Jackson Area Transportation Authority is committed to equal employment opportunity and dedicated to creating a work environment that fosters diversity and promotes excellence.
<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Authors</th>
<th>Version</th>
<th>Section</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>08-07-2019</td>
<td>Chad Cumberworth</td>
<td>1</td>
<td>All</td>
<td>Initial document for internal peer review.</td>
</tr>
<tr>
<td>08-08-2019</td>
<td>Chad Cumberworth</td>
<td>2</td>
<td>All</td>
<td>Incorporated document changes from initial peer review.</td>
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</tbody>
</table>
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Equal Employment Opportunity - Program Requirements and Elements

The Federal Transit Administration (FTA) under the guidance of the Department of Transportation (DOT) requires entities meeting the thresholds listed below to prepare and maintain an Equal Employment Opportunity (EEO) Program. An EEO Program is a detailed set of procedures and employment information designed to ensure entities meet the EEO requirements.

Jackson Area Transportation Authority (JATA) currently meets the threshold requirement between 50-99 transit-related employees and requests or receives capital or operating assistance more than $1 million in the previous federal fiscal year, or requests or receives planning assistance in excess of $250,000 in the previous federal fiscal year. Therefore, JATA must prepare and maintain an abbreviated EEO Program and will follow the requirements outlined in FTA Circular 4704.1A for agencies. As a smaller agency, JATA is currently not required to conduct a utilization analysis with goals and timetables or to submit the EEO Program to FTA every four years—though all other requirements remain applicable.


FTA’s Office of Civil Rights may request additional information from the agency to resolve questions concerning EEO compliance. Failure to submit information requested by FTA may delay the award of FTA funds or the processing of grant applications. FTA requires agencies to retain all records that would enable FTA to ascertain whether they have complied or is complying with Equal Employment Opportunity statutes and regulations for a minimum of three years.

FTA requires the JATA EEO Program to contain the following five (5) elements:

1. Statement of Policy.
2. Plan for dissemination both internally and externally.
3. Designation of appropriate personnel responsible for carrying out the EEO Program, including the designation of an EEO Officer.
4. Assessment of an agency’s employment practices.
5. Plan for monitoring and reporting on the EEO Program.

The EEO Program must be provided to FTA if requested by the Office of Civil Rights or for any State Management Review or Triennial Review; the format of the Utilization Analysis data sheet, though, will be used for tracking area labor availability by EEO-4 Job Category.
Equal Employment Opportunity Policy Statement

The Jackson Area Transportation Authority (JATA) has a strong commitment to the community we serve and our employees. JATA is an Equal Employment Opportunity (EEO) employer for all employees and applicants for employment, regardless of their race, religion, color, sex (including pregnancy, gender identity and sexual orientation), national origin, age, genetic information, veteran status, disability or other protected class. All employees will have the freedom to compete on a fair and level playing field with equal opportunity for competition.

JATA’s EEO policy applies to all personnel/employment programs, management practices and decisions, including but not limited to; recruitment/hiring, selection for training, merit promotion, transfer, reassignments, career development, benefits, separation, demotion, rates of pay or other forms of compensation, and use of facilities.

Workplace harassment will not be tolerated, and JATA will correct the harassing conduct before it becomes severe or pervasive. Reprisal against one who engaged in protected activity will not be tolerated, and JATA supports the rights of all employees to exercise their rights under the civil rights statutes. All applicants and employees have the right to file complaints alleging discrimination. As JATA’s Executive Director, I maintain overall responsibility and accountability for JATA’s compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, I have appointed Chad Cumberworth, Government and Community Relations Manager, as JATA’s EEO Officer. The Government and Community Relations Manager will report directly to me and acts with my authority with all levels of management, labor unions, and employees.

All JATA executives, management, and supervisory personnel, however, share in the responsibility for implementing and monitoring JATA’s EEO Policy and Program within their respective areas and will be assigned specific tasks to ensure compliance is achieved. JATA will evaluate its managers’ and supervisors’ performance on their successful implementation of JATA’s policies and procedures, in the same way JATA assesses their performance regarding other agency’s goals. JATA is committed to undertaking and developing a written nondiscrimination program that sets forth the policies, practices and procedures, with goals and timetables, to which the agency is committed and make the Equal Employment Opportunity Program (EEOP) available for inspection by any employee or applicant for employment upon request. I am personally committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, and equitably under the guidelines of our EEO Policy and Program.

Michael D. Brown Sr.  
Executive Director  

Date  
7-31-19
Dissemination of the Equal Employment Opportunity Program

FTA requires agencies to formally publicize and disseminate their EEO policy statement by posting it in conspicuous locations so that employees, applicants, and potential applicants are aware of the agency’s commitment to EEO.

Agencies are required to disseminate their EEO policy internally and externally.

Internal Dissemination

FTA requires each agency to communicate the existence of its EEO policy and program to employees, applicants and potential applicants. JATA will accomplish this requirement through:

- Providing written communications from the Executive Director (e.g., policy statement), and routinely printing the EEO policy statement and making it available in the lobby of the front offices.
- Posting official EEO materials (e.g., federal and state labor laws poster(s) and the agency’s policy statement on bulletin boards, near time clocks, in employees’ break rooms, and in the employment/personnel office.
- Including the EEO policy statement in the agency’s personnel and operations manual, employee handbooks, reports and manuals.
- Meeting with employees to seek input on the program implementation.
- Issuing a written memorandum annually to all supervisors informing them of their general responsibilities regarding the EEO program.
- Conducting EEO training for all new supervisors or managers within 90 days of their appointment.
- Conducting periodic EEO training and program review for all employees and for managers.
- Meeting with top management officials (e.g., bus operations, human resources, planning, marketing, etc.) at least annually to discuss the EEOP and its implementation.
- Conducting a review of the organization’s EEO policy with all employees, and a formal assessment with Management and the Board of Directors at least once per year.

The EEO policy statement is included in the JATA Employee Handbook as part of the orientation materials provided to new staff. New employees are required to sign a form acknowledging they have read and understand the EEO and other core agency policies. Additionally, the EEO policy statement is reviewed and included in the new hire orientation packets, describing key aspects and components of JATA’s EEO Program.
FTA requires appropriate documentation that the EEO policy and program have been brought to the attention of employees. This includes maintaining agendas for meetings conducted when the EEO policy and its implementation are explained.

**External Dissemination**

The EEO policy and program will be shared outside the organization by:

- Including in all television, newspaper, and radio advertising and recruitment outreach a statement that JATA is “An Equal Opportunity Employer.”
- Providing our EEO policy during outreach or advertising to recruitment entities (e.g., employment agencies, educational institutions, minority, civil rights, and women organizations) on an annual basis for awareness purposes and public comment—or upon request—including but not limited to:
  - Jackson County Chamber of Commerce – Jackson, Michigan
  - Jackson Community Foundation – Jackson, Michigan
  - National Association for the Advancement of Colored People (NAACP) of Jackson County, Michigan
  - United Way of Jackson, Michigan
- Attention will be given to advertising in sources and media that reach a diverse potential workforce.
- Posting the EEO statement, policy and program information, and EEO complaint process on the organizational website.
- Displaying the phrase “JATA is an Equal Opportunity Employer” on the Work Opportunities page of the organizational website.

**Designation of Personnel Responsibility**

The designation of an agency’s EEO Officer responsible for EEOP management and oversight reflects the agency’s EEO commitment. The EEO Officer reports directly to the Executive Director and the JATA Board of Directors. Contact information for the EEO Officer will be publicized, and the individual’s name and contact information will be included on all internal and external communications regarding JATA’s EEOP.

