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Jefferson Transit Authority
Resolution No. 20-13
Equal Employment Opportunity (EEO) Policy

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A RESOLUTION of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the "Authority", to adopt the EEO Policy.

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WHEREAS, Jefferson Transit Authority is an equal opportunity employer; and

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WHEREAS, Jefferson Transit Authority is committed to undertaking and developing a written nondiscrimination program that sets forth the policies, practices and procedures, to which the agency is committed and make the EEO Program available for inspection by any employee or applicant for employment upon request; and

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WHEREAS, it is the intention of Jefferson Transit Authority to be in compliance with the Federal Transit Administration under the guidance of the Department of Transportation,

NOW, THEREFORE, BE IT RESOLVED the Authority does hereby adopt the EEO Policy dated June 16, 2020, as set forth in 'Exhibit A' which is attached to this Resolution.

CERTIFICATION

The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson County Public Transportation Benefit Area, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Jefferson Transit Authority Board held on June 16, 2020.


Chair


Vice Chair


Member


Member


Member

Attest:

Clerk of the Board

<i>Title:</i> Equal Employment Policy & Program	<i>Resolution:</i> <u>20-13</u> (Policy addition)
<i>Authors:</i> Jayne Brooke, Sara Crouch & Deb Palmer	<i>Effective Date:</i> June 16, 2020 <i>Revised:</i> N/A



Jefferson Transit Authority

EQUAL EMPLOYMENT OPPORTUNITY

POLICY AND PROGRAM

Effective: Date TBD

Equal Employment Opportunity/Affirmative Action Policy and Program

Statement of Policy

Jefferson Transit Authority has a strong commitment to the community we serve and its employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

Jefferson Transit Authority Equal Employment Opportunity (EEO) policy applies to all employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

All applicants and employees have the right to file complaints alleging discrimination. 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 is strictly prohibited and will not be tolerated.

Jefferson Transit Authority is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

Jefferson Transit Authority's General Manager, Tammi Rubert will maintain overall responsibility and accountability for Jefferson Transit Authority's compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, the Jefferson Transit HR/Payroll and Benefits Administrator has been appointed as EEO Officer, with the contact information listed below:

Deb Palmer
HR/Payroll & Benefits Administrator
(360) 385-3020 x 119

As Jefferson Transit's EEO Officer, Ms. Palmer will report directly and acts with the General Manager's authority with all levels of management, labor unions, and employees.

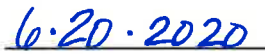
All Jefferson Transit Authority management, and supervisory personnel, however, share in the responsibility for implementing and monitoring Jefferson Transit Authority's EEO Policy and Program within their respective areas and will be assigned specific tasks to ensure compliance is achieved. Jefferson Transit Authority will evaluate its managers' and supervisors' performance on their successful implementation of Jefferson Transit Authority's policies and procedures.

Jefferson Transit Authority is committed to undertaking and developing a written nondiscrimination program that sets forth the policies, practices and procedures, to which the agency is committed and make the EEO Program available for inspection by any employee or applicant for employment upon request.

The General Manager is committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Policy and Program.



Signature – Tammi Rubert, General Manager, Jefferson Transit Authority



Date

Policy and Program adopted by Authority Board at TBD Date here meeting.
A copy of the resolution is Attachment B to this document.

EEO PROGRAM

Section 1. Dissemination Plan

1. Internal Dissemination.

It is the policy of Jefferson Transit Authority to communicate the existence of its EEO policy and program to all employees, applicants, and potential applicants by:

- a. Providing written communications from the General Manager.
- b. Posting official EEO materials (e.g. Federal and state labor laws poster(s)) and Jefferson Transit Authority's policy statement on bulletin boards, near time clocks, in employees' breakrooms, and in the Human Resources office.
- c. Including the EEO Policy statement in Jefferson Transit Authority's personnel and operations manual, employee handbooks, reports, and manuals.
- d. Meeting with Jefferson Transit Authority department heads and General Manager semiannually to discuss the EEO Program and its implementation.
- e. Meeting with employees and affinity groups to seek input on the program implementation.
- f. Conducting periodic EEO training for employees and managers.
- g. Conducting EEO training for all new supervisors or managers within 90 days of their appointment.
- h. Including EEO policy statement with new employee orientation materials, with a form requiring said new employee to sign acknowledging their understanding.

