled to a copy, unless the parties agree to share the costs.
  4. The parties shall be represented by staff advocates. The parties shall not be

represented by attorneys in the arbitration hearing. Staff advocates shall present their cases in accordance with standard rules of evidence and accepted arbitrable conduct.

5. At the conclusion of the hearing, each party shall present an oral summation of its position. Post-hearing briefs shall not be submitted, unless otherwise mutually agreed.
6. The arbitrator shall render his or her decision after each party has presented and summarized its case. The arbitrator shall confirm his/her decision in a written letter to each party.
7. The arbitrator shall be paid a flat fee for each day of hearings, regardless of the number of cases presented during that day's hearing.

### **Section 18.8 - Arbitration Release Time**

- a) The worker on whose behalf the grievance has been filed will be granted release time for the entire hearing. Release time to serve as a witness will be granted on a scheduled basis, i.e., when the worker is scheduled to appear. In the case of a group grievance, release time will be granted for the designated spokesperson for the entire hearing. Release time also will be granted to the appropriate Chief Steward, Assistant Chief Steward, or designee.
- b) Other requests for leave for the purpose of participation in a grievance arbitration hearing will also be granted and charged to the worker's own leave time - provided the absence does not unduly interfere with the performance of service.

## **ARTICLE 19 - RECLASSIFICATION**

### **Section 19.1 - Reclassification**

A worker may request reclassification through his/her department during the month of October, or such time as designated by the Human Resources Administration Manager, but no less than one month per year. The department will forward all requests to the Human Resources Administration Manager or designee with a recommendation for approval or denial.

The Human Resources Administration Manager or designee will review the requests and notify the worker and the Union of his/her approval or denial, and if denied the reasons for denial no later than three months following the window.

If the request is denied, the worker shall have the right to appeal to the Director of Business Services or designee. The appeal shall be submitted in writing within ten working days of the receipt of the written denial. VTA agrees to provide the Union with copies of all appeals.

The Director of Business Services will determine the procedure of the appeal. If an appeal hearing is held, the employee may have one representative present. The worker will be notified in writing of the decision of the Director of Business Services or designee.

The Human Resources Administration Manager or designee will compile a list of all of the approved and denied studies and the expected completion date and provide the Union with a copy

of the list. All employee initiated classification studies shall be posted to the Union within 6 months of the date approved for study unless the timeline is extended by mutual agreement. Positions which are reclassified will be considered promotions (Section 7.3) for the purpose of determining the new pay rate.

**Section 19.2 - Allocation Review**

- a) Reallocation is a process by which a worker requests to have his/her position considered for a change to an existing higher level classification. A worker may request in writing a reallocation review of his/her position based upon the differences between his/her current classification specification and the classification specification to which the worker requests to be reallocated.

Workers must submit to the appointing authority (supervisor) a position questionnaire which fully describes their current duties. The submission date shall be the date the worker submits the position questionnaire to their supervisor. The appointing authority (supervisor) must, within 30 working days, remove the higher duties and the worker will be eligible for work out of class payment for a period of 30 working days prior to the date of receipt of his/her request and henceforth, or deny the request and forward it to the Human Resources Manager consistent with the schedule below:

<u>Notice to Appointing Authority (Supervisor)</u>	<u>Pre-hearing</u>	<u>Allocation Review Board</u>
October 1, 2019	February 1-March 31, 2020	April 1-30, 2020

- b) The parties agree that the following procedures shall apply:
  - 1. VTA shall provide a list of the reallocation requests it will approve and those it will deny. Only the worker who is the incumbent of the position on the date of the Request for Review and continues to be the incumbent on the date of the Allocation Review Board (ARB) hearing will be allowed to appeal to the ARB, with Union concurrence. VTA will provide the Union copies of all reallocation requests submitted by workers no later than January 31, of each year, following each reallocation window.
  - 2. A Pre-Arbitration Review is an informal meeting conducted in an attempt to resolve contested allocations prior to the formal Allocation Review Board Hearings. Present at the Pre-Arbitration Review is the worker and not more than two Union representatives, and not more than three VTA representatives. Either party may bring one witness to testify. No new information will be considered after the Pre-Arbitration Review Process. The results of the Pre-Arbitration Review Process shall be reported out by Human Resources in writing and delivered to the Union and the incumbent. Should the decision deny the request, the written decision shall include the reasons for denial.
  - 3. Should the worker requesting reallocation be dissatisfied with the Pre-Arbitration Review, he/she may appeal the decision to the Allocation Review Board (ARB) with union concurrence. An Allocation Review Board will evaluate the

unresolved appealed allocations. The Board will consist of three individuals knowledgeable of VTA's classification structure or general classification techniques. VTA and the Union will select their representative and jointly agree to a third party. The cost of retaining the third party will be borne jointly by VTA and the Union. Present at the Allocation Review Board will be the incumbent(s) and two Union representatives, and three VTA representatives. Either party may bring witnesses.

4. The Allocation Review Board will review the information obtained during the hearing and make a recommendation to the General Manager. The General Manager shall be provided an opportunity to concur or object to the recommendations. Should the GM object within 10 calendar days, the ARB shall conduct a second review and reconsider its initial decision. The General Manager, or designee, shall review the recommendations and render a written decision within 30 calendar days. The decision shall be final and binding. The ARB upon its completion of the second review shall issue a decision within 15 calendar days to either sustain or overturn its initial decision. The decision shall be final and binding.
5. It is expected that VTA and the Union shall abide by the recommendations of the Allocation Review Board. However, either party may submit its positions directly to the General Manager along with the Allocation Review Board recommendation.
6. Any change in allocations will be implemented at the beginning of the pay period following the decisions of the Allocation Review Board.
7. Policies and procedures that apply to regular classification studies, such as test requirements and minimum qualifications shall apply to the Reallocation Process.
8. Workers who have their reallocation request denied by the Allocation Review Board shall not be permitted to participate (request the same class) in the reallocation process until one additional window has passed.
9. VTA and the Union will discuss the continued use of this provision during this contract term at scheduled Labor Management Committee Meetings. No changes shall be made without mutual agreement.

## **ARTICLE 20 - CONFLICT OF INTEREST**

Workers are to abide by all applicable Federal, State, and Local Statutes or contract requirements regarding conflict of interest in outside employment. Workers intending to engage in outside employment shall file an advance statement of such intent for the approval of the appointing authority.

**Exhibit S-3**

**Collective Bargaining Agreement between the American  
Federation of State County and Municipal Employees (AFSCME),  
Local 1010, AFL-CIO and VTA Grievance Appeal Rights**

**07/01/2018 to 06/30/2021**

**AGREEMENT  
BETWEEN**



**AMERICAN FEDERATION OF STATE COUNTY AND MUNICIPAL  
EMPLOYEES LOCAL 101  
AFL-CIO**

**And**



**SANTA CLARA VALLEY TRANSPORTATION AUTHORITY**

**July 1, 2019**

**THROUGH**

**June 30, 2022**

### **Section 3.2 - Payroll Deductions**

VTA agrees to make payroll deductions according to the terms and conditions of the authorization to deduct membership dues and assessments as may be levied by AFSCME. AFSCME will hold VTA harmless from any claims on account of any such deductions.

### **Section 3.3 - Public Employees Organized to Promote Legislative Equality (P.E.O.P.L.E)**

VTA agrees to allow voluntary payroll deductions according to the terms and conditions of the authorization to deduct P.E.O.P.L.E contributions.

### **Section 3.4 - Transaction of Union Business**

The AFSCME President or authorized representative shall be permitted by VTA to transact any AFSCME business on the premises of VTA, but the transaction of AFSCME business shall not delay the scheduled work assignments of any employee.