JATA will ensure no conflicts of position or conflicts of interest occur or appear to occur with respect to the EEO Officer’s role in order to maintain the integrity of the EEO investigative and decision-making process. FTA requires the functional unit that reviews EEO matters be separate and apart from the unit that represents the agency in EEO complaints. Impartiality and the appearance of impartiality are important to the credibility of the EEOP.
EEO Officer’s EEOP Responsibilities

FTA requires the EEO Officer’s EEOP responsibilities to include, at a minimum:

- Developing the EEO policy statement and a written EEOP.
- Reviewing the agency’s nondiscrimination plan with all managers and supervisors to ensure that the policy is understood and is followed in all personnel activities.
- In conjunction with human resources, periodically reviewing employment practices policies (e.g., hiring, promotions, training), complaint policies, reasonable accommodation policies, performance evaluations, grievance procedures, and union agreements.
- Reporting at least semiannually to the Executive Director on each department’s progress in relation to the agency’s goals, and on contractor and vendor compliance.
- Serving as liaison between federal, state, and local governments, regulatory agencies, minority, women, veteran, disability organizations, and other community groups.
- Maintaining awareness of current EEO laws, and ensuring the laws affecting nondiscrimination are disseminated to responsible officials.
- Investigating/processing 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.
- Attempting to recruit a group of applicants to create a workforce that is diverse and inclusive of minorities, differently-abled persons, encouraging female applicants, and those who are veterans to apply.
- Concurring in the hiring and promotion process.
Agency EEO Responsibilities

Although the EEO Officer is primarily responsible for implementing JATA’s EEOP, all officials, managers, and supervisors are responsible for carrying out the EEOP and do not discriminate based on a protected class. All managers bear the responsibility for ensuring that agency EEOP policies and programs are carried out.

EEO responsibilities for JATA supervisors and managers include:

- Participating actively in periodic audits of all aspects of employment to identify and to remove barriers obstructing the achievement of specified goals and objectives.
- Holding quarterly discussions with other managers, supervisors, and employees to ensure agency policies and procedures are being followed.
- Cooperating with the EEO Officer in review of information and investigation of complaints.
- Encouraging employee participation to support the advancement of the EEO Program (e.g., professional development and career-growth opportunities, posting promotional opportunities, shadowing, mentoring).
Assessment of Employment Practices

FTA requires agencies to provide narrative and statistical data that show any potential adverse impact of employment practices on minorities and women. This includes:

- The number of applicants for employment in each job category and the number hired, cross-referenced by gender and race.
- The number of employees in each job category who applied for promotion or transfer and the number in each job category promoted or transferred, cross-referenced by gender and race.
- The number and types of disciplinary actions (e.g., preventable accidents, non-preventable accidents, miss-outs and unexcused absences), tailored to the language used in union contracts and agency policies and procedures.
- The number of voluntary separations/involuntary terminations cross-referenced by gender and race.
- Job category training cross-referenced by gender and race.

The EEO policy applies to JATA’s recruitment and hiring efforts and reflects our commitment to recruit and promote the most qualified persons available. All employment practices and procedures shall be conducted in compliance with existing federal and state equal opportunity laws.

JATA will utilize the “4/5ths” or “80%” rule to identify potential adverse impacts as provided by FTA via download from its website in the form of Microsoft Excel workbooks. FTA requires agencies to complete the spreadsheets by providing current, accurate, and relevant data accompanied by a narrative explaining the source of the data and the results of the analysis—raw data is not acceptable.

The following sample provided by the U.S. Equal Employment Opportunity Commission illustrates the “4/5ths” or “80%” rule:

If an organization’s hiring rate for Whites is 60%, Native Americans 45%, Hispanics 48%, and Blacks 51%, and each of these groups constitutes more than 2% of the labor force in the relevant labor area, a comparison should be made of the selection rate for each group with that of the highest group (Whites). These comparisons show the following impact ratios: Native Americans 45/60 or 75%, Hispanics 48/60 or 80%, and Blacks 51/60 or 85%. Applying the 4/5ths or 80% rule of thumb, on the basis of the above information alone, adverse impact is indicated for Native Americans but not for Blacks or Hispanics.

FTA notes that determining disparate impact is not a purely arithmetic exercise since other factors (such as the overall numbers involved) contribute to a proper analysis of employment practices. In addition, FTA does not require analysis for any groups constituting less than 2 percent of the applicable workforce, the basis for which is determined by the Area Labor Percent Availability by EEO-4 Job Group chart found on the Labor Comparison and Workforce Breakdown section of this program.
Employment Practices

I. Recruitment & Selection

Everyone at JATA who recruits, interviews, hires, promotes, trains, or takes disciplinary actions will be trained in the use of objective, job-related standards. Job descriptions and hiring standards reflect major job functions and do not require qualifications that are higher than needed.

Individuals and community-based organizations shall be used for the purposes of soliciting a diverse workforce. Special emphasis shall be placed on the dissemination of information to diverse groups in the community.

II. Testing:

JATA does not currently utilize any written, formal, or scored tests in the employment selection process. Should such testing be used, it shall be identified in this section along with a description of test administration procedures. An explanation related to test validation to predict or measure job performance will also be included.

Other items related to testing include:

- A background check and driver license/driving record verifications are required prior to any employment offer.
- A medical evaluation, including drug screen, is required for safety-sensitive positions requiring a Commercial Driving License (CDL).

III. Advertisements

Advertisements for open positions shall be conducted at all times by:

- Internally: open positions will be made available through notices to all departments to offer employees the opportunity to apply for positions they may be qualified to perform.
  - A copy of JATA’s Job Posting form is provided in Appendix B – Employment Application.
- Externally: open positions not filled from available JATA employees shall be advertised through the JATA website, social media accounts, newspapers and all other Internet job posting boards.

IV. Seniority Practices

JATA currently does not have a seniority practices or provisions in place. Open positions are posted for all employees to see and to apply. Any interested candidate who applies for a position is interviewed and provided the same opportunity to prove their
capabilities of being the best candidate for the open position.

V. Training

Formal trainings are held routinely for all staff (depending on job classification) during safety meetings. Additionally, refresher trainings are offered to staff to sharpen skills in areas of need to help avert potential infractions. JATA ensures protected classes are given equal opportunity to participate in such cross-trainings.

The employee training and promotion potential of diverse employees is periodically reviewed, with eligible employees encouraged to apply when openings are available.

VI. Selection Standards & Procedures

Selecting potential employees shall be the policy to avoid, and eliminate where needed, standards or procedures which tend to screen out diverse applicants. Selection processes are specifically concerned with preventing selections based on derogatory stereotypical characterizations of individuals based on religion, race, color, national origin, age, sex, height, weight, sexual orientation, or disability.

- Additional mechanisms such as probationary periods may be used as a means to further examine the suitability of the employee. Probationary periods are clearly defined in employment offer letters, labor contracts, and are applied equally to all employees assigned to positions requiring them.
- Individuals with disabilities are hired and promoted on merit factors alone and not by arbitrary generalizations, stereotypes, or preconceived notions about disabled or temporarily disabled individuals.

  - Use of Equal Employment Opportunity Commission (EEOC) Guidelines—it shall be the policy of JATA to subscribe and comply with the EEOC guidelines on employee selection. If testing takes place, tests shall be job related and consistent with the EEOC guidelines on employee selection.
  - Application Forms—application forms and pre-employment inquiries shall be conducted in a manner that is neutral and non-discriminatory. Traditional discriminatory barriers shall be avoided and corrected when found. JATA provides electronic applications as well as traditional paper application forms.

- Interviews—interviews shall be conducted in an objective manner. It shall be the policy of JATA that the interviewer be qualified and sensitive to the goals and objectives of the Equal Employment Opportunity Policy and Program.

VII. Promotions & Transfers

It shall be the responsibility of the EEO Officer and supervisors to ensure diverse groups are given equal opportunity for new jobs, promotions, transfers, and training.

- Removal of Employment Barriers—it shall be the EEO Officer’s responsibility to work with the JATA Executive Director and supervisors in the identification and removal of
any employment barriers which might impede horizontal and vertical movement of minorities and females.