2. External Dissemination

- a. Disseminating its EEO policy statement and program with any outreach or to any recruitment entities (e.g., employment agencies, educational institutions, minority, and women organizations).
- b. All recruitment ads (e.g., newspapers, magazines, websites, and social media) will state that Jefferson Transit Authority is an equal employment opportunity employer.

Section 2.0 – Designation of Personnel

The EEO Officer has the primary management responsibility, authority, and resources for ensuring full compliance with the provisions of this Policy, as amended, and it's

implementing regulations. The EEO Officer's appointment and a description of the position's basic responsibilities have been communicated to all levels of personnel in the agency. The responsibilities of the EEO Officer include, but are not necessarily limited to, the following:

1. Developing EEO policy statements and written EEO Program, and developing a plan for dissemination of internal and external communication.
2. Collecting and analyzing employment data, identifying EEO problem areas, proposing goals and time tables;
3. Designing, implementing and monitoring internal review and reporting systems that measure the effectiveness of Jefferson Transit Authority's programs;
4. Concurring in the hiring and promotion processes. Periodically reviewing employment practices, and policies (e.g., hiring, promotions, and training), complaint policies, reasonable accommodation policies;
5. Serving as liaison between Jefferson Transit Authority, Federal, State and local governments, regulatory agencies, minority, handicapped and women's organizations and other community groups;
6. Maintaining awareness of current EEO laws and regulations, and ensuring the laws and regulations affecting nondiscrimination are disseminated to responsible officials;
7. Assisting management in arriving at effective solutions to EEO problems, including outreach efforts;
8. Regularly reviewing Jefferson Transit Authority's employment practices policies, in conjunction with human resources (e.g., hiring, promotions, training), complaint policies, reasonable accommodation policies, performance evaluations, grievance procedures, and union agreements.
9. Providing EEO training for employees and managers.
10. Concurring in all systems and processes for hires and promotions as well as training and development programs.
11. Ensuring employment discrimination complaints are processed effectively and efficiently, referring them to outside investigators when necessary.
12. Auditing postings of the EEO policy statement to ensure compliance information is posted and up to date.
13. Meeting semiannually with department heads and General Manager to discuss each department's progress in relation to Jefferson Transit Authority EEO compliance.

The EEO Officer reports directly to the General Manager on EEO issues. The incumbent advises agency department heads with respect to hiring, promotion, discipline, training and discharge and all other aspects of employment. Human Resources, General

Manager and agency department heads actively participate in periodic audits of all aspects of employment, thereby identifying and removing barriers obstructing the achievement of specified goals and objectives. They also hold regular discussions to ensure agency policies and procedures are being followed. In conjunction with the EEO Officer, they maintain and update the personnel database for generating reports required for the nondiscrimination program. They cooperate with the EEO Officer in the review and investigation of complaints. They also encourage employee participation to support the advancement of the EEO Program (e.g., professional development and career growth opportunities, posting promotional opportunities, shadowing, mentoring).

Section 3.0 – Employment Practices

One of the primary goals of this EEO policy is to affirmatively include in all employment practices those who have been disadvantaged in the past due to oversight and/or discriminatory practices and to ensure nondiscrimination in treatment in all current aspects of employment. Jefferson Transit Authority shall routinely conduct detailed assessments of current employment practices to identify those practices that operate as employment barriers and unjustifiably contribute to underutilization. Any problem areas that are identified shall have a proposed remedial, affirmative action included in the EEO program. The assessment shall include:

1. Outreach in recruitment and employment selection procedures;
2. Seniority practices, job upgrades, and promotional opportunities and procedures;
3. Compensation determinations and benefits administration;
4. Disciplinary procedures and terminations (voluntary and involuntary); and,
5. A reasonable assessment of external factors which may lead to underutilizations.