## **ARTICLE 4 - MANAGEMENT RIGHTS**

All matters pertaining to the management of operations, such as the type and kind of service rendered to the public, the equipment used, workload, the administration of discipline and efficiency, the standards for hire, promotion and transfer of employees, and their discharge or discipline for cause, are within the discretion of VTA, subject to such limitations that are set forth elsewhere in this Agreement.

VTA rules and procedures, as may be amended from time to time, are necessary for efficient operations, and infraction of these rules shall constitute cause for progressive discipline up to and including discharge. Depending on the facts and circumstances involved in each situation, VTA may choose to begin disciplinary action at any step up to and including termination. No rules or procedures promulgated or enforced by VTA shall be valid if they violate any provisions set forth in this Agreement.

## **ARTICLE 5 - UNION RIGHTS**

### **Section 5.1 - Official Representatives**

#### a) Notification of Official Representatives

AFSCME agrees to notify VTA of their Official Representatives and changes in such Representatives. They may also designate alternates to such Official Representatives for purposes of specific meetings by advance notice to the appropriate level of management. Notice to VTA shall be issued within five (5) work days from selection.

#### b) Meetings with Management

VTA agrees to provide release time for Official Representatives or their designated alternates for attendance at mutually agreed upon meetings. Each Division shall notify AFSCME of the person(s) to be contacted for approval of release time. AFSCME agrees to notify VTA at least 24 hours in advance of the request for release time and the names of the Official Representative(s) to be released. VTA agrees to arrange for release time with the appropriate supervisor(s). Release time arrangements shall include a reasonable amount of travel time.

For purposes of VTA-wide meetings with Management, requests for release time shall be made through Employee Relations (ER).

c) Number for Release

The parties agree that no more than three AFSCME Official Representatives shall be recognized for the purpose of release time at any single meeting.

**Section 5.2 – Executive Board and Stewards**

a) Notification of Executive Board Officers and Stewards

AFSCME agrees to notify VTA with the names of their Executive Board Officers and Stewards. The Executive Board (including the AFSCME President, Vice President, and Secretary, etc.) shall not exceed ten (10) in number. Stewards shall not exceed a total of 8. AFSCME shall provide periodic (bi-annual) listings of employees identified as Executive Board Officers and Stewards. VTA will notify AFSCME of the appropriate department management representatives the Executive Board Officer or Steward may contact in carrying out their duties as a Steward. For the purposes of this section Executive Board Officers and Stewards will be referred to as Stewards.

b) Grievance/Discipline Related Release Time

VTA agrees to provide release time for:

- 1) A meeting with an employee at the worksite of either the Steward or the employee concerning a grievance or appeal;
- 2) A meeting with VTA.

c) Grievance/Discipline Related Employee Release

If an employee has a grievance and wishes to discuss it on VTA time with a designated Steward, he/she shall be allowed the opportunity within a reasonable amount of time to verify if his/her designated Steward is present and available to be seen. If the Steward is present and available, the employee shall obtain approval from his/her immediate supervisor prior to leaving his/her workstation.

d) Grievance/Discipline Investigation

A reasonable amount of time will be granted the employee and Steward to handle the initial investigation of the grievance. The parties agree that in handling grievances, the employee and Steward will use only the amount of time necessary to handle the grievance. Upon request, the employee shall be provided one copy of his/her personnel file to assist in preparing for a disciplinary hearing.

e) Steward Council Meetings

AFSCME agrees that VTA will be notified of Steward council meetings at least one week in advance. VTA shall not unreasonably deny time off requests by Stewards to attend monthly Steward council meetings.

f) Meetings with Management

AFSCME agrees that meetings with VTA will be arranged in advance, with notification to the appropriate level of Management, of the Stewards, and employees planning to attend. VTA agrees to arrange for release time with the appropriate level of supervision.

**Section 5.3 - President and Vice-President**

- a) AFSCME may designate one President and one Vice-President.
- b) The President, Vice-President, or their designee, shall be entitled to release time to replace a Steward when the Steward is not available or to accompany a new Steward for training purposes.
- c) VTA agrees to provide release time for attendance at Board of Directors meetings and/or Board committees only to the President, Vice-President, or in their absence, their designee.
- d) The President, Vice-President, or in their absence, their designee, shall be entitled to attend arbitration and disciplinary hearings, upon request.

**Section 5.4 - Negotiating Committee**

There shall be no more than six (6) official Representatives on the AFSCME negotiating committee and VTA agrees to release them upon request. The six (6) official Representatives does not include the AFSCME Business Agent, who may also attend the negotiations.

- a) Those negotiators who are on their own time during the meetings will not be paid.
- b) Resource people for the negotiations shall be allowed to use leave without pay or vacation to attend scheduled negotiation meetings to provide information to the Negotiation Committee on specific items on an as needed basis by the Negotiation Committee. VTA shall facilitate arranging time off for resource people attending negotiations.

**ARTICLE 6 - UNION NOTICES AND ACTIVITIES**

**Section 6.1 - Advance Notice**

Whenever VTA changes personnel policies and procedures, AFSCME, absent an emergency, will be given written notice at least fifteen (15) calendar days before the effective date of the change. This notice is provided in order that AFSCME may discuss the changes with VTA before they become effective. If AFSCME does not respond within the fifteen (15) calendar day period, the opportunity to discuss these changes will be waived by AFSCME. If AFSCME responds within the fifteen (15) calendar day period that they wish to meet and discuss the change, the meeting shall be held within ten (10) calendar days of the request, unless the parties mutually agree, in writing, to extend the deadline.

Policies or procedures that affect terms and conditions of employment are subject to meet and negotiate.

### **Section 6.2 - Bulletin Boards**

AFSCME shall be provided use of adequate and accessible space on bulletin boards for communications.

### **Section 6.3 - Distribution**

AFSCME may distribute material to employees through normal channels.

### **Section 6.4 - Visits by Union Representatives**

Any Representative of AFSCME shall give advance notice to a department head or their designated representative when entering departmental facilities. The Representative shall be allowed reasonable contact with employees on VTA facilities provided such contact does not interfere with the employee's work. Solicitation for membership or other internal employee organization business shall not be conducted during work time. Pre-arrangement for routine contact may be made on an annual basis, through the Employee Relations Department.

### **Section 6.5 - Use of Facilities**

VTA's buildings and facilities shall be made available for use by AFSCME or their Representatives in accordance with administrative procedures governing such use.

Effective July 1, 2019 and moving forward the District will provide AFSCME an office or a cubicle (one or the other based upon availability at VTA's discretion) for use by AFSCME.

### **Section 6.6 - Employee Lists**

VTA shall provide at no charge to AFSCME a monthly electronic list of all bargaining unit employee names and their employee status, date of hire, rate of pay, address on record, personal e-mail address if on file with the employer, worksite location, and job classification. New hires and promotional employees' information shall be forwarded to AFSCME within 30 calendar days of hire/promotion or by the first pay period of the month following hire/promotion. AFSCME agrees that such information will be treated in a confidential manner.

### **Section 6.7 - Personnel Records**

Employees shall have the right to review their personnel file directly and/or to or authorize review by their Union Representative. All requests to examine personnel records must be made to VTA Human Resources Department to schedule an appointment to review their personnel file.

No adverse material will be inserted into the employees personnel file without prior written notice to the employee. Employees may have documents placed in their personnel files in response to adverse material inserted therein and correspondence related to their job performance.

Materials relating to disciplinary actions recommended but not taken, or disciplinary actions overturned, shall not be retained in an employee's personnel file.