- Record Keeping—in order to monitor and ensure that progressive employment practices take place the EEO Officer shall maintain records to monitor upward mobility.

Good practices under consideration or currently utilized include:

- Training to employees, personnel, and management staff on proper interview techniques.
- Counseling to assist employees in identifying promotional opportunities.
- Training and educational program to increase promotion and transfer opportunities.
- Leadership mentoring, shadowing, or training for identified talent.

VIII. Compensation & Benefits

Wages, salary levels, and other forms of compensation shall be consistent with the Equal Pay Act of 1963, as amended, and administered in a non-discriminatory manner. The Equal Pay Act means equal pay for equal work. JATA will review its compensation and benefit structure on an annual basis to ensure protected classes do not fall risk to discrimination.

Reviews will also be made to compare job descriptions with actual job functions of positions held by employees of protected classes, comparing length of service and pay rates. All additional benefits, such as retirement plans and medical benefits, will also be reviewed to ensure they are being equally available to all employees.

IX. Disciplinary Procedures & Termination Process

Employees of JATA are required to always conduct themselves in a manner that reflects a positive image for the authority. Staff are expected to perform their duties safely with honesty and integrity. Disciplinary actions (e.g., termination, demotion, discipline, or layoff) will be administered consistently and equitably.

The objective is correcting an employee’s deficiencies. However, JATA reserves the right to bypass the levels of discipline shall the situation arise and move straight to employee termination based on the severity of the offense. The level of discipline is based on the totality of the circumstances surrounding the issue. Depending on the nature of the infraction or performance deficiency as determined by investigation, the following progressive action may be taken:

- Verbal Warning
- Written Warning
- Suspension Without Pay
• Termination

Layoff guidelines or other clauses in union contracts will be monitored for disparate effects on employees within protected classes. Should any barriers to equal employment be identified, JATA will work to revise any future union agreements within this area.
Labor Comparisons and Workforce Breakdown

Jackson County/State of Michigan U.S. Census Bureau July 1, 2018

<table>
<thead>
<tr>
<th>Population/Workforce</th>
<th>State of Michigan</th>
<th>County of Jackson</th>
<th>JATA Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>9,995,915</td>
<td>158,823</td>
<td>55</td>
</tr>
<tr>
<td>Female</td>
<td>5,077,924</td>
<td>77,664</td>
<td>20</td>
</tr>
<tr>
<td>%Male</td>
<td>49.2%</td>
<td>51.1%</td>
<td>66.6%</td>
</tr>
<tr>
<td>%Female</td>
<td>50.8%</td>
<td>48.9%</td>
<td>36.4%</td>
</tr>
<tr>
<td>%White</td>
<td>79.3%</td>
<td>87.6%</td>
<td>69.4%</td>
</tr>
<tr>
<td>%Black</td>
<td>14.1%</td>
<td>8.1%</td>
<td>35%</td>
</tr>
<tr>
<td>%Latino</td>
<td>5.2%</td>
<td>3.6%</td>
<td>0%</td>
</tr>
<tr>
<td>%Asian</td>
<td>3.4%</td>
<td>0.9%</td>
<td>0%</td>
</tr>
<tr>
<td>%NHOPI</td>
<td>0.0%</td>
<td>0.1%</td>
<td>0%</td>
</tr>
<tr>
<td>%Multiracial</td>
<td>2.5%</td>
<td>2.8%</td>
<td>0%</td>
</tr>
<tr>
<td>%American Indian/Alaskan Native</td>
<td>0.7%</td>
<td>0.4%</td>
<td>0%</td>
</tr>
<tr>
<td>Veterans</td>
<td>5.8%</td>
<td>11%</td>
<td>3%</td>
</tr>
</tbody>
</table>

1 State of Michigan population

2 Jackson County Michigan population

Narrative

In general, 69% of JATA employees are White and 35% are Black. American Indian/Alaska Native, Hispanic/Latino, Asian, Native Hawaiian or Pacific Islander, and Multi Race have no representation. When looking at the 2018 Census Bureau data, 87.6% of Jackson County residents are White and 8% are Black. American Indian/Alaska Native representation in Jackson County is limited at 0.4%, Asians comprise 0.9% of the population, Native Hawaiian or Pacific Islander is 0.1% of the Jackson County population along with Multiracial representing roughly 3%, Hispanic/Latino represents 4%. Although other races are represented in Jackson County, they make up although other races are not represented in the JATA total workforce, the total representation of those groups in the county equates to less than 7%. Black employees are represented at JATA at a higher proportion (34%) than the county average of 8%.

Veterans from 2013-2017 represent a total of roughly 11% of the Jackson County population.

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1 United States Census Bureau - https://www.census.gov/quickfacts/MI
2 United State Census Bureau - https://www.census.gov/quickfacts/fact/table/jacksoncountymichigan/PST040218
Narrative

Overall, Jackson Area Transportation Authority had a total of 55 employees with a breakdown of roughly 64% male and 36% female. According to the 2018 US Census Bureau statistics, women comprise 48.9% of the total Jackson County population. This disparity may be explained at least in part by the volume of Service Maintenance employees (21%) of which there is only one female employee.
Hires

Below are application and hiring breakdowns by race and gender for the past two fiscal years:

<table>
<thead>
<tr>
<th>Job Category (Use-EO4)</th>
<th>Total Male</th>
<th>Female</th>
<th>M</th>
<th>F</th>
<th>M</th>
<th>F</th>
<th>M</th>
<th>F</th>
<th>M</th>
<th>F</th>
<th>M</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Officials &amp; Administrators</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number Applied</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Hires</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Selection Rate</td>
<td>100.0%</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Ratio to highest</td>
<td>100.0%</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Potential Adverse Impact (Yes/No)</td>
<td>No</td>
<td>N/A</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

2 - Professionals

| Number Applied | 21 | 9 | 7 | 4 | 1 | - | - | - | - | - | - | - |
| Total Hires    | 21 | 9 | 7 | 4 | 1 | - | - | - | - | - | - | - |
| Selection Rate | 29.0% | 30.8% | 10.0% | 22.2% | N/A | N/A | 42.0% | 50.0% | 100.0% | N/A | N/A | N/A | 0.0% | N/A |
| Ratio to highest | 100.0% | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Potential Adverse Impact (Yes/No) | N/A | N/A | Yes | Yes | N/A | Yes | Yes | Yes | No | N/A | N/A | N/A | N/A | Yes | N/A |

3 - Administrative Support

| Number Applied | 5  | - | 4  | - | - | 1 | - | - | - | - | - | - |
| Total Hires    | 5  | - | 4  | - | - | 1 | - | - | - | - | - | - |
| Selection Rate | N/A | 20.0% | N/A | 25.0% | N/A | N/A | 0.0% | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Ratio to highest | N/A | 100.0% | N/A | 100.0% | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Potential Adverse Impact (Yes/No) | N/A | No | N/A | No | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | Yes | N/A |

4 - Service Maintenance

| Number Applied | 15 | - | 11 | - | - | 3 | - | - | - | - | - | - |
| Total Hires    | 15 | - | 11 | - | - | 3 | - | - | - | - | - | - |
| Selection Rate | 26.7% | N/A | 27.3% | N/A | N/A | 0.0% | N/A | N/A | N/A | N/A | N/A | N/A | 100.0% | N/A |
| Ratio to highest | 100.0% | N/A | 27.3% | N/A | N/A | 0.0% | N/A | N/A | N/A | N/A | N/A | N/A | 100.0% | N/A |
| Potential Adverse Impact (Yes/No) | No | N/A | Yes | N/A | N/A | Yes | N/A | N/A | N/A | N/A | N/A | N/A | Yes | N/A | N/A |

Note: Only EEO-4 categories in which JATA employed staff are shown.