Jefferson Transit Authority has reviewed its employment practices. Specifically, Jefferson Transit Authority has reviewed its hiring activity, promotional activity, transfer activity, and terminations. In any instance where the statistical/numerical thresholds were met as identified in the Circular 4704.1A, a more in-depth review of that employment activity and its selection process has been undertaken and corrective action taken as appropriate. Jefferson Transit Authority has set forth the following course of action:

Recruitment and Hiring: The EEO Officer for Jefferson Transit Authority shall review the composition of the applicant flow by minority group status and sex on an ongoing basis. EEO Officer shall maintain a register at the point of receiving applications for employment, indicating the name of the applicant, the minority group status (African American, Hispanic, Native American, Asian, or Pacific Islander and Multi-Racial) and sex

of the applicant and the job applied for. The contents of this register will be summarized according to the position for which employment applications were received and the applicant flow compared with the availability analysis figures. An analysis will be made to see whether any variations are due to mistakes in the availability analysis, failure to maximize minority and female applicant flow, or some other cause. Final dispositions shall be reviewed as well. Remedial actions shall be taken, if necessary, and as applicable.

Jefferson Transit Authority reviews all of its position descriptions, position titles, application forms, interview procedures, skills testing procedures (if any), final selection process and similar matters to determine whether they interfere with hiring and advancement of qualified minorities and women. At present, no problems have been found to exist. However, the EEO Officer still coordinates strategic outreach directed toward those groups underutilized within this EEO program. Particular emphasis will be given to positions in those categories that are underutilized for the job category in which the vacancy exists. No external factors were identified that may influence the full participation of minorities, women, the disabled, and veterans.

When a vacant position is identified, normal hiring procedures are as follows:

1. Internal posting for all current employees, typically concurrent with external recruitment.
2. Current available positions will always be posted on Jefferson Transit Authority website.
3. Additional outreach may include: Newspaper advertisements (including print and online posting), social media postings (i.e. LinkedIn, Craigslist, Indeed), WorkSource, physical signs strategically posted in high traffic areas, and WSTA website. EOE statement is always part of any outreach.
4. Voluntary applicant information sheet has been added to application packet for purposes of compiling statistical results. Analysis will provide demographic information regarding race, sex, and any other protected groups.
5. Upon the closing date for posted position, HR reviews all submittals for completeness of application packet.
6. Members of the interview panel, including position's supervisor, screen each application packet for knowledge, skills, and ability. Applicants meeting the minimum requirements are advanced for skills testing.
7. Skills testing is administered by a third-party business that is certified and meets FTA testing guidelines as outlined in FTA Circular 4704.1A, Section 2.2.6. Applicants recommended as passed in testing process are offered an interview.
8. At the interview point, applicants provide five year employment driving record, and are given an oral interview. Interviews are scored by each member of the selection panel.
9. Background/reference checks are conducted on the top scoring candidates.

10. Candidate recommended for hire is given a conditional offer of employment, pending completion of a successful drug urinalysis screening and a fit-for-duty test (by position).

Promotions and Transfers: Jefferson Transit Authority shall also analyze its transfer and promotion practices, and annually thereafter. All formal and informal training programs (when budgets permit) will be reviewed for inclusion and diversity. Types of trainings related to promotions and transfers offered, budget permitting, may include the following:

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

Compensation: Jefferson Transit Authority retained the services of Cabot Dow in 2017 to evaluate the strengths and weaknesses of Jefferson Transit Authority's current compensation philosophy, policy and practices, including salary matrix, job descriptions, pay classification, merit, promotions, and internal equity for non-represented staff. Jefferson Transit Authority requested recommendations for changes to the compensation philosophy, policies or practices that supported the organization's strategic priorities including:

1. Market percentile for minimum, midpoint, and maximum ranges.
2. Ability for employees to move and advance within the current classification structure and pay ranges;
3. Methods and options related to market study implementation other than across the board implementation;
4. Recommendations regarding equity adjustments for existing employees who have fallen behind market; and
5. Current policies relating to merit increases and flexibility to move outside the pay structure.