All adverse material shall be removed from the employee's personnel file at the end of two (2) years upon written request by the employee, except adverse material involving charges relating to fighting, serious misconduct, retaliation, discrimination, harassment, or criminal acts and provided no additional material has been issued during the intervening period.

Materials relating to suspension which become final will be removed after five (5) years, upon request by the employee, if no other suspensions have occurred during the five (5) year period except those involving charges relating to fighting, serious misconduct, retaliation, discrimination or harassment, or criminal acts.

### **Section 6.8 - Classification Specifications**

- A. VTA will provide AFSCME with copies of all newly created AFSCME and Non-Represented job classifications or substantially revised job classifications prior to posting to fill a vacant position in the classification. If the classification is not designated by VTA as an AFSCME represented classification and AFSCME believes that the classification should be AFSCME represented, it shall notify VTA in writing within fifteen (15) calendar days after the Union's receipt of the classification description.
  
- B. If VTA creates a new AFSCME represented job classification or substantially revises an existing AFSCME job classification, VTA shall forward such new classification and wage scale to the Union. AFSCME shall have fifteen (15) calendar days to request bargaining on the wage scale. The meeting shall be held within ten (10) calendar days of the request, unless the parties mutually agree, in writing, to extend the deadline. In any event, VTA shall not be precluded from implementing the new classification or change.

### **Section 6.9 - Turnover List**

Each month, VTA shall forward to the AFSCME Union Office the names of all persons in positions covered by this Agreement who enter or leave VTA employment (termination, retirement, separation, etc.) or change classification. Such lists shall include the designated organizational unit to which persons are assigned, and the effective date of the change.

### **Section 6.10 - Seniority Lists**

VTA shall provide at no charge to AFSCME or their designated representative, a seniority list of classifications. The list will be provided no more than twice annually (January and July).

### **Section 6.11 - New Employees**

VTA shall inform new employees at the time of their employment in a classification covered by this Agreement of the existence of this Agreement. VTA shall refer newly hired or promoted AFSCME employees to AFSCME. The Union shall be provided with a copy of the offer letter within ten (10) calendar days after an employee has signed said letter. The offer letter shall include the salary, the step level, and the employee's start date.

### **Section 6.12 – AFSCME Orientation of New Members**

A Union Officer and/or designee may meet with new AFSCME employees to introduce them to the Union and the AFSCME/VTA collective bargaining agreement. This meeting shall take place during the new employees' benefits orientation that is typically held on the employees' first day of work. There shall be one meeting for all new AFSCME employees per orientation. The meeting shall not last more than one hour in duration (which currently begins at 9:00 am) and shall be considered paid time for both new employees and the Union Officer and/or designee. For current employees who become new AFSCME members and are not required to attend the benefits orientation, a Union Officer and/or designee at the employees' respective work location may meet with the employees for no more than one hour. Such time shall be considered paid time for both the current employees and the Union Officer and/or designee. If a Union Representative is not

## **ARTICLE 21 - GRIEVANCE PROCEDURE**

### **Section 21.1 - Grievance Defined**

A grievance is a complaint alleging a violation, misinterpretation or misapplication of the provisions of either this Agreement or VTA Personnel Policies and Procedures applicable to represented employees.

### **Section 21.2- Just Cause**

Except for employees who are on probation, employees shall only be disciplined, demoted, or discharged for just cause.

### **Section 21.3 - Matters Excluded From Consideration Under the Grievance Procedure**

1. Performance Evaluations/Management Planning and Appraisal Report
2. Probationary release of employees
3. Position Classification
4. Workload/Caseload
5. Examinations
6. Items requiring capital expenditures
1. Items that are subject to the meet and discuss process

### **Section 21.4 - Grievance Presentation**

All grievances, including grievances involving termination, shall be presented in writing (via hard copy, email or fax) to VTA Employee Relations within thirty (30) calendar days after receipt of the grievant's notice of discipline, discharge, or incident of an alleged contract violation. AFSCME shall state the date of the event giving rise to the grievance, the nature of the grievance, the contract provision or the policy alleged to have been violated, and the remedy or solution sought. AFSCME shall appear and respond in all individual or group grievances at any step except Arbitration. The time limits in this Section may be extended by mutual written agreement.

#### **Step 1 - Grievance Presentation Meeting**

The Employee Relations Department shall schedule a grievance presentation meeting with the appropriate Department Manager or designee. This meeting shall be held within thirty (30) calendar days after receipt of the grievance. The parties shall discuss their respective positions, exchange information and supporting documentation and utilize their best efforts to resolve the dispute. Within fifteen (15) calendar days after this meeting, the employee and designated Union Representative shall be issued a written decision.

#### **Step 2 - Formal Grievances**

Within ten (10) calendar days after receipt of the Step One written response, AFSCME may appeal the decision to the Employee Relations Department.

The Employee Relations Department or its designee shall, within thirty (30) calendar days of receiving the request convene a meeting to hear the grievance. The Employee Relations Department shall select a hearing officer to preside over the hearing.

The hearing officer shall render a written decision on the grievance within fifteen (15) calendar days of the hearing. A copy of the decision shall be mailed to the grievant and the AFSCME Union Office.

### **Step 3 - Appeal to Arbitrator**

If AFSCME is not satisfied with the Step Two decision, it may, within thirty (30) calendar days after receipt of the decision, file a written appeal to the Employee Relations Department requesting arbitration before an outside arbitrator. Failure to timely file a written appeal shall result in waiver and the Step Two grievance decision shall resolve the matter with no further rights under the grievance process.

The parties agree to utilize the Labor Management Committee (LMC) to consider the resolution of grievances at any and all stages of the grievance process.

If AFSCME elects not to take a matter to Arbitration, the individual grievant may, within thirty (30) calendar days after the Step Two decision, file a written appeal to the Employee Relations Department requesting an outside Arbitrator. The individual grievant shall assume costs associated with the Arbitration per section 21.7.

### **Section 21.5 - Selection of Arbitrator**

- 1) Within twenty (20) calendar days after the receipt of the notice requesting arbitration, VTA and AFSCME shall meet and exchange a list of three (3) names each for the purpose of selecting the arbitrator.
- 2) If the parties cannot agree to an arbitrator, they shall request a list of seven (7) names from the California State Conciliation and Mediation Services and strike names until an arbitrator is selected. The parties shall meet to select the arbitrator within fifteen (15) calendar days following receipt of the above referenced list. The parties shall flip a coin to determine who strikes first. The parties shall alternate the flipping of the coin.

VTA shall contact the selected Arbitrator and coordinate with AFSCME to arrange for the earliest possible hearing date.

- 3) Time limits may be extended only by written mutual agreement of the parties.

### **Section 21.6 - Arbitrator's Decision**

The arbitrator's decision shall be final and binding.

### **Section 21.7 - Procedure**

1. The Arbitrator's compensation and expenses shall be borne equally by the employee and/or AFSCME and VTA.
2. All parties will attempt to stipulate to all facts, disclose all pertinent information and agree on the question or questions to be submitted to the arbitrator.
3. The employee and/or AFSCME and VTA shall bear the costs associated with the Arbitration equally, except that costs of any party's representative shall be borne by each respective party.

4. The Arbitration proceedings shall be stenographically reported and the costs shall be borne equally by the employee and/or AFSCME and VTA.
5. The arbitrator shall be requested to render a decision within 30 calendar days of the hearing. The decision shall be final and binding.

**Section 21.8 - Continuous Dispute Resolution**

After a grievance has been moved to Step Two, and prior to arbitration, AFSCME and VTA shall continue efforts at resolution.

