

POCATELLO



REGIONAL TRANSIT

Abbreviated Equal Opportunity and Affirmative Action Plan

Effective October 2023 through September 2026

208.234.2287

prt@pocatello.gov

pocatellotransit.com

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1 STATEMENT OF POLICY

It is the policy of Pocatello Regional Transit (PRT) to encourage and support equal employment opportunity for all employees and applicants for employment without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status or other protected class. Employment decisions will be evaluated on the basis of an individual's skills, knowledge, abilities, job performance and, other legitimate qualifications, and where appropriate in promotion or transfer, seniority. Equal Employment Opportunity is among the very highest priorities for PRT. Affirmative action requirements of the federal government are designed to enhance employment opportunities for females and ethnic minorities (Black, Hispanic, Asian and Native American), people with disabilities and disabled veterans. Affirmative action programs provide for fuller utilization and development of all human resources.

Affirmative action and equal employment opportunity affect all employment practices at PRT including recruiting, hiring, transfer, promotion, training, compensation, benefits and termination of employment. As such, PRT commits to undertake an affirmative action program which includes goals and timetables, in order to overcome the effects of underutilization of minorities and women.

The City Council holds me responsible for EEO and Affirmative Action performance in the City and as a department of the City, Pocatello Regional Transit. As the Mayor, I have appointed the HR Benefits & Compliance Coordinator of the Human Resources Department the responsibility to develop and monitor affirmative action and other equal employment opportunity programs. However, management personnel at every level must share in the responsibility for promoting affirmative action and equal employment opportunity and will be assigned specific responsibilities to ensure that compliance is achieved.

Applicants and employees have the right to file complaints alleging discrimination with their supervisor, the Transit Director, or the Director of Human Resources. All complaints will be investigated and resolved. Performance by managers, supervisors and other authorities will be evaluated on the success of the EEO program the same way as their performance on other agency goals.

Equal opportunity must be part of the fabric of all personnel decisions at the City. Successful performance on our affirmative action goals will provide benefits to the City and specifically to Pocatello Regional Transit through fuller utilization and development of previously underutilized human resources.



Brian Blad, Mayor

10/02/2023

Date

2 DISSEMINATION

The EEO Administrator has responsibility for disseminating the EEO Policy and Affirmative Action Plan internally to PRT's Transit Director, Operations Shift Supervisors, Maintenance Supervisor, and all non-supervisory transit employees, and externally to PRT applicants through recruitment sources and postings on PRT's website.

A. Internally

1. PRT's supervisory staff is informed of the policy through written notification and receipt of the policy and plan; inclusion of the EEO policy in personnel handbooks; and quarterly updates regarding progress of AA goals, as well as discussion of program implementation. The quarterly updates are conducted through written communication and provide statistical information of AA accomplishments.
2. Supervisors and managers are responsible for both affirmative action compliance and program implementation. The City of Pocatello will continue to train supervisors and managers in the area of equal employment and fair labor practices. The Equal Employment Opportunity training includes information on the evolving issue of harassment based on protected characteristics (including sexual harassment); with emphasis on commitment to our policy that strictly forbids harassment activity in any form.
3. The City's Equal Employment Policy is available for all employees to see. It is published on the City of Pocatello's Intranet. Electronic copies of this policy are also provided to all managers and supervisors.
4. Official posters located in frequently-used areas that are accessible to all employees.
5. The EEO policy is included in employee handbooks and discussed during employee orientation and training.
6. PRT does not meet quarterly with employees to discuss EEO/AA issues; however, PRT's Transit Director, Operations Shift Supervisors, and Maintenance Supervisor conduct yearly appraisals with employees and discuss EEO/AA issues during the appraisal. An Operations Shift Supervisor sends weekly emails to employees to disseminate the driving schedule, which also includes a statement regarding EEO/AA. Further, all PRT office personnel with computer accounts have a statement regarding EEO/AA as part of their email signature.
7. When City employees are featured in advertising, employee handbooks, or similar publications, minority, non-minority, male, and female employees will be shown.
8. Management makes and will continue to make known to all employees the existence of our AAP, and will make available such elements of the Plan as will enable employees to know of and to avail themselves of its benefits.

B. Externally

1. PRT distributes its EEO policy to regular recruitment sources such as the state Department of Labor, employment services, educational institutions, and minority organizations.
2. PRT also works in conjunction with the Southeast Idaho Council of Governments, which meets quarterly with minority and community groups to discuss ridership concerns, potential needs, and updates on initiatives/objectives. PRT has posted the EEO/AA Policy posted on its website.
3. PRT also publishes compliance information regarding the ADA and EEO policy on its official webpage: <https://pocatellotransit.com/compliance/>

3 DESIGNATION OF PERSONNEL RESPONSIBILITY

A. Mayor

The Mayor has overall responsibility and accountability for proper implementation of City of Pocatello policies on equal employment opportunity and affirmative action. For management efficiency, he has delegated responsibility for day-to-day management of the functions to the Benefits and Compliance Coordinator.