Narrative

Race: The FY2017-FY2018 data for total hires make a proper analysis difficult due to low data volume. In particular for Officials and Administrators, the hiring rate was 100% for Whites though there was only one applicant for the position who was hired. Professionals had a total of 44 applicants for 12 hires, so the overall hire rate for applicants to this position was approximately 27%. The fact that a single Hispanic/Latino applicant was hired and only one applied creates a 100% hiring rate for this race in this category which can limit the other data points. The other hiring rates of 42.9% and 50% for Black Males and Black Females respectively are more in alignment with the overall hiring rates. Across all job categories, the hiring rate for Whites was 23.9% and 36.8% for minority applicants.

Gender: Again, having a single applicant for the Officials and Administrators creates a 100% hiring rate for Males in that category. The total applicant pool for Professionals was comprised of 70.5% Males and 29.5 Females and overall hiring rate for Males in that category was 61.5% and Females was 30.8%. Administrative Support contained only Female applicants and conversely, Service Maintenance had exclusively Male applicants.
Promotions

Below are promotion breakdowns—by race and gender for the past two fiscal years:

<table>
<thead>
<tr>
<th>Job Category (Use-EO4)</th>
<th>Total</th>
<th>Male</th>
<th>Female</th>
<th>W</th>
<th>AL/AN</th>
<th>B</th>
<th>H/L</th>
<th>A</th>
<th>NH/PI</th>
<th>M</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Officials &amp; Administrators</td>
<td>Number Applied</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Selection Rate</td>
<td>N/A</td>
<td>100.0%</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>100.0%</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Ratio to Highest</td>
<td>N/A</td>
<td>100.0%</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>100.0%</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Potential Adverse Impact (Yes/No)</td>
<td>N/A</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>2 - Professionals</td>
<td>Number Applied</td>
<td>4</td>
<td>3</td>
<td>1</td>
<td>2</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Total Hires</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>2</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Selection Rate</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>N/A</td>
<td>N/A</td>
<td>100.0%</td>
<td>100.0%</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Ratio to Highest</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>N/A</td>
<td>N/A</td>
<td>100.0%</td>
<td>100.0%</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Potential Adverse Impact (Yes/No)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>3 - Service Maintenance</td>
<td>Number Applied</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Hires</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Selection Rate</td>
<td>100.0%</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>100.0%</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Ratio to Highest</td>
<td>100.0%</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>100.0%</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Potential Adverse Impact (Yes/No)</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Note: Only EEO-4 categories in which JATA promotions are shown.

Narrative

Race: Data is limited due to low volume of promotions and applicants. Minorities made up roughly 34% of JATA’s workforce and minorities (primarily Black candidates) comprised of 66.7% of the total promotions in FY2017-FY2018. Other minority groups were not represented based on the total workforce breakdown.

Gender: The total JATA workforce consists of 37.74%. Women were represented in promotions at 44.44%. Particularly in the Professionals area of work, where Women were hired at nearly 1:2 compared to Males, Women were promoted at 42.8% compared to Males who were promoted at 57.1%. Low numbers of promotions in Officials & Administrators and Service Maintenance make it difficult to make meaningful distinctions of this data.
Training

Below are training breakdowns—by race and gender for the past two fiscal years:

<table>
<thead>
<tr>
<th>Job Category (Use-EE64)</th>
<th>Total Male</th>
<th>Female</th>
<th>White (W)</th>
<th>African American (AA)</th>
<th>Hispanic (H)</th>
<th>Indigenous (IN)</th>
<th>Multiracial (M)</th>
<th>Female</th>
<th>White (W)</th>
<th>African American (AA)</th>
<th>Hispanic (H)</th>
<th>Indigenous (IN)</th>
<th>Multiracial (M)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Officials &amp; Administrators</td>
<td>5</td>
<td>5</td>
<td>2</td>
<td>4</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Workforce</td>
<td>5</td>
<td>5</td>
<td>2</td>
<td>4</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Trained</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Training Rate</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Ratio to Highest</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Potential Adverse Impact (Yes/No)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>2 - Professionals</td>
<td>17</td>
<td>9</td>
<td>10</td>
<td>5</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>7</td>
<td>4</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Workforce</td>
<td>17</td>
<td>9</td>
<td>10</td>
<td>5</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>7</td>
<td>4</td>
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<td>-</td>
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</tr>
<tr>
<td>Total Trained</td>
<td>11</td>
<td>7</td>
<td>6</td>
<td>4</td>
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<td>-</td>
<td>-</td>
<td>6</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Training Rate</td>
<td>64.7%</td>
<td>77.8%</td>
<td>60.0%</td>
<td>60.0%</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>71.4%</td>
<td>75.0%</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Ratio to Highest</td>
<td>85.2%</td>
<td>100.0%</td>
<td>75.0%</td>
<td>100.0%</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>89.3%</td>
<td>93.8%</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Potential Adverse Impact (Yes/No)</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>3 - Administrative Support</td>
<td>1</td>
<td>5</td>
<td>-</td>
<td>5</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Workforce</td>
<td>1</td>
<td>5</td>
<td>-</td>
<td>5</td>
<td>-</td>
<td>-</td>
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<td>1</td>
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<td>-</td>
<td>-</td>
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<td>-</td>
</tr>
<tr>
<td>Total Trained</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Training Rate</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Ratio to Highest</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Potential Adverse Impact (Yes/No)</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>4 - Service Maintenance</td>
<td>10</td>
<td>1</td>
<td>9</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Workforce</td>
<td>10</td>
<td>1</td>
<td>9</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Trained</td>
<td>6</td>
<td>-</td>
<td>6</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>6</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Training Rate</td>
<td>60.0%</td>
<td>60.0%</td>
<td>56.6%</td>
<td>56.6%</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>100.0%</td>
<td>100.0%</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Ratio to Highest</td>
<td>100.0%</td>
<td>100.0%</td>
<td>75.0%</td>
<td>100.0%</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>100.0%</td>
<td>100.0%</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Potential Adverse Impact (Yes/No)</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Note: Only EEO-4 categories in which JATA trainings are shown.

Narrative

**Race:** Race did not play a factor in Officials & Administrators and Administrative Support in regard to training. No formal training was recorded. This warrants standardization of both the data collection process as well as more formalized training to be offered at all EEO Job Category Levels. For Professionals, the only potentially adverse impact category was in relation to White Males. With an 80% threshold for potentially adverse impact, this value was just short of that at 75%. The same is true in the Service Maintenance job category in which White Males ratio to highest was at 55.6% and this falls short of the 80% threshold much more significantly than the former category. In Service Maintenance, one Black Female also did not receive training. Since this volume is so low, it played a significant impact on the potential adverse impact scale. Again, this may be alleviated by standardizing the data collection and initiating a more formal training program.

**Gender:** As no formal training was recorded in both Officials & Administrators and Administrative Support categories, gender did not seem to play a key role. In Professionals and Service Maintenance categories, Males tended to have potential adverse impact, though Professionals was just below the 80% threshold. Women had a single potential adverse impact under Service Maintenance but with a total of one Female in the total workforce, this warrants a deeper dive but also can alter data significantly at 0% training rate. In total, 51.5% of Males were trained in comparison to 35% Females. This can be explained by the 0% training rate in job categories of Officials & Administrators and Administrative Support which are comprised of 50% of the total volume of Females.
Terminations

Below are termination breakdowns—by race and gender for the past two fiscal years:

JATA
Equal Opportunity Employment (Program) FY2017-FY2018

<table>
<thead>
<tr>
<th>Job Category (Use-EE04)</th>
<th>Total Male</th>
<th>Total Female</th>
<th>White M</th>
<th>White F</th>
<th>ALAN M</th>
<th>ALAN F</th>
<th>Black M</th>
<th>Black F</th>
<th>HISP M</th>
<th>HISP F</th>
<th>API M</th>
<th>API F</th>
<th>NHOPI M</th>
<th>NHOPI F</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Officials &amp; Administrators</td>
<td>4</td>
<td>5</td>
<td>2</td>
<td>4</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Involuntary Terminations</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>-</td>
</tr>
<tr>
<td>Involuntary Termination Rate</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>0.0%</td>
<td>0.0%</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Ratio to Lowest Rate</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>100.0%</td>
<td>100.0%</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Potential Adverse Impact (Yes/No)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Note: Only EEO-4 categories in which JATA had terminations are shown.