**ARTICLE 22 - STRIKES AND LOCKOUTS**

It is recognized that the parties are engaged in rendering a public service and that they will comply with all applicable valid rules, regulations and orders of duly constituted public regulatory bodies or governmental authorities.

During the term of this Agreement, neither AFSCME nor its members shall call, sanction, assist, engage in any strike, slow-down or stoppage of VTA work, operations or service, or in any manner sanction, assist or engage in any restrictions or limitations of the work, operations, or service of VTA.

During the term of the Agreement, VTA shall not cause or permit any lockout of any of its employees.

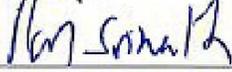
**ARTICLE 23 - TERM OF AGREEMENT**

This Agreement shall become effective only upon ratification by AFSCME, and upon approval by the Board of Directors and shall remain in full force and effect from July 1, 2019, and from year to year thereafter up to June 30, 2022. Either party may serve written notice on the other at least 90 days prior to June 30, 2022, or any subsequent June 30, of its desire to terminate this Agreement or to amend any provision thereof.

**Section 23.1 - Printing of Agreement**

The parties agree to share equally in the cost of printing bound copies of this Agreement. The printing of the Agreement will include one (1) copy for each AFSCME represented employee, thirty (30) additional copies for AFSCME to retain for new employees and an additional thirty (30) copies, for VTA Management. The parties shall jointly determine the design and format of the printed Agreement.

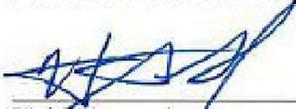
**FOR VTA:**



Raj Srinath  
Deputy General Manager /CFO



Linda Durham  
Sr. Human Resources Analyst

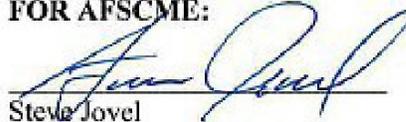


Heidi Samuels  
Deputy Director, Operations

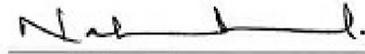


Sommer Gonzalez  
Human Resources Analyst

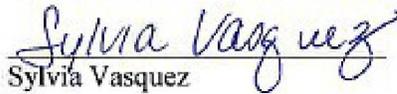
**FOR AFSCME:**



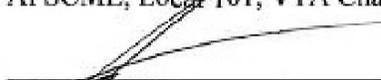
Steve Jovel  
President  
AFSCME, Local 101, VTA Chapter



Naunihal Singh  
Vice-President  
AFSCME, Local 101, VTA Chapter



Sylvia Vasquez  
Secretary  
Negotiating Team Member  
AFSCME, Local 101, VTA Chapter



Chris Finstad  
Negotiating Team Member  
AFSCME, Local 101, VTA Chapter



Jon Maier  
Negotiating Team Member  
AFSCME, Local 101, VTA Chapter



Prabhjot Singh  
Negotiating Team Member  
AFSCME, Local 101, VTA Chapter

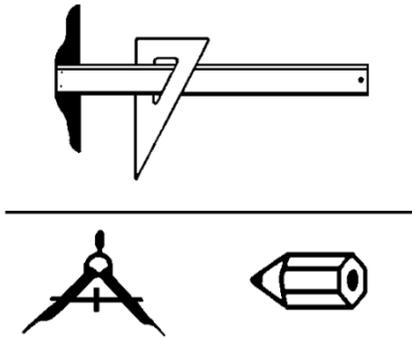


Tina Acree, Business Agent  
AFSCME Council 57

**Exhibit S-4**

**Collective Bargaining Agreement between the Transportation  
Authority Engineers and Architects Association (TAEA) and  
VTA Grievance Appeal Rights.**

**07/01/2018 to 06/30/2021**



**MEMORANDUM OF AGREEMENT  
Between**

**Santa Clara Valley  
Transportation Authority (VTA)**

**And**

**Transportation Authority Engineers and Architects  
Association (TAEA)/Local 21**

**July 1, 2019 – June 30, 2022**



further levels of review. Such right of representation does not include the initial discussion between the employee and the supervisor unless, however, there is just cause to believe that the initial discussion may result in disciplinary action against the employee. In the event a supervisor brings his/her supervisor to an annual performance appraisal meeting (see Section 2.8), an employee has the right to have Union/TAEA executive officer representative attend the meeting.

- c) Representatives Time Off - A representative or Association Officer shall be allowed reasonable time off with pay for the purposes herein above defined, subject to the concurrence of his/her Division head or his/her designated representative. Such concurrence shall not be unreasonably withheld. Time off shall be prescheduled.

### **Section 1.8 - Negotiating Committee**

The committee authorized by the Association to consult, meet and confer, or negotiate collectively, shall consist of a reasonable number of representatives, no more than three of which may be paid VTA employees. Employee members of the committee will be paid by VTA for the time spent in negotiations with management, for straight time hours they would otherwise have worked on their regular work schedule. Meetings shall be held at a time and place mutually acceptable to all parties.

### **Section 1.9 - Employee Notification of Representation**

Employee transaction data currently available on the system shall, upon request, be forwarded to the Association no more than two times per contract year.

### **Section 1.10 - Distribution of Information**

- a) State of California Workers' Compensation Information – VTA shall distribute literature to each new employee clearly describing the rights and benefits of all represented employees under State of California Workers' Compensation laws.
- b) Association Information – VTA agrees to reasonably distribute to each new employee within the represented unit appropriate literature furnished by the Association and a copy of this Agreement.
- c) Printing of Agreement – VTA agrees to make available five copies of this Agreement for the Associations' use.

### **Section 1.11 - Recognition**

VTA recognizes Transportation Authority Engineers and Architects Association, or TAEA, as the exclusive bargaining representative for all classified employees in positions within the bargaining unit.

For the purpose of this Agreement, an employee shall be defined as a person employed in a position in the bargaining unit covered by this Agreement.

### **Section 1.12 - Americans with Disabilities Act**

The parties agree to meet as needed to review compliance with the Americans with Disabilities Act.

## **ARTICLE 2 - PERSONNEL ACTIONS**

### **Section 2.1 - Probationary Period**

Each new employee shall serve a probationary period of 12 months. The 12-month probationary period shall be calculated by pay periods. An employee's probationary ending date shall be counted as 12 calendar months moved to the start of the next pay period. Upon successful completion of such probationary period, the employee shall be deemed a regular employee. A leave of absence without pay shall not be credited toward completion of the employee's probationary period.

### **Section 2.2 - Personnel Files**

- a) General Provision - An employee will be informed of and provided with a copy of all non-routine entries into his/her personnel file.
- b) Employee Right of Inspection - An employee shall be permitted at any time during regular office hours to inspect his/her personnel file. Should any copies of any material contained in the file be requested by the employee, the first copy of each item requested shall be furnished to the employee at no cost to the employee. The employee may also authorize, in writing, the Association representative to inspect his/her personnel file.
- c) Derogatory Material - Derogatory material over three years old may be removed from an employee's file, upon the employee's written request, provided that no additional derogatory material has been entered during the intervening three-year period except those involving charges as listed in VTAs Personnel Policies and Procedures.  

Suspensions of greater than five (5) days, demotions and dismissals which have become final shall not be removed from the personnel file. Suspensions of five (5) days or less will remain in the personnel file for two (2) years.
- d) Confidentiality - Materials in personnel files shall be regarded as confidential and disclosed only in accordance with provisions of law.

### **Section 2.3 - Disciplinary Action**

VTA may take disciplinary action for cause against any regular employee by suspension, demotion or discharge by notifying the employee in writing. Notice of disciplinary action must be served on the worker in person or by certified mail prior to the disciplinary action becoming effective. An employee who is to be terminated, shall be given either five days' notice of termination or five days' pay.