B. EEO/AA Administrator

The HR Benefits & Compliance Coordinator (208-234-6173) has been appointed EEO/AA Administrator and is responsible for the following:

1. Developing policy statements, affirmative action programs and both internal and external communication programs.
2. Ensuring the consistency and completeness of the City's Affirmative Action Plan with federal, state and local agencies' rules and regulations.
3. Collecting and analyzing employment data, identifying problem areas, setting goals and time tables, and developing programs to achieve goals.
4. Providing feedback to line managers on their affirmative action progress
5. Designing, implementing and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where further action is needed.
6. Ensuring that action is initiated to remedy areas of underutilization.
7. Reporting once each quarter to the Transit Director on the progress of PRT in relation to established goals.
8. Serving as a liaison between PRT, government regulatory agencies, minority and women's organizations and other community groups serving women and minorities.
9. Ensuring that current legal information affecting affirmative action is disseminated to appropriate personnel.
10. The EEO Administrator does not directly participate in recruiting and hiring activities. Recruiting and hiring practices fall under the purview of the City's HR Generalist - Benefits, PRT's Transit Director, Operations Shift Supervisors, and Maintenance Supervisor.
11. The EEO Administrator is available to applicants and employees who wish to file a discrimination complaint.

C. Transit Director and Supervisors

Transit Director and supervisors have the ultimate responsibility for decisions affecting progress toward achieving affirmative action goals. Their responsibilities include:

1. Assisting in identifying problem areas and establishing goals and objectives.
2. Reviewing qualifications of all employees to ensure minorities and women are given full opportunity for transfers and promotions.
3. Conducting and supporting career counseling for all staff members.
4. Ensuring that posters and notices are properly displayed.
5. Ensuring that minority and female employees are afforded full employment opportunities and are encouraged to participate in all City-sponsored educational, training, and social activities.
6. Participating in the review and/or investigation of complaints alleging discrimination.
7. Participating in periodic audits to ensure that PRT complies.

8. Ensuring that their department fully complies with the spirit and policies of the Affirmative Action Program.
9. Accountability to senior management for personal support of the City's EEO policies and for personal contributions toward achieving its Affirmative Action goals.
10. The Transit Director, Operations Shift Supervisors, and Maintenance Supervisor conduct yearly evaluations with each individual transit employee. During the yearly appraisals, feedback is solicited from each employee regarding EEO/AA issues, including input regarding recruiting and hiring practices. Informally, the Operations Shift Supervisors are readily available for informal discussion with employees.
11. PRT conducts regularly scheduled executive staff meetings to address general operations, budgetary issues, and EEO/AA issues. The executive staff consists of the following: Transit Director, Operations Shift Supervisors, Maintenance Supervisor, Dispatcher, and PRT's Administrative Assistant. Additionally, the Transit Director meets with the transit supervisors, informally, on a weekly basis.

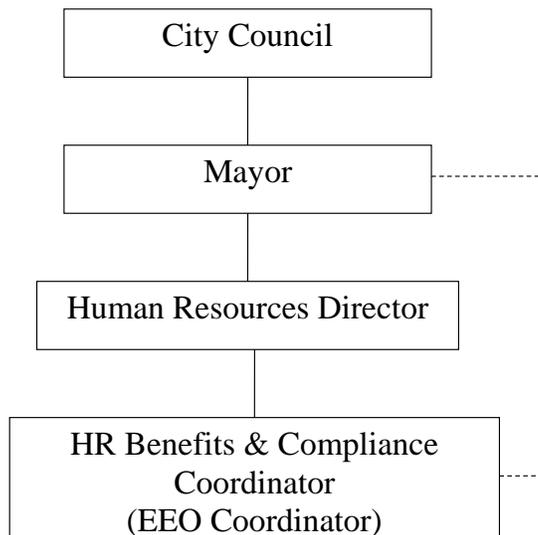
D. All Employees

All employees of the City are expected to support and abide by the policies of the City, including the EEO/AA policy. No one may use their lack of knowledge about these policies as an excuse for inappropriate behavior or decisions. All employees will be held accountable for their behavior under this policy.