The results of the study found that Jefferson Transit Authority's salary ranges were, on average, 6.3% lower than the market. Jefferson Transit Authority adjusted its salary ranges accordingly following completion of the study.

EEO Officer prepares or, at a minimum, reviews all hiring offers. Offers exceeding the minimum of the hiring range require General Manager level approval.

Represented employees are compensated according to the current Collective Bargaining Agreement with the ATU.

Seniority Practices: Competition for positions is based on knowledge, skills, and ability. Offers are not made based on seniority.

Benefits: All employee benefits, facilities, sponsored recreation, social events and special programs such as educational assistance are, and will continue to be, available to all eligible employees without regard to minority group status, sex, or represented or non-represented status. Eligible employees are those who work thirty (30) or more hours per week. Employees working more than 19.5 hours per week are eligible for pension benefits.

Turnover/Retention/Terminations: Jefferson Transit Authority's human resources are its most important resource. While employees leave for a variety of reasons, turnover is always a great loss to Jefferson Transit Authority. The EEO Officer reviews termination data to ensure that the workplace is bias free. An exit interview is completed by HR/PR Administrator to discuss with the employee the reasons they are choosing to leave.

Discipline: Managers and supervisors evaluate and will continue to evaluate disciplinary action in a non-discriminatory manner pursuant to Jefferson Transit Authority Personnel Policy. In addition, managers and supervisors will consult with the EEO Officer to ensure that any disciplinary actions for violations of Jefferson Transit Authority's policies as stated in the personnel policy are applied in a non-discriminatory manner. Disciplinary actions include warnings, suspensions, and terminations. All employees have the right to appeal an adverse action. Employees are also informed that they have the right to file an employment discrimination complaint with the EEOC or Human Rights Commission. Notices are posted on bulletin boards and give pertinent information.

Standard disciplinary procedures, barring any incident requiring immediate termination, follow a uniform set of steps.

1. Verbal counseling (training, refresher training)
2. Written verbal warning
3. Written reprimand with or without unpaid suspension
4. Termination of employment

Any represented employee suspended or discharged by Jefferson Transit Authority under the terms of the JTA discipline policy, will have the ATU notified of such suspension or discharge within twenty-four (24) hours. If the represented employee believes the suspension or discharge to be unjust, that employee has the right to file a grievance as outlined in the current Collective Bargaining Agreement.

Training: Jefferson Transit Authority encourages all employees to seek training to develop skills and may offer different training programs as applicable and where budgets permit, to all employees in an effort to ensure the workforce can improve their skills as a means to provide greater opportunities for career development and progression. Jefferson Transit Authority also provides appropriate Equal Employment Opportunity and related training to all supervisors and managers within 90 days of hire or entering into such supervisory/management roles. Jefferson Transit Authority conducts an annual All Staff Training Day to keep employees compliant with required training.

Section 4.0 – Complaint Process

The success of the Equal Employment Opportunity program depends largely on the attitude of the community as well as the employee. Opinion as to what constitutes fair and equal opportunity and treatment may vary widely, and grievances may result. The following steps shall be taken immediately for any grievance arising from the employee-supervisor and Jefferson Transit Authority-community relationships:

Reporting the Complaint

The employee, applicant, or citizen (complainant) shall bring their grievance to the attention of the Department Manager who will investigate as necessary to determine the cause of the complaint and work with the complainant to affect an equitable solution. Every effort shall be made to resolve the difficulty at this level. When a grievance is against a Department Manager, the complainant may file the complaint directly with the General Manager. The Finance Manager will keep Jefferson Transit Authority's insurance pool informed of potential liability issues.