A disciplinary notice shall be included in the employee's personnel file and a copy sent to the Union in person or by regular mail and designated Union officer. The notice shall include:

- a) Statement of the nature of the disciplinary action.
- b) Effective date of the action.
- c) Statement of the cause thereof.
- d) Statement in ordinary and concise language of the act or omissions upon which the causes are based.
- e) Statement advising the employee of the right to appeal from such action and the right to Association representation.
- f) In cases of demotion, discharge, or suspension of five (5) days or more, the notice shall also include a statement of the employee's right to respond, either orally at a meeting requested by the employee, or in writing. The opportunity to respond shall normally take place within seven (7) working days following the initial notice of intended action. The employee shall be served with notice of final action in person or by certified mail prior to the action becoming effective.
- g) Appeal to arbitration

Appeals to arbitration must be made in writing to the Chief Administrative Officer or their designee within ten (10) working days from receipt of final action. As soon as possible, but not later than 30 working days after receipt of the request for arbitration, VTA and the Union shall meet to select an arbitrator. If the parties are unable to agree upon an arbitrator, they shall request a list of seven names from the State Conciliation and Mediation Service and shall strike until an arbitrator is selected. The decision of the arbitration shall be final and binding. The arbitrator's compensation and expenses shall be borne equally by VTA and the Association.

#### **Section 2.4 - Unfavorable Reports**

When necessary, an unfavorable report shall be prepared by the supervisor, and distributed as in Section 2.3 above. The factual content of unfavorable reports is grievable.

#### **Section 2.5 - Return to Former Class**

As an alternative to appointment from any employment list, any current regular employee, upon recommendation of the appointing authority and approval by the Chief Administrative Officer or designee, may be appointed without further examination to a position in any class in which regular status had formerly been acquired, or to any related class on a comparable level with the former class.

#### **Section 2.6 - Unclassified Appointment**

No employee, while holding a position in the unclassified service, shall be assigned to or occupy any classified position.

**Section 2.7 - Rights Upon Promotion or Transfer to Classified or Unclassified Service**

Any regular employee who receives a provisional or probationary promotion, or who transferred or promoted to a position in the unclassified service shall retain all rights and benefits as a regular employee of his/her former class while in such provisional, probationary, or unclassified status. These include the right to participate in promotional examinations and the right to return to his/her former class if released while in such status. All such service shall count toward seniority credits in the employee's former class in the event the layoff procedure is involved.

Any regular employee who receives a provisional promotion, or who is transferred or promoted to a position in the unclassified service, the duration of which is known to be for less than six months, shall be considered to be on leave from his/her regular position and departments are authorized to make substitute appointments to such vacated positions.

**Section 2.8 – Performance Appraisal**

TAEA Members shall receive an annual performance evaluation in accordance with VTA Policy AS-HR-PR-2140- Performance Appraisal.

**ARTICLE 3 - PAY PRACTICES**

**Section 3.1 - Salaries and Step Placement on Salary Range**

Step placement on the salary range, paragraphs a) through f) shall be in effect during the term of this Agreement.

Effective July 1, in 2019, upon ratification by the Union membership and approval by the VTA Board of Directors, TAEA represented employees shall receive a 3.0% general wage increase.

Effective July 13, 2020 TAEA represented employees shall receive a 2.5% general wage increase.

Effective July 12, 2021 TAEA represented employees shall receive a 2.5% general wage increase.

- 1) Each employee shall be paid within the range for his/her class, according to the following provisions, unless otherwise provided by Section 8.3.
  - a) The first step in each range is the minimum rate and shall normally be the hiring rate for the class. In cases where it is difficult to secure qualified personnel or a person of unusual qualifications is engaged, the Human Resources Manager may approve appointment at the second or third step, and with the approval of the Chief Administrative Officer, at the fourth or fifth step.
  - b) The second step shall be paid after the accumulation of six months of competent service at the first step.

- b) When required by the needs of the department and approved by the Chief Administrative Officer, selective certification may be utilized to re-employ employees with particular skills.
- c) If there are employees on a Re-employment List, VTA will review such list prior to contracting-out work, or hiring outside work, to determine if the work could be performed by someone on the Re-employment List, provided such work is within the classification from which they were laid off or in any classification at the same level provided they had prior standing in the class. Should a position become available in the bargaining unit, the laid off employee shall be provided an opportunity to transfer or demote using the normal transfer or demotion rules as provided in VTA's Personnel Policies and Procedures.

**Section 10.11 - Temporary Work For Laid Off Workers**

Interested employees who are placed upon the re-employment list due to layoff and who elect to be available for temporary work shall be given preference for such work in the classification from which they were laid off. The election to be available for temporary work must be made at the time of layoff. Employees may decline to be available for temporary work or may decline such work itself without affecting any rights under this Article.

**Section 10.12 - Names Dropped From Re-employment List**

No name shall be carried on a re-employment list for a period longer than three years, and the names of persons re-employed in a regular position within the same classification shall, upon re-employment, be dropped from the list. Refusal to accept one of two offers of re-employment within the same classification shall cause the name of the person to be dropped from the re-employment list.

**Section 10.13 - Rights Restored**

Upon re-employment of an employee from a re-employment list, all rights acquired by an employee prior to his/her placement on such list shall be restored.

**ARTICLE 11 - GRIEVANCE PROCEDURE**

VTA and the Association recognize early settlement of grievances is essential to sound employee-employer relations. The parties seek to establish a mutually satisfactory method for the settlement of grievances of employees, the Association, or VTA. In presenting a grievance, the aggrieved and/or his/her representative is assured freedom from restraint, interference, coercion, discrimination or reprisal.

### **Section 11.1 - Grievance Defined**

A grievance may only be filed if it relates to:

- a) Pay administration and other items relating to pay as found in VTA's Personnel Policies and Procedures.
- b) Alleged violations of Personnel Policies and Procedures.
- c) Alleged discriminatory or capricious use of departmental powers deemed discretionary under the Personnel Policies and Procedures.
- d) Alleged violations of the Association Representation as provided by law.
- e) Alleged violations of Memorandum of Understanding and/or Agreement.
- f) Alleged infringement of an employee's personal rights, discrimination or harassment.

Matters excluded from consideration under the grievance procedure:

- a) Disciplinary actions taken under Personnel Policies and Procedures.
- b) Performance Evaluations.
- c) Position classification.
- d) Workload/Caseload.
- e) Personnel examinations.
- f) Items requiring capital expenditure.
- g) Items within the scope of representation and subject to the meet and discuss process.

### **Section 11.2 - Grievance Presentation**

Employees shall have the right to present their own grievance or do so through a representative of their own choice. Grievances may also be presented by a group of employees, by the Association, or by VTA. No grievance settlement may be made in violation of an existing rule, ordinance, Memorandum of Agreement or Memorandum of Understanding, nor shall any settlement be made which affects the rights or conditions of other employees represented by the Association without notification to, and consultation with, the Association.

### **Section 11.3 - Procedural Compliance**

Association grievances shall comply with all foregoing provisions and procedures. VTA shall not be required to reconsider a grievance previously settled with an employee if renewed by the Association, unless it is alleged that such grievance settlement is in violation of an existing rule, ordinance, Memorandum of Understanding, or Memorandum of Agreement.

### **Section 11.4 - Informal Grievance Step**

It is agreed that employees will be encouraged to act promptly through informal discussion with their immediate supervisor on any act, condition or circumstance which is causing employee dissatisfaction and to seek action to remove the cause of dissatisfaction before it serves as the basis for a formal grievance. Time limits may be extended or waived only by written agreement of the parties.