E. HR/EEO Conflict of Interest

The EEO Administrator is in the human resources office at the City of Pocatello. Although this has the potential to raise a conflict of interest should an applicant or employee file a formal discrimination complaint, measures have been taken to minimize the impact of any conflict of interest. For example, the EEO Administrator is not directly involved in recruiting or hiring activities or in disciplinary actions (see below for complete description of PRT disciplinary procedures), which provides the safety for an applicant or employee to file a discrimination complaint with the EEO Administrator without fear of retaliation.

F. City of Pocatello EEO Organizational Chart



4 INTERNAL AUDIT AND REPORTING SYSTEM

To ensure that the City's Affirmative Action Program is fully implemented and is progressing toward accomplishing its goal, the following internal audit system is established:

1. All employment activities are monitored using the following tracking systems:
 - a. Applicant/Hiring Flow Log
 - b. Transfers/Promotions Log
 - c. Disciplinary Actions Log
 - d. Terminations Log
 - e. Training Log
2. Detailed data on the above-listed areas is compiled by the EEO Administrator quarterly.
3. Formal reports from the EEO Administrator regarding progress made toward goals and key affirmative action activities are submitted to the Transit Director on a quarterly basis.
4. On a quarterly basis the EEO Administrator updates all management and supervisory personnel on affirmative action issues in order to identify and resolve problem areas.
5. Each year the City prepares and when required will file its EEO-4 report with the EEOC's Joint Committee on Reporting, as required by federal regulations.

5 ASSESSMENT OF EMPLOYMENT PRACTICES

A. Recruitment/Recruitment Methods

PRT informs Human Resources of all transit department vacancies. The HR Generalist posts job advertisements with the Department of Labor, Idaho State University Employment Center, the Association of Idaho Cities and the City of Pocatello website. If the job opening is in one of the south counties, the HR Generalist also posts job advertisements in the Franklin County and Oneida County newspapers.

Job openings are also posted on the PRT web site at www.pocatellotransit.com, as well as the PRT Facebook page, <https://www.facebook.com/pocatelloregionaltransit/>. PRT participates in various job and resource fairs around the service area, including the ISU job fair. PRT has also contracted with the Southeast Idaho Council of Governments (SICOG) for mobility support services, including the promotion of PRT and employment opportunities to target populations.

B. Personnel Selection

The Operations Shift Supervisors, and/or Maintenance Supervisor review all employment applications. During the initial review of each application, the focus is on the applicant's qualifications (e.g., prior bus experience, prior CDL experience, and customer service) while also considering veteran's preference. If the application does not specifically outline the qualifications necessary for the job, the application is removed from further consideration.

Once the applications are reviewed, a list of applicants who have the necessary qualifications is provided to the Human Resources Assistant to begin a driving record check on the applicants. Upon passing the driving record check, applicants are scheduled for an interview. See below for a complete description of the interview process. After the interviews have concluded, the interview panel discusses and rates the applicant's performance and ultimately develops a list of rank-ordered applicants. References are then checked for the top applicants prior to an offer of employment.

Once an offer of employment is made, the candidate meets with the Human Resources Administrative Assistant for pre-employment identification verification. The candidate also meets with the City of Pocatello's Risk Manager for a pre-employment FTA-authorized drug test. Results of the drug test are obtained before a new employee begins driving. Once an employee is hired a fingerprinting background check is conducted by Health and Welfare. Results, including disqualifying findings, are first reported to Andrea Henderson, Risk Manager, and then to the Transit Director.

PRT, as part of their selection procedure, includes a short driving test. The driving test includes: smooth starts and stops, centering the vehicle between parking space lines, pulling up to a curb, and safely exiting and reentering the traffic lane.

PRT's selection process does not use compensatory hurdles and it does not weight any of the hurdles. The Transit Director, Operations Shift Supervisors, and/or Maintenance Supervisor have full authority for personnel selection decisions.

C. Job/Position Descriptions

PRT maintains the following job descriptions, which are used for recruitment and hiring:

These are the job descriptions for the City of Pocatello:

- a. Transit Director/ADA Coordinator
- b. Transit Administrative Support
- c. Transit Operations Shift Supervisor
- d. Transit Dispatcher
- e. Transit Driver
- f. Transit Maintenance Supervisor
- g. Transit Mechanic
- h. Transit Facilities Maintenance Worker
- i. Transit Bus Washer

D. Interview Procedures

Interviews are typically scheduled in half-hour increments using a behaviorally-based question format and conducted in the PRT facility conference room.

Interviews for full time positions are conducted by a panel of three or four persons, typically to include the Operations Shift Supervisors, Maintenance Supervisor, and a member of the Human Resources staff, excluding the EEO Coordinator. Candidates for part-time positions are interviewed by the Operations Shift Supervisors and/or Maintenance Supervisor. The Transit Director or HR staff are consulted as needed for procedural guidance.