Narrative

Race: There were no terminations in Officials & Administrators and Service Maintenance job categories for FY 2017-FY2018. The low volume of overall terminations makes formal analysis difficult. Though the total number of terminations among Whites and Blacks was the same in Professionals during this time period, the total number of employees of each race category was different which impacted potential adverse impact rates. A disproportionate number of White Females were involuntarily terminated (40%) which warrants continued close monitoring throughout the upcoming fiscal years. The low volume of employees in each category impacts the ratio to lowest rate and potential adverse impact significantly. Administrative Support had a single involuntary termination of Whites and this impacts 20% of the total Whites workforce.

Gender: Of the five total terminations in FY2017-FY2018, a disproportionate number (60%) were White Females. Twenty percent were Black Females and Black Males. The largest volume of terminations in total (60%) was in the Professionals category where three Females in total were terminated. Both gender and race areas will need to be monitored closely along with reasons for termination in the coming fiscal years.
Discipline

Below are discipline breakdowns—by race and gender for the past two fiscal years:

<table>
<thead>
<tr>
<th>Job Category (Use EE04)</th>
<th>Total</th>
<th>W</th>
<th>AiAN</th>
<th>B</th>
<th>H/J</th>
<th>A</th>
<th>NHPI</th>
<th>M</th>
<th>F</th>
<th>M</th>
<th>F</th>
<th>M</th>
<th>F</th>
<th>M</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 - Professionals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Workforce</td>
<td>17</td>
<td>9</td>
<td>10</td>
<td>5</td>
<td></td>
<td>7</td>
<td>4</td>
<td>7</td>
<td>4</td>
<td>7</td>
<td>4</td>
<td>7</td>
<td>4</td>
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</tr>
<tr>
<td>Preventable Accidents</td>
<td>5</td>
<td>5</td>
<td>2</td>
<td>2</td>
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<td>5</td>
<td>4</td>
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</tr>
<tr>
<td>Discipline Rate</td>
<td>29.4%</td>
<td>99.7%</td>
<td>0.0%</td>
<td>40.0%</td>
<td>-</td>
<td>-</td>
<td>71.4%</td>
<td>100.0%</td>
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<tr>
<td>Ratio to Lowest</td>
<td>100.0%</td>
<td>44.1%</td>
<td>N/A</td>
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<tr>
<td>Potential Adverse Impact (Yes/No)</td>
<td>N/A</td>
<td>N/A</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
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</tr>
<tr>
<td>Discipline Rate</td>
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<td>22.2%</td>
<td>10.0%</td>
<td>40.0%</td>
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<td>57.1%</td>
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<tr>
<td>Ratio to Lowest</td>
<td>100.0%</td>
<td>100.0%</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>Potential Adverse Impact (Yes/No)</td>
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Note: Only EEO-4 categories in which JATA had discipline rates are shown.

Narrative

Race: The data available for FY2017-FY2018 Discipline suggest that only Professionals received disciplinary action during that timeframe. Sixty one percent of disciplinary action occurred in the Black race category. The total workforce breakdown of Black Professionals is 42%. While this number is consistent with JATA’s overall workforce breakdown, this discipline rate seems to be disproportionately high for this Job Category but statistically by FTA guidelines did not qualify for adverse impact in this area.

Gender: Males had a rate of discipline at 61% which is consistent with the JATA total workforce breakdown (62%) and in the Professionals category, males comprise just over 65% of the workforce.
Monitoring and Reporting

The EEO Officer will cumulatively monitor all employment actions, including new hires, promotions/transfers, voluntary separations/involuntary terminations, and trainings, and all identified barriers to ensure that the Equal Employment Opportunity Program is carried out in its entirety.

An important part of any successful EEO Program is establishing an effective and workable internal monitoring and reporting system to:

- Enable JATA to evaluate their own EEO Program during the year and to take any necessary corrective action regarding the development and execution of programs. FTA requires agencies to conduct such evaluations semiannually, at a minimum.
- Produce documentation that supports actions to implement the plan for diverse job applicants or employees and informs management of the program’s effectiveness.

The following EEO-related monitoring and reporting actions will be utilized by the EEO Officer, with results and needed follow up actions documented in the form of meeting minutes and will include any related handouts:

- Daily—updates reflecting key EEO data fields: applications, hires, disciplinary actions, separations, etc.
- Daily—documentation updates related to job postings published, advertisements placed, recruitment locations and dates, etc., including documentation for any EEO-related meetings between the Executive Director and/or Human Resources personnel, and the EEO Officer (e.g., statistics on employment practices and policies, verifying that job descriptions contain legitimate position requirements, that any testing used have been validate, etc.).
- Yearly—a fiscal year-end review with all data accumulated, with any areas of concern reviewed in detail. Annual EEO report with findings submitted to managerial staff and the JATA Board of Directors and made available to all employees.
- Yearly—a written reminder to all supervisory staff informing them of their general responsibilities regarding the EEO program.
- Yearly—an EEO audit that ensures:
  - EEO materials such as posters and statements are up-to-date and remain posted in appropriate locations.
  - The EEO statement, program and contact information, and complaint process remain posted on the JATA website—with live links and current, relevant information.
  - EEO information is reviewed in the new employee orientation process and remains included with current and relevant information in the JATA Employee Handbook.
  - The EEO phrase “JATA is an Equal Opportunity Employer” is used in television, radio,
newspaper, or other recruitment outreach, such as social media “blasts”, and is included on JATA’s website’s Employment Opportunities page, and in any related printed materials.

Data will be monitored and tabulated by the EEO Officer with breakdowns on race, color, and sex; breakdowns will also be monitored in required areas for veteran and persons with disabilities.

Layoff guidelines or other clauses in union contracts will be monitored as needed for disparate effects on employees within protected classes. Should any barriers to equal employment be identified, JATA will work to revise any future union agreements within this area. All EEO complaints will be monitored and documented by the EEO Officer.
EEO Complaints

Equal Employment Opportunity discrimination complaints may be filed on the basis of race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), age, national origin, disability, veteran status, or genetic information, or any other basis prohibited by local, state, or federal law, whether made in general, directed to an individual, or to a group of people regardless of whether or not the behavior was intended to harass. Types of complaints include unfair or inequitable treatment with regard to job retention, promotion, demotion, training opportunities, classification, pay, or other employee relations problems including harassment and retaliation by supervisors or other employees. A complaint must be submitted within 180 days from time of occurrence.

FTA requires applicants and recipients to adopt local procedures consistent with EEO statutes and regulations for the disposition of EEO complaints. FTA also encourages complainants to seek resolution locally and to file complaints with FTA only when dissatisfied with how the complaint was resolved or when the case is not being resolved in a timely manner.