### **Section 11.5 - Formal Grievance**

#### a) Step One

Within 15 working days of the occurrence or discovery of an alleged grievance, the grievance shall be presented in writing to the appointing authority. A copy of the grievance shall be sent to the Office of Civil Rights and Employee Relations (OCR/ER) and this copy shall dictate time limits. The grievance form shall contain information which:

- 1) Identifies the aggrieved;
- 2) The specific nature of the grievance;
- 3) The time or place of its occurrence;
- 4) The rule, law, regulation, or policy alleged to have been violated, improperly interpreted, applied or misapplied;
- 5) The consideration given or steps taken to secure informal resolution;
- 6) The corrective action desired, and;
- 7) The name of any person or representative chosen by the employee to enter the grievance.

A decision by the superior shall be made in writing within ten working days of receipt of the grievance.

#### b) Step Two

If the aggrieved continues to be dissatisfied he/she may, within 15 working days after receipt of the first step decision, direct a written presentation to the General Manager's designated representative indicating whether the aggrieved wishes 1) the General Manager's designated representative to review and decide the merits of the case; or 2) whether the aggrieved wishes the grievance to be referred to an impartial arbitrator mutually agreed upon or jointly selected from a panel provided by the State Conciliation Service. The Arbitrator's compensation and expenses shall be borne equally by the employee or the Association and VTA, provided employee grievances shall be arbitrable only at the expressed request of the employee involved and with the concurrence of the Association unless the grievance is deemed an Association or group grievance prior to submission to Step 2. Decisions by the General Manager's designated representative or the arbitrator shall be final and binding.

### **Section 11.6 - Arbitration Release Time**

The following statement on employee participation in grievance arbitration hearings is agreed to:

- a) The employee on whose behalf the grievance has been filed will be granted release time for the entire hearing. Release time to serve as a witness will be granted on a scheduled basis, i.e., when the employee is scheduled to appear. In the case of a group grievance, release time will be granted for the designated spokesperson for the entire hearing.
- b) Other requests for leave for the purpose of participation in a grievance arbitration hearing will also be granted and charged to the employee's own leave time, provided the absence does not unduly interfere with the performance of service.

## **ARTICLE 12 – EDUCATIONAL AND PROFESSIONAL DEVELOPMENT ASSISTANCE**

### **Section 12.1 - Tuition Assistance**

VTA shall maintain a Tuition Assistance Program for the term of this Agreement in accordance with VTA's Educational and Developmental Program.

### **Section 12.2 – Professional Development Fund**

VTA will fund up to \$4,500, on a matching basis (50% employee and 50% employer) for individual professional development and for education. This amount is over and above the Tuition Reimbursement Program, the reimbursement of professional registration fees as provided for in Section 12.4, and departmental programs as presently funded/budgeted. This section is not applicable to any mandated training. Please refer to VTA Policy #110.003, Training and Development.

The application of this provision shall be in compliance with the VTA approved Travel and Expense Reimbursement Policy and Procedure.

### **Section 12.3 – Professional Membership Affiliation**

VTA will pay for one membership to a professional association selected from an approved list of qualified professional associations, for each TAEA-Represented employee. Within thirty (30) days of the approval of this Agreement, an equal number of representatives from VTA and TAEA will form a committee to meet on a regular basis to establish, maintain, and update a list of qualified professional associations. The VTA shall make the final determination on any disputes.

### **Section 12.4 - Professional Registration-Fee Reimbursement**

VTA shall reimburse professional registration fees for all engineer and architect classifications.

**Exhibit T-1****Training and Development Policy****07/01/2018 to 06/30/2021**

<b>POLICY</b>  <b>TRAINING AND DEVELOPMENT</b>	<b>Document Number:</b>	110.003
	<b>Version Number:</b>	2
	<b>Date:</b>	03/08/18

**1. Purpose:**

To provide employees with the opportunities to gain required and additional training to enhance performance in their current jobs or advance into other positions at Valley Transportation Authority (VTA).

**2. Scope:**

This policy applies to all VTA employees.

**3. Responsibilities:**

All VTA employees share the responsibility of adhering to the policy.

**4. Policy:****A. Mandated Training**

Required training is approved training mandated by laws or regulations, VTA policy, or Collective Bargaining Agreements (CBA). All participants attending required training programs will be paid full salary and attend the programs on VTA time in accordance with their work schedule. Training must be approved by management prior to attendance through the Training Advisory Program or SuccessFactors Learning Management System. No overtime will be paid unless required by a CBA or the law.

**B. Required Performance Enhancement Training**

Required performance enhancement training is training deemed necessary by a manager or supervisor for an employee to obtain knowledge and develop needed skills to enhance performance in his or her present job. Participants attending performance enhancement training programs will be paid full salary while attending the courses and will attend the courses on VTA time in accordance with their work schedule. Training must be approved by management prior to attendance through the Training Advisory Program or SuccessFactors Learning Management System. No overtime will be paid unless required by a CBA or the law.

C. Professional Development Training (Tuition Reimbursement)

Professional development training is any VTA job-related course or degree program available to interested employees. Participants will attend professional development courses following the specific guidelines of the Tuition Reimbursement Program (Educational/Professional Development Program) or the applicable clauses of each CBA.

D. Other Training Programs

<b>POLICY</b>	<b>Document Number:</b>	110.003
	<b>Version Number:</b>	2
	<b>Date:</b>	03/08/18
<b>TRAINING AND DEVELOPMENT</b>		

Other training programs include those training programs offered to employees or contractors as professional learning and will be offered to employees and contractors under the specific guidelines of each program.

**5. Definitions:**

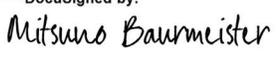
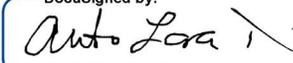
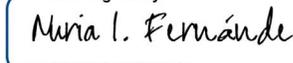
For purposes of this policy, training is defined under the four categories - Mandated Training, Required Performance Enhancement Training, Professional Development Training (Tuition Reimbursement), and Other Training Programs, which follow specific guidelines based on type of training. Interns and extra-help are excluded from participating in Training and Development Programs.

Management or Division Management: Supervisor, Manager, Deputy Director, or any assigned approving authority at the time of request.

**6. Summary of Changes:**

- a. Revised format to include (2) Scope, (3) Responsibility, (5) Definitions, and (6) Summary of Changes.
- b. Revised naming conventions to clarify various types of training offered at VTA (4.A-C). Required Training changed to Mandated Training; Performance Enhancement changed to Required Performance Enhancement Training; and Available Training changed to Professional Development Training (Tuition Reimbursement).
- c. Added Other Training Programs (4.D) to clarify training outside of Mandated Training, Required Performance Enhancement Training, and Professional Development Training.