Prior to the scheduled interviews, members of the interview panel review a standardized list of interview questions together to determine if any additions or modifications to the questions are necessary. In the event modifications are deemed necessary, interview panel members must agree before implementing any modifications or additions to the questions.

At the beginning of the interview, the interview panel members attempt to put the applicants at ease. This is done by stating, "If we ask a question and you cannot think of an answer, we can come back to it. Please be yourself, we understand that this is an interview and it can be stressful. If you think of something later on and you want to revisit a question, please feel free to do so." During the interview, interview panel members share the responsibility of asking the questions, as well as asking for clarification from the applicant.

After the interview has ended, interview panel members individually rate the applicant's responses based on general benchmarks (e.g., a poor answer: "I don't know" or has no response or examples to give; a superior response: gives a thorough answer and includes examples directly related to the question asked). Once the panel members have individually rated the applicant's interview responses, they discuss their ratings with each other. If there is disagreement in the ratings, the interview panel members discuss their rationale for assigning the rates, which may, or may not, lead to changes in the individual ratings.

E. Selection Tests Administered

PRT does not use any standardized selection tests.

F. Seniority Practices

PRT does not use seniority practices for promotion to or selection for advancement. Seniority, however, may be a factor when scheduling over-time or call-out. For example, senior employees are likely to be contacted first when over-time or call-out is available; however, if a less senior employee is consistently willing to work over-time or call-out, that employee may be contacted before a more senior employee.

G. Promotional Procedures

PRT does not offer promotions. If an advanced job is vacated, PRT employees have the opportunity to apply for the job by submitting an in-City application and proceeding with the competitive selection process.

H. Transfer Procedures

PRT does not have formal transfer procedures for employees to transfer from one division to another. If an employee would like to move to another job within PRT, the employee must fill out an in-City job application when an opening becomes available. At that time, the employee will go through the competitive selection process described above.

I. Training Programs

New employee training begins with orientation to PRT, along with the rights and responsibilities of being an employee of the City of Pocatello. Through ICRMP (Idaho Counties Risk Management Program) Online University, a new employee reads the City of Pocatello personnel policy, vehicle policy, and safety policies and must pass the appropriate tests. Employees are also trained on passenger transit passes in order to identify each type of pass and identify the services for which the pass is valid. Employees receive PASS (Passenger Service and Safety) training which includes instruction on securing wheelchairs, operating wheelchair lifts, and frequent passenger medical issues. Classroom training also includes customer service skills training, CPR, first aid, defensive driving, day-to-day transit operations, and operation of all transit vehicles (vans, small buses, and large buses). If a new employee is hired before obtaining a CDL, training also includes driving instruction and practice to aid the employee in obtaining the CDL.

Prior to driving a transit vehicle, a senior transit operator reviews the route with the new employee and then has the new employee ride along for at least one hour on that specific route. Once the new employee has observed the senior operator, the new employee drives the route for three or more hours while the senior operator provides feedback and evaluates the new driver using a standardized performance evaluation. The performance evaluation form is then given to the Operations Shift Supervisor, who reviews it and then gives additional feedback to the new employee. This process is repeated until the new employee has mastered that specific transit route. After a new employee has mastered the route, the employee is allowed to drive the route independently. An employee must be trained by a senior operator on each route before being allowed to drive the route independently.

The Operations Shift Supervisor tracks all training certifications and notifies employees when recertification is due for CPR, first aid, and other specific training.

PRT regularly disseminates safety memos and/or messages via email and/or postings at department facilities and substations. Safety topics include items such as: use of fire extinguishers, precautions for railroad crossings, assisting passengers in wheelchairs, etc. An Operations Shift Supervisor also reviews

the previous month's reported accidents to help in determining what safety issues are consistently emerging and shares those as part of these messages and postings.

J. Wages and Benefits

PRT uses the City of Pocatello's pay grade schedule when determining the salary of its employees. The City of Pocatello utilizes a grade and step pay structure. New part-time PRT employees are not offered City benefits and receive increases at the beginning of the fiscal year. Full-time PRT employees enter the pay grade schedule dependent upon their job. For example, a full-time Facilities Maintenance Worker is pay grade G08 and a full-time transit driver is pay grade G05. Placement on the pay grade schedule is based on the scope of responsibility of each position and is placed on the scale equitably to all of the positions within the City of Pocatello. Full-time employees proceed through their corresponding pay steps as described immediately above. Full-time employees are offered full City benefits, including medical and dental insurance, PERSI retirement, vacation leave, sick leave, and compensation time.