JATA has established a systematic and orderly method of hearing complaints arising out of violation of EEO statutes. The following procedural steps shall be utilized by those seeking recourse for any violation of the Equal Employment Opportunity Policy:

1. Anyone having an EEO complaint shall meet with the EEO Officer for a confidential consultation.
2. After consultation, the person bringing the complaint may decide to file a written complaint which shall be filled out by the complainant. The complaint form can be given to the complainant by the EEO Officer or it may be downloaded from the JATA website. A copy of the EEO complaint shall be issued to appropriate supervisory staff.
3. Once the written complaint is filed, the EEO Officer shall conduct an investigation and interview witnesses. This investigation shall be completed as soon as possible, and in a timely manner.
4. Once the investigation is completed, the EEO Officer shall schedule a meeting as soon as possible to attempt to resolve the complaint. Persons at the meeting shall include the person who made the complaint, the appropriate supervisory staff, and the Executive Director.
5. A summary of the meeting will be documented by the EEO Officer. A copy of this summary shall be distributed to all who attended the meeting.
6. If the complaint is not resolved at this level, the EEO Officer will schedule another meeting with all parties involved to resolve the complaint.
7. The EEO Officer shall review the facts of the case and examine the entire record and make a decision which shall constitute the final decision in the matter. The decision will be communicated in writing to the individual making the complaint, the supervisory staff involved in the matter, and the Executive Director. Every effort will be to provide this written decision within 30 days from the date that the written complaint was filed, unless extenuating circumstances exist—such as additional time needed to obtain information which would provide for the most equitable handling of the case.
Resolution of Complaints

The EEO Officer will seek to resolve the issue on the lowest level through mediation with the complainant, their department head, and Executive Director, if necessary. Should the findings—if any—show that a violation occurred, the EEO Officer may recommend disciplinary action, if warranted. If the complainant is represented and is not satisfied by the outcome of the mediation, he/she may also file a grievance through their respective union.

Although it is FTA’s practice to encourage employees and applicants to resolve issues with local agencies when possible before filing a complaint, persons unsatisfied by the outcome of EEO mediation may file a complaint within 180 days from the date of the alleged discrimination with the U.S. Department of Transportation Office of Civil Rights, or the U.S. Equal Employment Opportunity Commission:

U.S. Department of Transportation
Attention: Office of Civil Rights
1200 New Jersey Avenue, S.E.
Washington, D.C. 20590
Phone: 1-888-446-4511
http://www.fta.dot.gov

U.S. Equal Employment Opportunity Commission 131 M Street NE
Washington, DC 20507
Phone: 1-800-669-4000
http://www.eeoc.gov
See Appendix A - JATA EEO Complaint Form
See Appendix B - JATA Employment Application
See Appendix C – Definitions
Appendix A – JATA Equal Opportunity Employment Complaint Form

The Jackson Area Transportation Authority (JATA) is an Equal Employment Opportunity (EEO) employer for all employees and applicants for employment, regardless of their race, religion, color, sex (including pregnancy, gender identity and sexual orientation), national origin, age, genetic information, veteran status, disability or other protected class. All employees will have the freedom to compete on a fair and level playing field with equal opportunity for competition.

All Applicants and Employees have the right to file complaints alleging discrimination. Any complaint of discrimination will be investigated thoroughly and promptly; no employee will be retaliated against for a good faith complaint.

Please complete this form in its entirety. In order to be processed, signed original complaint forms must be mailed or hand delivered to.

Jackson Area Transportation Authority
Attention: EEO Officer
2350 East High Street
Jackson, MI 49203
Please immediately complete the entire form and return it to the Jackson Area Transportation Authority Equal Employment Opportunity (EEO) Officer at the address listed above. REMEMBER, a charge of employment discrimination must be filed within the time limits imposed by law, generally within 180 days of the alleged discrimination. Answer all questions as completely as possible and attach additional pages if needed to complete your response(s). If you do not know the answer to a question, answer by stating “not known”. If question is not applicable, write “n/a”. Please Print.

**Section 1. Personal Information**

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<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>MI:</th>
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<table>
<thead>
<tr>
<th>Street or Mailing Address:</th>
<th>Apt Or Unit#:</th>
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<table>
<thead>
<tr>
<th>City:</th>
<th>County:</th>
<th>State:</th>
<th>ZIP:</th>
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<tr>
<th>Phone Numbers: Home: ( )</th>
<th>Work: ( )</th>
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<table>
<thead>
<tr>
<th>Cell: ( )</th>
<th>Email Address:</th>
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</table>

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<thead>
<tr>
<th>Date of Birth:</th>
<th>Sex: Male: [ ]</th>
<th>Female: [ ]</th>
<th>Do you have a Disability [ ] Yes [ ] No</th>
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Please answer each of the next three questions:

i. Are you Hispanic or Latino [ ] Yes [ ] No

ii. What is your Race? Please choose all that apply. [ ] American Indian or Alaska Native [ ] Asian [ ] White [ ] Black or African American [ ] Native Hawaiian or Other Pacific Islander

iii. What is your National Origin (country of origin or ancestry)?

Please Provide The name of a Person we Can Contact if we are Unable to Reach you:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Relationship:</th>
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</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>City:</th>
<th>State:</th>
<th>ZIP:</th>
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<table>
<thead>
<tr>
<th>Home Phone: ( )</th>
<th>Other Phone: ( )</th>
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</tbody>
</table>

**Section 2. I believe I was discriminated against by the following organization(s):** (Check those that apply)

[ ] Employer [ ] Union [ ] Employment Agency [ ] Other (Please Specify)

Organizational Contact Information (If the organization is an employer, provide the address where you actually worked. If you work from home check here [ ] and provide the address of the office to which you reported). If more than one employer is involved, attach additional sheets.

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>County:</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Address:</th>
<th>City:</th>
<th>State:</th>
<th>Zip:</th>
<th>Phone: ( )</th>
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<thead>
<tr>
<th>Type of Business:</th>
<th>Job Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
<tr>
<td>Human Resources Director or Owner Name:</td>
<td>Phone: (       )</td>
</tr>
</tbody>
</table>

**Number of Employees in the Organization at All Locations:** Please Check One

- [ ] Fewer Than 15
- [ ] 15 – 100
- [ ] 101 – 200
- [ ] 201 – 500
- [ ] More than 500

**Section 3. Your Employment Data** (Complete as many items as you can)

| Date Hired: | Job Title At Hire: |
| Pay Rate When Hired: | Last or Current Pay Rate: |
| Job Title at Time of Alleged Discrimination | Date Quit/Discharged: |
| Name and Title of Immediate Supervisor: |

**If Job Applicant, Date You Applied for Job:** | **Job Title Applied For** |

**Section 4. What is the reason (basis) for your claim of employment discrimination?**

*FOR EXAMPLE, if you feel that you were treated worse than someone else because of race, you should check the box next to Race. If you feel you were treated worse for several reasons, such as your sex, religion and national origin, you should check all that apply. If you complained about discrimination, participated in someone else’s complaint, or filed a charge of discrimination, and a negative action was threatened or taken, you should check the box next to Retaliation.*

- [ ] Race
- [ ] Sex
- [ ] Age
- [ ] Disability
- [ ] National Origin
- [ ] Religion
- [ ] Retaliation
- [ ] Pregnancy
- [ ] Color (typically a difference in skin shade within the same race)
- [ ] Genetic Information; choose which type(s) of genetic information is involved:
  - [ ] i. genetic testing
  - [ ] ii. family medical history
  - [ ] iii. genetic services (genetic services means counseling, education or testing)

If you checked color, religion or national origin, please specify:

If you checked genetic information, how did the employer obtain the genetic information?

**Other reason (basis) for discrimination (Explain).**

**Section 5. What happened to you that you believe was discriminatory?** Include the date(s) of harm, the action(s) and the name(s) and title(s) of the person(s) who you believe discriminated against you. **Please attach additional pages if needed.** *(Example: 10/02/06 Discharged by Mr. John Smith, Route Supervisor)*

| A) Date: | Action: |
| Name and Title of Person(s) Responsible: |

| B) Date: | Action: |
| Name and Title of Person(s) Responsible: |
### Section 6. Why do you believe these actions were discriminatory? Please attach additional pages if needed.

### Section 7. What reason(s) were given to you for the acts you consider discriminatory? By Whom? His or Her Job Title?

### Section 8. Describe who was in the same or similar situation as you and how they were treated. For example, who else applied for the same job you did, who else had the same attendance record, or who else had the same performance? Provide the race, sex, age, national origin, religion, or disability of these individuals, if known, and if it related to your claim of discrimination. For example, if your complaint alleges race discrimination, provide the race of each person; if it alleges sex discrimination, provide the sex of each person; and so on. Use additional sheets if needed.