Any complainant bringing forward an issue is advised of the process, including confidentiality, and that retaliation is prohibited. Any employees that might be party to the issue will be counseled on confidentiality and retaliation as well.

Investigation

At the option of either party, the EEO Officer shall interview both parties and conduct additional investigations when necessary. Reports and recommendations shall then be made to the General Manager for resolution.

Resolution of Complaint

In the event that mutual agreement cannot be achieved and resolution is required by the General Manager, signed statements detailing the grievance and specific investigation action shall be obtained by the EEO Officer from the complainant, Jefferson Transit Authority employees and the Department Manager. The EEO Officer shall forward these statements, along with their own investigation report and recommendations, to the General Manager for resolution.

Confidentiality

Confidentiality will be maintained to as high a level as possible given the nature of the matter and the needs of Jefferson Transit Authority and its employees to process the complaint.

Section 5.0 – Monitoring and Reporting

To ensure our Equal Employment Opportunity Program remains effective, Jefferson Transit Authority will review its statistical data pertaining to external applicant flow data, internal promotional activity, grievance, separation activity and EEO complaint activity on an annual basis with supervisors and the General Manager. The EEO Officer will review union contracts to ensure there is no disparate impact. The EEO Officer will do this to help understand the current overall demographics of our workforce and to determine if there are any disparate impacts to address based on our employment practices and opportunities for improvement. JTA's EEO program will begin in June 2020. JTA has not had the requirement for statistical analysis prior to this date nor has the data been collected. JTA will implement required statistical analysis reporting for applicants, promotions, disciplinary actions, terminations, and training cross-referenced by sex and race.

Agency Monitoring: After reviewing and analyzing this data, the EEO Officer will meet with the General Manager and department heads annually to share the results of the employment activity mentioned above and make any necessary recommendations. In 2017, Jefferson Transit Authority conducted an analysis of the workforce using the EEOC Form 164 and notified EEOC that we are not required to report. Results of this analysis are under Attachment C. From these meetings, the EEO Officer will make any necessary changes to the plan in order for Jefferson Transit Authority to continue its commitment as an equal opportunity employer and an employer of choice.

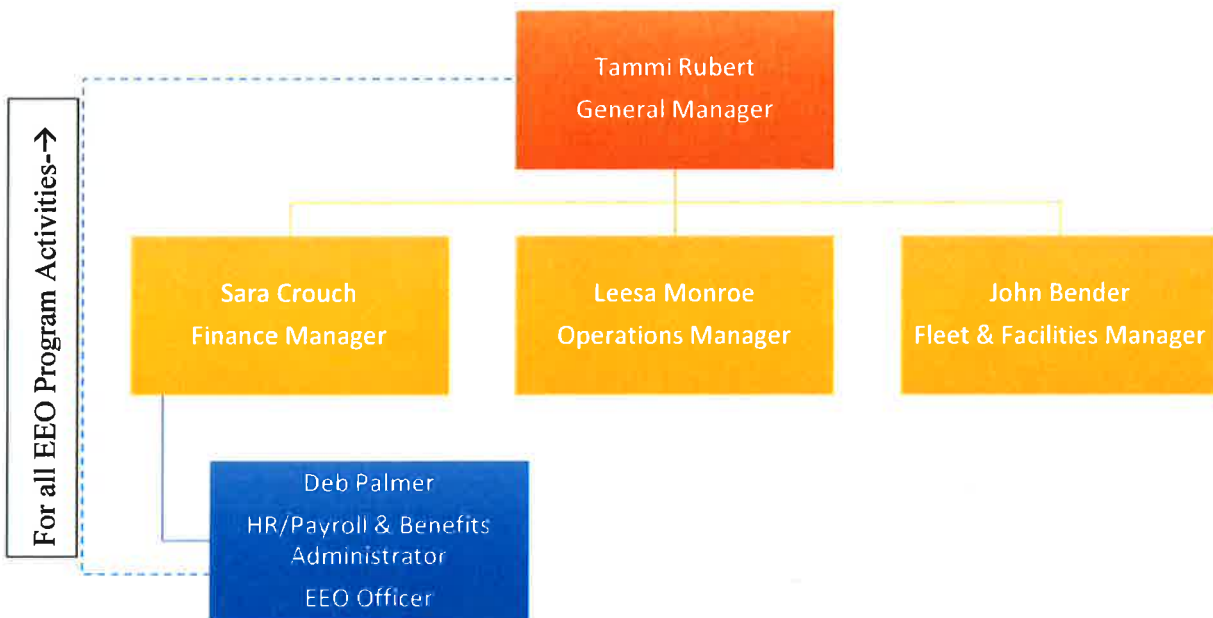
Any action plans made to counteract disparate impacts uncovered will be evaluated, at a minimum, semiannually. The agenda for these meetings will include:

- Dissemination
- Utilization analysis
- Statistical employment practices
- Timeframe to reach goals
- All identified barriers
- Status of complaints and/or investigations
- Progress of the action plan

Documented actions will be taken to implement plans for minority and female job applicants or employees. Management will be informed of the program's effectiveness at semiannual meetings.

At this time, Jefferson Transit Authority does not have any subrecipients or vendors which meet the threshold of agency oversight of their EEO Program.

Attachment A: Organizational Chart



ATTACHMENT B: Board Resolution

ATTACHMENT C: EEO-4 Report



63 Four Corners Road, Port Townsend, WA 98368

April 4, 2018

U.S. Equal Employment Opportunity Commission
EEO-4 Reporting Center
P.O. Box 8127
Reston VA 20195

RE: EEO-4 REPORTING

I am new to the position with this agency. I am unable to locate a letter notifying EEOC pertinent to EEO-4 reporting. We are not required to report as we have less than 100 Full-Time Employees. Jefferson Transit Authority is a local government entity established for the purpose of providing transit services in Jefferson County, Washington State. This is your notification, as required that we are exempt from reporting.

If you have any questions, please don't hesitate to contact me:

Deb Palmer
dpalmer@jeffersontransit.com
360.385.3020 Ext. #119

Sincerely,

Deb Palmer
Human Resources/Payroll/Benefits Administrator

Customer Service (360) 385-4777 Administrative Offices (360) 385-3020

www.jeffersontransit.com

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION STATE AND LOCAL GOVERNMENT INFORMATION (EEO-4)				APPROVED BY OMB 3046-0008
EXCLUDE SCHOOL SYSTEMS AND EDUCATIONAL INSTITUTIONS (Read attached instructions prior to completing this form)				EXPIRES 5/31/2018
<u>DONOT ALTER INFORMATION PRINTED IN THIS BOX</u>				MAIL COMPLETED FORM TO EEO-4 Reporting Center PO Box 8127 Reston VA 20195
A. TYPE OF GOVERNMENT (Check one box only)				
<input type="checkbox"/> 1. State <input type="checkbox"/> 2. County <input type="checkbox"/> 3. City <input type="checkbox"/> 4. Township <input checked="" type="checkbox"/> 5. Special District <input type="checkbox"/> 6. Other (Specify) _____				
B. IDENTIFICATION				
1. NAME OF POLITICAL JURISDICTION (If same as label, skip to Item C)				
JEFFERSON TRANSIT AUTHORITY				
2. Address--Number and Street		CITY/TOWN	COUNTY	STATE/ZIP
63 4 CORNERS RD		PT TOWNSEND	JEFFERSON	WA 98368
C. FUNCTION				
(Check one box to indicate the function(s) for which this form is being submitted. Data should be reported for all departments and agencies in your government covered by the function(s) indicated. If you cannot supply the data for every agency within the function(s) attach a list showing name and address of agencies whose data are not included.)				
<input type="checkbox"/>	1. Financial Administration. Tax billing and collection, budgeting, purchasing, central accounting and similar financial administration carried on by a treasurer's, auditor's or comptroller's office and	<input type="checkbox"/>	8. HEALTH. Provision of public health services, outpatient clinics, visiting nurses, food and sanitary inspections, mental health, alcohol rehabilitation service, etc.	
<input type="checkbox"/>	GENERAL CONTROL. Duties usually performed by boards of supervisors or commissioners, central administration offices and agencies, central personnel or planning agencies, all judicial offices and employees (judges, magistrates, bailiffs, etc.)	<input type="checkbox"/>	9. HOUSING. Code enforcement, low rent public housing, fair housing ordinance enforcement, housing for elderly, housing rehabilitation, rent control.	