K. Disciplinary, Discharge, and Termination Procedures

PRT follows the disciplinary procedures outlined by the City of Pocatello's Human Resources Department:

1. Verbal Reprimand

A verbal reprimand is the least severe form of discipline. It is recommended that the supervisor documents the verbal reprimand. If the supervisor chooses to include the verbal reprimand in the employee's personnel file, a written notice of verbal warning can be obtained in Human Resources. If the notice is placed in the personnel file, the employee must sign the form acknowledging receipt of the warning or the refusal to sign must be noted. The employee may add a written statement concerning the incident. In any event, the supervisor should note the date of any verbal reprimand and briefly note the nature of the violation.

2. Written Reprimand

A written reprimand detailing the circumstances and the required corrective action shall be completed and filed by the supervisor for inclusion in the employee's personnel file.

3. Suspension

Following a hearing, an employee may be suspended from duty without pay for a specified length of time, notice of which must be in writing. Suspension periods apply to scheduled work days and holidays. Employees who are suspended without pay as part of a discipline process are not eligible to use vacation, comp, or admin time in order to supplement their pay check. Under certain circumstances, an employee may be suspended immediately, with pay, pending an investigation and hearing.

4. Demotion

Following a hearing, an employee may be demoted to a lower grade or position. A written notice setting forth the effective date, grade, or position to which the employee will be demoted is required. Demotion does result in a pay adjustment to the new pay grade and step.

5. Dismissal

Following a hearing, an employee may be dismissed for inefficiency; inability to perform the work of the assigned position satisfactorily; or any violation of any provision of this Personnel Policy Handbook, department rules, or any other form of misconduct not specifically listed herein.

6 STATISTICAL DATA

The following statistical data is included to demonstrate any potential impact of employment practices on minorities and women since the last EEO Program submission.

The data gathering methodology in the hiring process is as accurate as possible given the number of applicants who decline to provide any of the information requested. Since all applicants complete the application process online, there is no method for data collection other than that which is provided voluntarily.

1. The number of applicants for employment in each job category and the number hired, cross-referenced by sex and race

Please note, this data is reflective of all applicants who have opted to disclose their information and has not been adjusted to only reflect those applicants who meet the minimum qualifications required for a position and thus are eligible to continue in the hiring process.

Out of the candidates who applied, 2 of the applicants self-identified as Veterans, one self-identified as a Disabled Veteran, and 6 self-identified as Disabled. Out of those candidates, 2 of the self-identified Disabled candidates were hired, indicating that 11% of the new hires were Disabled. The Disabled Veteran was not selected because that candidate was hired by another department.

Applicants by Category FY 2022	Male									Female								
	White	Black/African American	Hispanic/Latino	Asian	American Indian/Alaskan Native	Native Hawaiian/Other Pacific Islander	Two or more races	Other/Undeclared	Totals	White	Black/African American	Hispanic/Latino	Asian	American Indian/Alaskan Native	Native Hawaiian/Other Pacific Islander	Two or more races	Other/Undeclared	Totals
1. Officials & Administrators																		
Applied	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2. Professionals																		
Applied	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3. Technicians																		
Applied	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4. Protective Services																		
Applied	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5. Paraprofessionals																		
Applied	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6. Administrative Support																		
Applied	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7. Skilled Craft																		
Applied	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8. Service & Maintenance																		
Applied	38		2		4		3	0	47	11		2		1		1	0	15
Hired	14	0	0	0	0	0	0	0	14	1	0	2	0	0	0	0	0	3

- The number of applicants for promotions or transfers to the Pocatello Regional Transit, cross referenced by sex and race.

The Pocatello Regional Transit did not have any full-time vacancies that allowed for existing part time employees to promote during the 2022 Fiscal Year. All employees must go through a competitive hiring process for promotions and that data would have been reflected in the first data set. There is one employee who transfers between different departments after the growing season is over, which is shown in the table below.

Promotions or Transfers FY2022	Male									Female								
	White	Black/African American	Hispanic/Latino	Asian	American Indian/Alaskan Native	Native Hawaiian/Other Pacific Islander	Two or more races	Other/Undeclared	Totals	White	Black/African American	Hispanic/Latino	Asian	American Indian/Alaskan Native	Native Hawaiian/Other Pacific Islander	Two or more races	Other/Undeclared	Totals
1. Officials & Administrators																		
Applied	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Promoted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2. Professionals																		
Applied	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Promoted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3. Technicians																		
Applied	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Promoted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4. Protective Services																		
Applied	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Promoted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5. Paraprofessionals																		
Applied	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Promoted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6. Administrative Support																		
Applied	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Promoted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7. Skilled Craft																		
Applied	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Promoted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8. Service & Maintenance																		
Applied	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0
Promoted	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0

- The number and types of disciplinary actions (e.g., suspension, loss of pay, demotion, dismissal, etc.