**Of the person in the same or similar situation as you, who was treated **better** than you?**

<table>
<thead>
<tr>
<th>A. Full Name</th>
<th>Race, Sex, age, national origin, religion or disability</th>
<th>Job Title</th>
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</table>

**Description of Treatment**

<table>
<thead>
<tr>
<th>B. Full Name</th>
<th>Race, Sex, age, national origin, religion or disability</th>
<th>Job Title</th>
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**Of the persons in the same or similar situation as you, who was treated **worse** than you?**

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<thead>
<tr>
<th>A. Full Name</th>
<th>Race, Sex, age, national origin, religion or disability</th>
<th>Job Title</th>
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**Description of Treatment**

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<tr>
<th>B. Full Name</th>
<th>Race, Sex, age, national origin, religion or disability</th>
<th>Job Title</th>
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</table>
### Description of Treatment

Of the persons in the same or similar situation as you, who was treated *same* as you?

<table>
<thead>
<tr>
<th>A. Full Name</th>
<th>Race, Sex, age, national origin, religion or disability</th>
<th>Job Title</th>
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### Description of Treatment

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<tr>
<th>B. Full Name</th>
<th>Race, Sex, age, national origin, religion or disability</th>
<th>Job Title</th>
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</table>

### Description of Treatment

Answer questions 9-12 only if you are claiming discrimination based on disability. If not, skip to question 13. Please tell us if you have more than one disability. Please add additional pages if needed.

### Section 9. Please check all that apply:

- [ ] Yes, I have a disability
- [ ] I do not have a disability now but I did have one
- [ ] No disability but the organization treats me as if I am disabled

### Section 10. What is the disability that you believe is the reason for the adverse action taken against you? Does this disability prevent or limit you from doing anything? (e.g., lifting, sleeping, breathing, walking, caring for yourself, working, etc.).

### Section 11. Do you use medications, medical equipment or anything else to lessen or eliminate the symptoms of your disability?

- [ ] Yes  [ ] No

If “Yes”, what medication, medical equipment or other assistance do you use?

### Section 12. Did you ask your employer for any changes or assistance to do your job because of your disability?

- [ ] Yes  [ ] No

If “Yes” when did you ask? How did you ask (verbally or in writing)?
Who did you ask? (Provide full name and job title of person)

Describe the changes or assistance that you asked for:

How did your employer respond to your request?

Section 13. Are there any witnesses to the alleged discriminatory incidents? If yes, please identify them below and tell us what they will say. (Please attach additional pages if needed to complete your response)

<table>
<thead>
<tr>
<th>A. Full Name</th>
<th>Job Title</th>
<th>Address and Phone Number</th>
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What do you believe this person will tell us?

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<thead>
<tr>
<th>A. Full Name</th>
<th>Job Title</th>
<th>Address and Phone Number</th>
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What do you believe this person will tell us?

Section 14. Have you filed a charge previously in this matter with JATA? [ ] Yes [ ] No

Section 15. Have you sought help about this situation from a union, an attorney, or any other source? [ ] Yes [ ] No

Provide name of organization, name of person you spoke with and date of contact. Results, if any?

Please check one of the boxes below to tell us what you would like JATA to do with the information you are providing on this form. If you would like to file a charge of job discrimination, you must do so either within 180 days from the day you knew about the discrimination, or within 300 days from the day you knew about the discrimination if the employer is located in a place where a state or local government agency enforces laws similar to the Equal Employment Opportunity Commission (EEOC’s) laws. If you do not file a charge of discrimination within the time limits, you will lose your rights. If you would like more information before filling a charge you may wish to check Box 1. If you want to file a charge, you should check Box 2.

Box 1 [ ]

I want to talk to the JATA EEO Officer before deciding whether to file a charge. I understand that by checking this box, I have not filed a charge with JATA. I also understand that I could lose my rights if I do not file a charge in time.
I want to file a charge of discrimination and I authorize JATA to look into the discrimination I described above. I understand that JATA EEO Officer must give the employer, union, or employment agency that I accuse of discrimination information about the charge, including my name. I also understand that JATA can only accept charges of job discrimination based on race, color, religion, sex, national origin, disability, age, genetic information, or retaliation for opposing discrimination.

I hereby swear/affirm that the information provided in this EEO Form is true and correct to the best of my knowledge.

Signature: ____________________________  Today’s Date: ____________

INTENRAL USE ONLY

Date Received: ____________  Signature of JATA EEO Officer: ____________________________
Appendix B – Employment Application

JACKSON AREA TRANSPORTATION AUTHORITY
2350 EAST HIGH STREET
JACKSON, MI 49203

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital status, the presence of non-job related medical condition, or disability, or any other legally protected status.

PLEASE PRINT OR TYPE ALL INFORMATION REQUESTED

Date you are available to begin work/training: ______________________

Last name ___________________________________________ First Name ___________________________ Middle Name ___________________________

Home address Number and Street ___________________________ City, State and Zip ___________________________

Home Telephone/Cell phone number/s ___________________________ Work Telephone/Cell phone number/s ___________________________

Are you 21 years of age or older? Yes___ No___

Position you are applying for:
  ___ Bus operator
  ___ General labor (cleaner, janitor)
  ___ Management

(If available, please attach a resume.)

Are you applying for? ___Full-time work ___Part-time work ___Temporary work

Can you perform all of the functions of the job, with or without an accommodation, for which you are applying? Yes___ No___

Would you be available to work any day of the week, including weekends and evenings? Yes___ No___

Have you previously been employed by this transportation system, or by a local unit of government in this county? Yes___ No___

If yes, please specify:
  With who were you employed? ___________________________________________
  Job title: ___________________________________________
Date of employment: from_____________ to__________________

Do you have relatives currently employed with this transportation system? Yes___ No___
If yes, Name____________________________________________________________

Are you currently on "lay-off" status and subject to recall? Yes___ No___

Hourly rate expected/desired: _______________________

**EDUCATION**

<table>
<thead>
<tr>
<th>High School</th>
<th>City/State</th>
<th>Diploma</th>
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<table>
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<tr>
<th>Vocational School</th>
<th>City/State</th>
<th>Diploma</th>
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<tr>
<th>College</th>
<th>City/State</th>
<th>Degree/Major</th>
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<tr>
<th>Graduate School</th>
<th>City/State</th>
<th>Degree/Major</th>
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<table>
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<tr>
<th>Specialized Training</th>
<th>City/State</th>
<th>Fields</th>
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Have you had experience with, or training in the following areas?

___CPR
___Safety
___Children’s groups
___Computers
___First Aid
___Working with the disabled
___Vehicle repair
___Defensive Driving
___Elder care
___Management
___Other (specify) _______________________________

Details of above experience____________________________________________________________________
________________________________________________________________________________________
___________________________________________________________________________________________

Are you engaged in or planning any further education, training or study? Yes___ No___
If yes, briefly explain___________________________________________________________________________
____________________________________________________________________________________________
___________________________________________________________________________________________

**PAST EMPLOYMENT, PLEASE BEGIN WITH CURRENT/ MOST RECENT**

<table>
<thead>
<tr>
<th>Employer</th>
<th>Address</th>
<th>Employed from_____ to_______</th>
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<tr>
<td></td>
<td></td>
<td>Telephone ____________________</td>
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<table>
<thead>
<tr>
<th>Job title</th>
<th>Hourly rate</th>
<th>start______ end______</th>
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</thead>
</table>
Work performed____________________________________________________________________
Reason for leaving___________________________________________________________________
Employer______________________________ Employed from______ to_________
Address __________________________________ Telephone ______________________
Job title __________________________________ Hourly rate start________ end_______
Work performed______________________________________________________________
Reason for leaving___________________________________________________________________
Employer______________________________ Employed from______ to_________
Address __________________________________ Telephone ______________________
Job title __________________________________ Hourly rate start________ end_______
Work performed______________________________________________________________
Reason for leaving___________________________________________________________________
Employer______________________________ Employed from______ to_________
Address __________________________________ Telephone ______________________
Job title __________________________________ Hourly rate start________ end_______
Work performed______________________________________________________________
Reason for leaving___________________________________________________________________

EQUIPMENT/MAINTENANCE SKILLED LABOR POSITIONS ONLY
Please check those skills which you could use immediately on the job.