**7. Approval Information:**

<i>Prepared by</i>	<i>Reviewed by</i>	<i>Approved by</i>
<p>DocuSigned by:                        D300E46AC01142B...</p> <p>Mitsuno Baurmeister                      Manager, Diversity &amp; Inclusion</p>	<p>DocuSigned by:                        67EC3BB945B04E3...</p> <p>Alberto Lara                      Director, Business Services</p>	<p>DocuSigned by:                        E4CE93FA2C8C410...</p> <p>Nuria I. Fernández                      General Manager/CEO</p>

Date Approved: 3/12/2018



# EDUCATIONAL/PROFESSIONAL DEVELOPMENT PROGRAM TUITION ASSISTANCE ADVANCE REQUEST

## EMPLOYEE INFORMATION

Employee Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_  
Position: \_\_\_\_\_ Bargaining Unit: \_\_\_\_\_  
Department: \_\_\_\_\_ Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Course: \_\_\_\_\_ Tuition Cost: \$ \_\_\_\_\_ Date(s): \_\_\_\_\_  
School Name & Address: \_\_\_\_\_

## STATEMENT OF CONSENT

- Upon receiving the Tuition Assistance Advance, I will notify and submit proof of payment to OD&OT within: (check one)
- SEUI Member – 4 weeks
  - AFSCME Member and Non-Rep – 10 business days
- I authorize VTA to deduct the advanced amount from my next paycheck if I fail to provide proof of payment within the stated deadline above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## SUPERVISOR AND MANAGER APPROVAL

### SUPERVISOR

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### DEPARTMENT MANAGER

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attach this form to Tuition Reimbursement Application and submit to:  
Christie Victoria, Tuition Reimbursement Administrator  
Educational/Professional Development Program  
OD&OT, River Oaks, Bldg B1

### ORGANIZATIONAL DEVELOPMENT & OPERATIONS TRAINING USE ONLY

Received Tuition Assistance Advance Request: Date: \_\_\_\_\_ By: \_\_\_\_\_

Tuition Reimbursement Amt Available: \$ \_\_\_\_\_ 50% Tuition Cost: \$ \_\_\_\_\_ Actual Advance Amt: \$ \_\_\_\_\_

Manager of Organizational & Human Capital Development Name: \_\_\_\_\_

Approved  Denied Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Check Payment: Date: \_\_\_\_\_ Oracle: \_\_\_\_\_ AP: \_\_\_\_\_ Log: \_\_\_\_\_ By: \_\_\_\_\_

Payment Distribution from AP Date: \_\_\_\_\_ Proof of Payment Received: Date: \_\_\_\_\_

**Exhibit T-2**

**Educational/Professional Development Program**

**07/01/2018 to 06/30/2021**

**EDUCATIONAL/PROFESSIONAL DEVELOPMENT PROGRAM**

**TUITION REIMBURSEMENT  
APPLICATION INSTRUCTIONS**

1. Complete one application per class using the guidelines below and submit to the Tuition Reimbursement Administrator at least two weeks prior to class start date. Failure to do so may prevent approval.
2. Attach course description to the application. The documentation must include the name of the school/organization, course/event name & number, start and end dates, and day and time.
3. Obtain approval and signature(s) for the course. Course is taken on employee's personal time; however, employee may request time off during normal work hours, subject to management approval and the applicable collective bargaining agreement.
4. Submit the following required proof of documentation to Tuition Reimbursement Administrator within 30 days of course completion or by July 1<sup>st</sup> for spring semester.

**REQUIRED APPROVED PROOF OF DOCUMENTATION**

- PROOF OF PAYMENT ON TUITION AND REGISTRATION**  
Printout of receipt – must indicate name of school/organization, employee's name, amount paid (tuition fee and breakdown of registration fee), method of payment, such as "cash, check, credit card, paid in full, etc."
- PROOF OF REQUIRED TEXT/MATERIALS**  
Course Syllabus – must indicate course name and each text/material as a requirement for the course.
- PROOF OF PAYMENT ON REQUIRED TEXT/MATERIALS**  
Printout of receipt – must indicate employee's name, reference text name/material, amount paid including tax (shipping and handling are not reimbursable), method of payment. No third-party payment is accepted.
- PROOF OF COMPLETION**  
Unofficial School Transcript – must indicate name of school, employee's name, and letter grade that shows at least a "C" grade or "Pass," or  
  
Certificate of Completion – must indicate name of organization, employee's name, and date of completion, or  
  
Signed Roster - must indicate name of course, date, location, employee's name, and signature.

*All documents are subject for review. Required proof of documentation may vary based on course taken.*

Send application and all supporting documents to:  
Coleen Franklin  
Organizational Development and Operations Training (OD&OT)  
River Oaks, Bldg B-1  
Other Narratives | 196



## EDUCATIONAL/PROFESSIONAL DEVELOPMENT PROGRAM TUITION REIMBURSEMENT APPLICATION

NAME: \_\_\_\_\_ ID #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ POSITION: \_\_\_\_\_ BARGAINING UNIT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

COURSE:  REQUIRED FOR A DEGREE (attach an educational plan)  CERTIFICATE PROGRAM  PROFESSIONAL DEVELOPMENT

COURSE NO. & TITLE: \_\_\_\_\_ UNITS/CEU/CERT: \_\_\_\_\_

SCHOOL/ORGANIZATION NAME & ADDRESS: \_\_\_\_\_

CLASS: START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_ DAY & TIME: \_\_\_\_\_

ESTIMATED CLASS EXPENSES: Tuition: \$ \_\_\_\_\_ Registration: \$ \_\_\_\_\_ Text/Material: \$ \_\_\_\_\_ Total: \$ \_\_\_\_\_

STATEMENT OF PURPOSE: (Explain the relationship/value of course to your current position or to an identifiable function of VTA and how it will benefit VTA)

ASSISTANCE FROM OTHER SOURCES (GI Bill, scholarship, Loan, etc.)  NONE  YES (Specify) \_\_\_\_\_ \$ \_\_\_\_\_

**I agree that:**

Upon completion of the above accredited course, I will provide all approved proof of documentation stated on the Instructions to OD&OT no later than (date) \_\_\_\_\_ (30 days after course completion, except for spring semester – no later than July 1).

I will be responsible to repay 50% of any reimbursed amount if I leave VTA employment within one year after course completion.  
**By signing below, I authorize VTA to deduct 50% of the total reimbursement from my final paycheck.**

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**SUPERVISOR/MANAGER/EXECUTIVE'S SECTION:** Please review and approve below.

Employee must use personal time for courses taken under Tuition Reimbursement Program. Check one box below:

I confirm that the Employee is using personal time to fulfill this course.

Employee is granted paid work time as an exception. Explain \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_  APPROVED  DENIED

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPARTMENT MANAGER'S NAME: \_\_\_\_\_  APPROVED  DENIED

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

EXECUTIVE'S NAME: \_\_\_\_\_  APPROVED  DENIED

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**ORGANIZATIONAL DEVELOPMENT & OPERATIONS TRAINING USE ONLY**

Manager of Organizational & Human Capital Development's Name: \_\_\_\_\_

Approved       Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TR Application Received: Date: \_\_\_\_\_ Email Employee: \_\_\_\_\_

Comments: \_\_\_\_\_

Eligible Amount for Reimbursement: \$ \_\_\_\_\_ TR Log: \_\_\_\_\_

**TUITION ASSISTANCE ADVANCE:** Requested: \$ \_\_\_\_\_ Available: \$ \_\_\_\_\_ Paid: \$ \_\_\_\_\_

**CHECK PAYMENT REQUEST:**

TR: Tuition: \$ \_\_\_\_\_ Registration: \$ \_\_\_\_\_ Text/Material: \$ \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_

PD: Tuition: \$ \_\_\_\_\_ Registration: \$ \_\_\_\_\_ Text/Material: \$ \_\_\_\_\_ @ 50% Amount Paid: \$ \_\_\_\_\_

Processed: \_\_\_\_\_ Sent to AP: \_\_\_\_\_ Email Employee: \_\_\_\_\_ Total Reimbursement: \$ \_\_\_\_\_