Pocatello Regional Transit had one involuntary termination during the 2022 Fiscal Year. The cause of termination was due to many absences and an inability for the employee to attend scheduled shifts regularly.

Disciplinary Actions FY2022	Male									Female								
	White	Black/African American	Hispanic/Latino	Asian	American Indian/Alaskan Native	Native Hawaiian/Other Pacific Islander	Two or more races	Other/Undeclared	Totals	White	Black/African American	Hispanic/Latino	Asian	American Indian/Alaskan Native	Native Hawaiian/Other Pacific Islander	Two or more races	Other/Undeclared	Totals
Written Reprimand	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Suspension	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reduction in Salary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Demotion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Demotion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dismissal	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0

4. The number of voluntary terminations, cross referenced by sex and race

Voluntary Terminations/Separations FY2022	Male									Female								
	White	Black/African American	Hispanic/Latino	Asian	American Indian/Alaskan Native	Native Hawaiian/Other Pacific Islander	Two or more races	Other/Undeclared	Totals	White	Black/African American	Hispanic/Latino	Asian	American Indian/Alaskan Native	Native Hawaiian/Other Pacific Islander	Two or more races	Other/Undeclared	Totals
Voluntary	8	0	1	0	0	0	0	0	9	2	0	1	0	0	0	0	0	3
Involuntary	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Totals	9	0	1	0	0	0	0	0	10	2	0	1	0	0	0	0	0	3

5. Individuals who received training, identified by position and cross referenced by position, race, and sex

Training included CPR, First Aid, internal departmental training, along with liability training from the City’s liability insurance provider, ICRMP.

The ICRMP training includes a review of the City’s personnel policy manual. There is an extensive section on EEO. Each employee must review and acknowledge the policy in order to receive credit for the training.

The City of Pocatello also offers a wide variety of training opportunities via webinar on a monthly basis. The training ranges from safety measures to leadership skills and creating a unified diversified workforce.

	EEO Category	Asian/Pacific Islander		Black		Hispanic		American Indian/Alaskan Native		White		Grand Total	% That Received Training
		F	M	F	M	F	M	F	M	F	M		
PUBLIC TRANS DIR/ADA COORD	1										1	1	1 (100%)
TRANSIT SHIFT SUPERVISOR	3										2	2	2 (100%)
TRANSIT-MAINTENANCE SUPERVISOR	3										1	1	1 (100%)
ADMIN SUPPORT - TRANSIT	6									1		1	1 (100%)
TRANSIT DISPATCHER	6										1	1	1 (100%)
TRANSIT MECHANIC	7										2	2	2 (100%)
BUS WASHER/FUELER CLEANER	8										5	5	0
TRANSIT DRIVER/Full Time	8									5	6	11	11 (100%)
TRANSIT DRIVER-PART TIME	8						3				20	23	20 (87%)
TRANSIT DRIVER-RURAL-PART TIME	8									4	9	13	13 (100%)
Grand Total		0	0	0	0	0	3	0	0	10	47	60	52

Impact of Employment Practices on Persons with Disabilities and Veterans

The City of Pocatello is an Equal Opportunity Employer that does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, physical or mental disability,

veteran's status or other classes protected by law and to base all employment decisions solely on merit, qualification and competence. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

All directors, managers, supervisors and employees of the City are expected to conduct themselves in support of the spirit of this policy and to ensure our work environment is free from intimidation and illegal harassment. Hiring, promotions, salary adjustments, on-the-job training, and other decisions affecting terms and conditions of employment depend solely on merit, qualifications and competence.

7 ACTION-ORIENTED PLANS

A. Reporting, Monitoring, and Evaluating Improvement

Currently, the EEO Administrator reviews accomplishments quarterly, or as needed, and discuss findings with the Transit Director. The purpose of these meetings would be to ensure that recruiting and hiring practices are reviewed regularly and opportunities for improvement are identified.

B. Periodic EEO Reports Collected from Supervisory Personnel

EEO reports from supervisory personnel are collected informally. The EEO Administrator has monthly contact, or as needed, with the Transit Director/Transit Supervisor and asks if there are any reports of discrimination or any EEO/AA concerns.

C. Informing Senior Management of Progress and Problems

PRT has both informal and formal structures to inform senior managers of progress and problems. Informally, the Transit Director, Operations Supervisor, and EEO Administrator have frequent discussions regarding operations and any problems that arise. Formally, PRT follows the procedures outlined in its Title VI program to notify managers of problems.

D. Soliciting Recommendations for Corrective Action

The PRT Transit Director, Operations Supervisor, and Maintenance Supervisor meet informally on a weekly basis. If an EEO/AA issue is salient, it is addressed during those meetings.