<input type="checkbox"/>	2. STREETS AND HIGHWAYS. Maintenance, repair, construction and administration of streets, alleys, sidewalks, roads, highways and bridges.	<input type="checkbox"/>	10. COMMUNITY DEVELOPMENT. Planning, zoning, land development, open space, beautification, preservation.	
<input type="checkbox"/>	3. PUBLIC WELFARE. Maintenance of homes and other institutions for the needy; administration of public assistance. (Hospitals and sanatoriums should be reported as item 7.)	<input type="checkbox"/>	11. CORRECTIONS. Jails, reformatories, detention homes, halfway houses, prisons, parole and probation activities	
<input type="checkbox"/>	4. POLICE PROTECTION. Duties of a police department, sheriff's, constable's, coroner's office, etc., including technical and clerical employees engaged in police activities.	<input checked="" type="checkbox"/>	12. UTILITIES AND TRANSPORTATION. Includes water supply, electric power, transit, gas, airports, water transportation and terminals.	
<input type="checkbox"/>	5. FIRE PROTECTION. Duties of the uniformed fire force and clerical employees. (Report any forest fire protection activities as item 6.)	<input type="checkbox"/>	13. SANITATION AND SEWAGE. Street cleaning, garbage and refuse collection and disposal. Provision, maintenance and operation of sanitary and storm sewer systems and sewage disposal plants.	
<input type="checkbox"/>	6. NATURAL RESOURCES. Agriculture, forestry, forest fire protection, irrigation drainage, flood control, etc., and PARKS AND RECREATION. Provision, maintenance and operation of parks, playgrounds, swimming pools, auditoriums, museums, marinas, zoos, etc.	<input type="checkbox"/>	14. EMPLOYMENT SECURITY STATE GOVERNMENTS ONLY	
<input type="checkbox"/>	7. HOSPITALS AND SANATORIUMS. Operation and maintenance of institutions for inpatient medical care.	<input type="checkbox"/>	15. OTHER (Specify on Page Four)	

D. EMPLOYMENT DATA AS OF JUNE 30, 2017

(Do not include elected/appointed officials. Blanks will be counted as zero)

1. FULLTIME EMPLOYEES (Temporary employees are not included)

JOB CATEGORIES	ANNUAL SALARY (in thousands 000)	RACE/ETHNICITY														Total Cnt A-N
		HISPANIC OR LATINO		MALE							NON-HISPANIC OR LATINO FEMALE					
		Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	Two or more races	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	Two or more races	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O		
OFFICIALS ADMINISTRATORS	1. \$0.115.9															
	2. 16.019.9															
	3. 20.024.9															
	4. 25.032.9															
	5. 33.042.9															
	6. 43.054.9															
	7. 55.069.9															
	8. 70.0 PLUS										1					
PROFESSIONALS	9. \$0.115.9															
	10. 16.019.9															
	11. 20.024.9															
	12. 25.032.9															
	13. 33.042.9															
	14. 43.054.9			1							1					
	15. 55.069.9			1							1					
	16. 70.0 PLUS			1							1					
TECHNICIANS	17. \$0.115.9															
	18. 16.019.9															
	19. 20.024.9															
	20. 25.032.9															
	21. 33.042.9															
	22. 43.054.9															
	23. 55.069.9															
	24. 70.0 PLUS															
PROTECTIVE SERVICE	25. \$0.115.9															
	26. 16.019.9															
	27. 20.024.9															
	28. 25.032.9															
	29. 33.042.9															
	30. 43.054.9															
	31. 55.069.9															
	32. 70.0 PLUS															
PARA-PROFESSIONALS	33. \$0.115.9															
	34. 16.019.9															
	35. 20.024.9															
	36. 25.032.9															
	37. 33.042.9															
	38. 43.054.9			1							1					
	39. 55.069.9															
	40. 70.0 PLUS															
ADMINISTRATIVE SUPPORT	41. \$0.115.9															
	42. 16.019.9															
	43. 20.024.9			1							3					
	44. 25.032.9															
	45. 33.042.9															
	46. 43.054.9															
	47. 55.069.9															
	48. 70.0 PLUS															