MECHANIC
___Brake re-line ___Engine tune-up ___Lube, Oil change
___Electronic systems ___Engine repair & overhaul – gas ___Engine repair/overhaul–diesel
___Automotive Electrical Systems ___Other, please specify*

PAINTER
___Metal finish painting ___Lettering ___Paint spray gun ___Other, specify*

BODY REPAIR
___Frame straightening ___Welding & torch usage, *Specify type used (ARC, MIG, TIG, Plasma)

AIR CONDITIONING AND HEATING
___Compressors ___Repairs ___Installation ___Other, Specify*

BUILDING AND GROUNDS EQUIPMENT
___Back hoe ___Pneumatics & hydraulics ___Hydraulic sign post puller
___Hi-Lo machine ___Floor scrubber ___Pneumatic air hammer
___Fork lift ___Electrical ___Boiler Maintenance
FOR MANAGEMENT AND GENERAL OFFICE POSTIONS ONLY
Please check the skills you could use on the job immediately.

____ Typing  __ Calculator  ___ Bookkeeping  ___ Payroll
____ Accounting  ____ Inventory  ___ Computers, please specify programs used

Other management/office skills

SPECIAL QUALIFICATIONS
Briefly describe job related skills and qualifications acquired from employment or other experience, which you believe will assist us in deciding if and where we can employ your services:

DRIVING POSITIONS ONLY
Driver’s License Information

Do you presently have a valid Michigan Driver’s License? Yes No
If yes, indicate your license number:
When does your license expire? Month Day Year

Do you have a valid Commercial Driver’s License? Yes No

Circle those applicable: Group - A B C  Endorsement - P X T N  Type - C O

How many moving violation points do you currently have against your driver’s license? 

Do you currently have any restrictions on your driver’s license? Yes No If yes, please explain

Has your driver’s license ever been revoked or suspended? Or has it been restricted regarding when and for what purpose you could drive? Yes No If yes, please explain

DRIVING EXPERIENCE

Have you operated any of the following types of vehicles?

___ Transit bus
___ Para Transit Van
___ School Bus
___ Wrecker
___ Trucker
___ Private Carrier Bus
___ Tractor Trailer

Dates: from – to
For Whom?
GENERAL INFORMATION

Approximately how many times have you been absent (other than vacations, holidays, extended medical leaves etc...) or late for work during the past two years? ______________

Have you ever been convicted of a felony or misdemeanor? Yes___ No___ If yes please provide the following information:
Date            Nature of Offense            City and State            Penalty/Fine
_____________        ___________________        ___________________        ___________________
_____________        ___________________        ___________________        ___________________

Do you presently have any felony or misdemeanor charges pending against you? Yes___ No___
If yes, please explain______________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

MILITARY HISTORY

Have you ever served in the US Armed Forces? Yes___ No___
Dates of service: From_______ To_______
Branch of Service: ________________________________
Type of discharge: ________________________________

Are you currently a member of the US Military Reserve or National Guard? Yes___ No___
Which branch of service? ________________________________

SPECIALIZED DRIVING EXPERIENCE

Have you ever operated a vehicle used to transport disabled and/or senior citizens? Yes___ No___
If yes, did you receive any specialized training for this work? Yes___ No___ If yes, please briefly describe the training:______________________________________________________________
_________________________________________________________________________________

Do you have experience operating a hydraulic lift on a transit vehicle? Yes___ No___
Have you received any passenger sensitivity training? Yes___ No___

ACCIDENT HISTORY

How many accidents have you been involved in, regardless of severity? ______________
How many as an operator of a commercial vehicle? ______________Private car? ______________
List all accidents you have been involved in within the past five years; with most recent first:
Date            City/State            Brief description of accident            were you cited?
_____________        ___________________        ___________________        ______________
TRAFFIC VIOLATIONS

List all traffic violations, other than parking, for which you have been cited during the past five years, beginning with the most recent:

<table>
<thead>
<tr>
<th>Date of violation</th>
<th>Infraction/Offense</th>
<th>City/State</th>
<th>Date of Conviction</th>
<th>Disposition/Fine</th>
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EMPLOYMENT REFERENCES

Please provide contact information for three people whom you have known for at least one year. (Please do not include relatives)

Name __________________________ Address __________________________ City ________, State _____ Zip _______
Employed by __________________________ Contact telephone number __________________________

Name __________________________ Address __________________________ City ________, State _____ Zip _______
Employed by __________________________ Contact telephone number __________________________

Name __________________________ Address __________________________ City ________, State _____ Zip _______
Employed by __________________________ Contact telephone number __________________________
APPLICANT STATEMENT

Please sign and date the following statement:

I _______________________________ certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment, as may be necessary in arriving at an employment decision.

If offered employment, I consent to take a complete medical examination, and such future medical examinations as may be required, including, but not limited to, drug testing.

If hired, in consideration of my employment, I agree to abide by the rules and policies of the employer. I further agree that, in the absence of any contractual agreement to the contrary, my employment and all compensation can be terminated with or without cause, and with or without prior notice, at any time, at the option of either the employer or me. I understand that no agent or representative of the employer has any authority to make any agreement contrary to the foregoing, except by a written employment contract signed by the General Manager of the Jackson Area Transportation Authority.

In the event of employment, I understand that false or misleading information given in my application or interview (s) may result in my discharge.

____________________________________  ________________________________
Signature of applicant                  Date
CONSENT FOR DRUG TESTING

It is understood that as part of the employment evaluation process I will be required to take a drug test to screen for controlled substances. I hereby consent for the approved medical facility to collect urine specimens from me, and to conduct other necessary medical tests to determine the presence or use of controlled drugs. Further, I give my consent for the release of the test results and other relevant medical information to authorized Jackson Area Transportation Authority management for appropriate review. It is understood that the results may be considered in any employment decision. If the test is positive or if I refuse to take the test, I understand and agree that any employment offer that has been extended to me may be revoked; or if employed, I may be discharged.

Date___________________

______________________________________________
Full name – please print

WITNESS:

______________________________________________
Signature
AUTHORIZATION

JACKSON AREA TRANSPORTATION AUTHORITY

YOU ARE REQUESTED TO COMPLETE THE FOLLOWING STATEMENT:

I, ____________________________________________ hereby authorize the release of any and all employment, education, civil, criminal or other records, which may be required to evaluate my eligibility for employment, to the management of the Jackson Area Transportation Authority.

Signed___________________________________________ Date________________________

Social Security Number______________________________

Address__________________________________________

Driver’s License Number_____________________________
The Jackson Area Transportation Authority is an Equal Opportunity Employer. Qualified applicants are considered for positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, or disability.

Solely, to help us comply with government record-keeping, reporting and other legal requirements, please complete this data record. This data is for statistical purposes only and will be kept in a confidential file separate from the employment application.

You are not required to complete this information to be considered for employment.

Date: ___________________ Position(s) applied for: _________________________________________

Government agencies require periodic reports on the gender, ethnicity, disability and veteran status of applicants. This data is for analysis related to Equal Employment Opportunity requirements only. Submission of information is voluntary.

Check one:        _______ Male         _______ Female

Race/Ethnic Group:
   White
   American Indian/Alaska Native
   Black
   Latino
   Asian American
   Native Hawaiian and Other Pacific Islander
   Multiracial

Check all those that apply to you:
   ______ Veteran        ______ Disabled Individual

This information is voluntary and will be kept confidential in accordance with regulations.