E. Mechanisms to Track EEO Complaints

Currently, PRT has a formal mechanism to track EEO complaints along with a tracking system.

F. Procedures for Monitoring Sub-Contractors

PRT does not have any sub-contractors.

G. Program Development to Meet EEO/AA Goals

The following programs have been designed to meet the City's affirmative action goals:

- **Identified Problem Area #1:** Need to update minority/women recruiting resources
 - **Action Steps**
 - Contact all current AA resources to determine effectiveness of recruitment activities. Work with resources to identify shortcomings and brainstorm possible ways to promote recruitment for minorities and women
 - Utilize community resources such as the Department of Labor and other community groups to ensure all recruiting resources are being utilized. Stay on top of new trends or resources
 - Attend local job/hiring fairs with bilingual employees and the technology needed to apply for positions to remove the barrier of individuals who may not have access to those resources.
 - **Responsibility:** EEO/AA Administrator/ Transit Director/ Transit Supervisors
 - **Target Date:** Ongoing
- **Identified Problem Area #2:** Insufficient Affirmative Action Plan training for Managers and Supervisors
 - **Action Steps**

- Develop training sessions to identify Manager/Supervisor responsibilities and expectations of the EEO/AA process in recruitment
 - Prepare quick guides and handouts for easy reference material for Managers/Supervisors
 - Ensure the Mayor supports the Affirmative Action Plan
 - **Responsibility:** EEO/AA Administrator/ Mayor
 - **Target Date:** New training developed and ready for delivery by Spring 2024. Then, ongoing with quarterly meetings to discuss effectiveness of training
- **Identified Problem Area #3:** Candidate pools need more minority representation, particularly in the service/maintenance job group
 - **Action Steps**
 - Review selection process to find possible barriers to employment
 - Ensure that language/cultural barriers are addressed as needed
 - Remind hiring managers of EEO/AA training – emphasize recruitment of minorities for service/maintenance entry level positions and feeder groups within PRT
 - **Responsibility:** EEO/AA Administrator/Transit Director/Transit Supervisors
 - **Target Date:** Ongoing with a review during each quarterly meeting
- **Identified Problem Area #4:** Statistical information and data gathering methods need to be refined to better reflect employment demographics and personnel action practices
 - **Action Steps**
 - Continue with standard record keeping procedures and train staff in these procedures
 - Evaluate and refine labor market information, utilize data gathered from hiring platform, and cross-reference with data from the census bureau to identify recruitment gaps of under-represented individuals
 - Statistical information will be condensed and organized to provide meaningful evaluation of representation
 - **Responsibility:** EEO/AA Administrator
 - **Target Date:** Ongoing, but update regularly as census data is released/updated

8 AFFIRMATIVE ACTION FOR PERSONS WITH DISABILITIES

A. General

The City supports community programs designed to provide employment opportunities for the disabled. Recognizing that disabled individuals are a valuable human resource, the City has formalized its support of these programs by implementing an affirmative action plan for the employment and advancement of qualified physically and mentally disabled individuals.

B. Definition of Disabled Applicants and Employees

The Law defines “Disabled Individual” as any person who (1) has a physical or mental impairment which substantially limits one or more of such person’s major life activities, (2) has a record of such impairment, or (3) is regarded as having such impairment. For purposes of this part, a disabled individual is “substantially limited” if he or she is likely to experience difficulty in securing, retaining or advancing in employment because of a disability.

C. Consideration of Qualifications

1. All applicants applying for employment with the City are invited to voluntarily identify themselves as disabled and indicate any reasonable accommodation that can be made to enable them to perform a job that they would not otherwise be able to do.
2. Whenever disabled applicants are considered for employment, the employment applications are annotated to identify positions for which they are considered.
3. If a disabled applicant or employee is not selected for employment, promotion or training, the reason for the non-selection is documented and maintained in the personnel file, or with the application.
4. Whenever an accommodation is made for the hire, promotion or training of a disabled individual, a description of the accommodation is documented and kept in a confidential file.

D. Physical and Mental Requirements

1. Selection processes involved in hiring, promotions and training opportunities are reviewed annually to ensure that no qualified disabled individual is screened out.
2. Job requirements are reviewed and updated periodically to ensure that they are realistic and do not contain unnecessary qualifications which serve to screen out disabled individuals.

E. Accommodations to Physical and Mental Limitations of Employees

The City will try to reasonably accommodate the physical and mental limitations of qualified, disabled applicants or employees so as to ensure that each one is afforded equal opportunity for employment and advancement. In determining the degree of accommodations that may be reasonably undertaken, business necessity and expenses will be considered with such other related factors as: efficiency, health and safety, the essential functions of each specific job, etc. Each decision regarding request for accommodations will be determined on an individual basis.