D. EMPLOYMENT DATA AS OF JUNE 30 (Cont.)

(Do not include elected/appointed officials. Blanks will be counted as zero)

1. FULLTIME EMPLOYEES (Temporary employees are not included)

CATEGORIES	ANNUAL SALARY (In thousands 000)	RACE/ETHNICITY														Total Col A-N
		HISPANIC OR LATINO		NON-HISPANIC OR LATINO								FEMALE				
		Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	Two or more races	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	Two or more races	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O		
SKILLED CRAFT	49. \$0.115.9															
	50. 16.019.9															
	51. 20.024.9															
	52. 25.032.9				1											
	53. 33.042.9				2											
	54. 43.054.9				1											
	55. 55.069.9				1											
56. 70.0 PLUS				1												
SERVICE MAINTENANCE	57. \$0.115.9															
	58. 16.019.9				1											
	59. 20.024.9															
	60. 25.032.9															
	61. 33.042.9				5					2						
	62. 43.054.9				13			1		3						
	63. 55.069.9				1											
64. 70.0 PLUS																
65. TOTAL FULL TIME (LINES 1 - 64)				30			1			19						
2. OTHER THAN FULLTIME EMPLOYEES (Including temporary employees)																
66. OFFICIALS/ADMIN										1						
67. PROFESSIONALS																
68. TECHNICIANS																
69. PROTECTIVE SERVICE																
70. PARAPROFESSIONAL																
71. ADMIN. SUPPORT																
72. SKILLED CRAFT																
73. SERVICE/MAINTENANCE				1												
74. TOTAL OTHER THAN FULL TIME (LINES 66 - 73)				1						1						
3. NEW HIRES DURING FISCAL YEAR Permanent full time only JULY 1 - JUNE 30																
75. OFFICIALS/ADMIN																
76. PROFESSIONALS																
77. TECHNICIANS																
78. PROTECTIVE SERVICE																
79. PARAPROFESSIONAL																
80. ADMIN. SUPPORT										1						
81. SKILLED CRAFT				1												
82. SERVICE/MAINTENANCE				2												
83. TOTAL NEW HIRES (LINES 75 - 82)				3						1						

REMARKS (List National Crime Information Center (NCIC) number assigned to any Criminal Justice Agencies whose data are included in this report)

N/A

LIST AGENCIES INCLUDED ON THIS FORM

JEFFERSON TRANSIT AUTHORITY

CERTIFICATION. I certify that the information given in this report is correct and true to the best of my knowledge and was reported in accordance with accompanying instructions. (Willfully false statements on this report are punishable by law, US Code, Title 18, Section 1001.)

NAME OF PERSON TO CONTACT REGARDING THIS FORM

TITLE

DEB PALMER

HUMAN RESOURCES

ADDRESS (Number and Street, City, State, Zip Code)

TELEPHONE NUMBER 360 385 3020

63 4 CORNERS RD

extension: 119

PORT TOWNSEND WA 98360

FAX NUMBER 360 385 2321

DATE 4/14/2018

TYPED NAME/TITLE OF AUTHORIZED OFFICIAL SIGNATURE

E-MAIL dpalmer@jeffersontransit.com

TAMMI RUBERT



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