TR Log: \_\_\_\_\_ Scan/File: \_\_\_\_\_

**SANTA CLARA VALLEY TRANSPORTATION AUTHORITY  
EMPLOYEE ADVISORY COMMITTEE (EAC)**

**Exhibit U**

**Employee Advisory Committee Meeting Minutes (Internal Outreach)**

**07/01/2018 to 06/30/2021**



**Thursday, September 9, 2021**

**MEETING MINUTES**

**CALL TO ORDER**

The Employee Advisory Committee (EAC) was called to order at 1:30pm by Angelica Bonifacio. EAC Meeting was conducted virtually via Microsoft TEAMS

**ROLL CALL** – Virtual attendance was taken and recorded below as follows:

**MEMBERS PRESENT:**

Lorena Bernal-Vidal, Transportation Planner III, River Oaks, SEIU  
Angelica Bonifacio, **CHAIRPERSON**, Executive Secretary, River Oaks, Non-Rep  
Sam Garcia, **VICE CHAIRPERSON**, Coach Operator, Cerone, ATU  
Shayne Nelson, Coach Operator, Chaboya, ATU  
Andres Carmona, LR Track Maintenance Supervisor, Guadalupe, AFSCME

**ALTERNATES PRESENT:**

Frances Gutierrez, **TREASURER**, Office Support Supervisor, Cerone AFSCME

**STAFF PRESENT:**

Brenden Hayes, HR Assistant, Employee Relations, River Oaks, Non-Rep  
Ibraheem Fakira, HR Analyst - HR and Procurements & Cont., River Oaks, Non-Rep  
Sandra Escalante, HR Analyst – Office of Civil Rights, River Oaks, Non-Rep

**MEMBERS NOT PRESENT:**

James Shannon, Coach Operator, North, ATU  
Eliseo Acosta Jr., O&R Mechanic, Cerone, ATU  
Maisha Willis, Office & Timekeeping Tech, Chaboya, SEIU

**ALTERNATES NOT PRESENT:**

Hector Gomez, Coach Operator, Cerone, ATU  
Yvette Simon, Vault Room Worker, Cerone, SEIU  
Mark Nevill, Fare Inspector, River Oaks, ATU

## 1. APPROVAL OF MINUTES

August 2021 EAC Meeting was Cancelled so there were no minutes to review

## 2. NEW BUSINESS

### A. Wellness Check-in

With ongoing work from home orders and Covid-19 Social Distancing protocols the EAC team did a round table discussion to check in on how everyone is doing through these difficult times. Discussion on personal wins or lessons learned through the “new normal” way of living as we continue to battle to stay healthy and work towards vaccinations and stopping the spread of Covid-19. Everyone is adjusting, coping, grieving differently from our 5/26/21 tragedy but everyone offered their support and well wishes to ensure everyone gets the help they need or request.

### B. Employee Art Project

There has been a spotlight report on The Hub about Bus Operator Danny Quintana and his amazing photography skills of VTA’s busses, light rail trains, transit centers etc. Angelica will meet and discuss with him later and report back to EAC team about possibly having some of his photos up on display at various divisions and River Oaks. Andres brought up how life at Light Rail Division is still very sensitive and suggested we discuss with LR supervision or staff first before doing anything out there. Previously a banner was on display showing support from various transit agencies in the bay area but was immediately taken down as staff walked out and went home after being reminded of the tragedy. We don’t want to have the intentions of doing something good and have negative response from our workforce. Shayne expressed interest in visiting LR Division as he used to be an ATU shop Steward and knows many staff there but was advised against it as security is very tight and only staff that are scheduled to work on any given date are allowed to enter or get advance notice/clearance from division Superintendent. Angelica to meet with Danny and report back to EAC team before next meeting in October 2021.

### C. VTA’s EEO Program

Sandra Escalante rejoined the EAC team to discuss the EEO program that gets updated and submitted to the FTA. VTA is committed to its employees and this program will give great information about VTA regarding hiring, promotions etc. This topic was addressed and discussed in the past before Covid-19 and EAC expressed interest in viewing the reports once finalized. That way the EAC team can see how well VTA did against its own goals. EAC confirmed their interest to see how VTA has adapted to drastic changes caused by the Pandemic. One of EAC’s primary goals is employee morale and some staff had shared concerns regarding not being able to be promoted internally. This will allow for more transparency throughout the hiring and placement process.

### D. Support for Relocated LR Staff

Andres Carmona addressed an issue that a lot of relocated staff are feeling uncomfortable, anxious and uneasy about their new temporary locations. Most are saying they can’t wait to get back to their “home” location at Light Rail and are unsure if/when that can ever happen. Basic human interaction can go a long way and the EAC wants to get involved somehow someway to show support and express gratitude for the sacrifices they are making to continue to perform their job. Discussion on how to do that such as VTA notes on their desk or provide food/snacks to the staff at their new temporary locations. Preliminary discussion needed with Robert Daniels as he is the head of the LR Return to Work project and would know how many staff and where they’ve been relocated to. Brenden, Angelica and Ibraheem to setup a meeting with Robert Daniels and present back to EAC at next meeting to continue discussion and formulate a plan of action.

**THE NEXT EAC MEETING WILL BE HELD THURSDAY, OCTOBER 14, 2021, VIRTUALLY VIA TEAMS. GUEST SPEAKER BRANDI CHILDRESS TO HELP ADDRESS THE PLAN OF SHOWING SUPPORT AND ACKNOWLEDGEMENT TO RELOCATED LR STAFF**

**4. ADJOURNMENT:**

Meeting adjourned at 2:30 p.m.

Respectfully submitted,  
Brenden Hayes  
Labor Relations/HR Assistant

**NOTE:** M/S/C means motion seconded and carried and, unless otherwise indicated, the motion passed unanimously.

## Exhibit V

### VTA Proof of EEO Program Review

07/01/2018 to 06/30/2021

#### **Greene, Mark**

---

**From:** Greene, Mark  
**Sent:** Friday, September 17, 2021 11:35 AM  
**To:** 'brandy.gaskin@mvtransit.com'  
**Cc:** Bailey, Jaye  
**Subject:** VTA - Letter of Confirmation - Review of MV EEO Program Submission  
**Attachments:** VTA - Letter of Confirmation - Review of MV EEO Program Submission.pdf;  
VTASanJoseCAEEOPlanExpAug2025.pdf

*On behalf of Jaye Bailey, Deputy Director, Employee Relations & Civil Rights, EEO Officer*

Hi Brandy,

I hope this email finds you well. I've attached a copy of VTA's acknowledgment of its review of MV Transportation's most recent EEO Program also attached.

Should you have any questions, please feel free to reach out.

Thank you.

#### **Mark Scott Greene, J.D., IPMA-SCP**

Senior Human Resources Analyst – Office of Civil Rights

Santa Clara Valley Transportation Authority  
3331 North First Street, Building B  
San Jose, CA 95134-1927  
Phone **408-321-5916**



Conserve paper. Think before you print.

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**Sent Via Email**

Sept. 17, 2021

Brandy S. Gaskin  
EEO Compliance Manager  
MV Transportation, Inc.  
2711 N. Haskell Ave #1500  
Dallas, Texas 75204

RE: EEO Program Submission

Dear Brandy S. Gaskin,

The Santa Clara Valley Transportation Authority (VTA) has completed its review of MV's EEO Program received on September 13, 2021 and finds the document to be in compliance with Federal Transit Administration (FTA) EEO Circular 4704.1A.

Thank you for providing MV's EEO Program at our request.

A handwritten signature in blue ink, appearing to read 'Jaye Bailey', with a long horizontal flourish extending to the right.

Jaye Bailey  
Deputy Director, Employee Relations & Civil Rights, EEO Officer  
Santa Clara Valley Transportation Authority