The City will consider the following types of accommodations:

1. Architectural Modifications
2. Work Environment Modifications
3. Work Schedule Modifications

4. Job Task Modifications
5. Equipment Modifications
6. Or any other appropriate modification

F. Compensation

When offering employment or promotion to a qualified disabled person, the City will not consider disability income, pension income, or other benefits received by the applicant or employee as relevant to determination of his/her salary. No deductions from City pay will be made for any income of that nature.

G. Outreach and Positive Recruitment

1. The City works with local recruiting sources and special service agencies to ensure that disabled individuals are aware of openings and are submitting applications. These agencies include:
 - a. The State Employment Development Department
 - b. Social Services Department
 - c. State Department of Rehabilitation
2. All City recruiters, interviewers and supervisors responsible for employment decisions will be given training for interviewing the disabled.
3. Our employment records are reviewed periodically to determine the availability of promotable and transferable disabled employees. Additionally, the same review is made to determine whether disabled employees' present and potential skills are being utilized and/or developed.

H. Development and Execution of Affirmative Action Programs

1. At least annually, all aspects of selection, training and promotion are reviewed to ensure freedom from stereotyping disabled persons that limits their access to jobs for which they are qualified. Disabled employees are encouraged to participate in community-sponsored programs designed to provide career-related information.

9 AFFIRMATIVE ACTION PLAN FOR VETERANS

A. General

The City supports community programs designed to provide employment opportunities for disabled veterans and veterans of the Vietnam Era. Recognizing that veterans are a valuable human resource; the City has formalized its support of these programs by implementing an affirmative action plan for the employment and advancement of qualified disabled veterans and veterans of the Vietnam Era.

B. Definition of Disabled Veterans and Veterans of the Vietnam Era

The law defines “disabled Veteran” as a person entitled to disability compensation under laws administered by the Veterans’ Administration for disability rated at thirty percent (30%) or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

The law defines “Veteran of the Vietnam Era” as a person (1) who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released with other than a dishonorable discharge, or (2) who was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975.

“Other Veterans” means a veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge, a service medal, or an expeditionary medal has been authorized. “War” includes veterans with active duty service between December 7, 1941 and April 28, 1952, officially designated as World War II. Active duty veterans of Korea, Vietnam, Desert Shield/Storm and other campaigns or expeditions are included because those actions were designated with a campaign badge or medal.

C. Identification of disabled Veterans, Veterans of the Vietnam Era, and Other Veterans

1. The City maintains a listing of all employees who are known to be covered under “Disabled Veteran” and “Vietnam Era Veteran” regulations. The City invites those and any other individuals believing themselves to qualify as “Other Veterans” to voluntarily identify themselves.
2. Each job applicant who is given a job offer by the City is also invited to voluntarily identify his or her status as a disabled veteran, veteran of the Vietnam era or other veteran, and to indicate any reasonable accommodation that can be made to enable the successful performance of job duties.
3. Whenever a job applicant is known to be a disabled veteran, a veteran of the Vietnam era, or other veteran, the employment application is annotated to identify positions for which the candidate was considered.
4. If a disabled veteran, veteran of the Vietnam era, or other veteran is not selected for employment, promotion or training, the reason for the non-selection is documented and maintained in the personnel file, or with the job application.
5. Whenever an accommodation is requested and made for the hiring, promotion or training of the disabled veteran, a description of the accommodation is documented and kept with the personnel file, or with the application.

D. Physical and Mental Requirements

1. Selection processes involved in hiring, promotions and training opportunities are reviewed annually to ensure that no qualified disabled veteran is screened out.
2. Job requirements are reviewed and updated periodically to ensure that they are realistic and do not contain unnecessary qualifications which would serve to screen out qualified disabled veterans.

E. Job Listings

1. In compliance with statute and U.S. Department of Labor regulations, all of the City's job openings will be listed with the state employment service.
 - i. **Exceptions include:** elected positions, positions that will be filled from within the organization, and positions lasting three days or less.

F. Compensation

1. When offering employment or promotion to a disabled veteran or veteran of the Vietnam Era, the City will not consider disability income, pension income, or other benefits received by the applicant or employee as relevant to determination of his/her salary. No deduction from City pay will be made for any other income of that nature.

G. Outreach and Positive Recruitment

1. The City works with local recruiting sources and social service agencies to ensure that disabled veterans and veterans of the Vietnam Era are aware of openings and are submitting applications. These agencies include:
 - a. The State Employment Department
 - b. Veterans' Assistance Center
2. Our employment records are reviewed annually to determine the availability of promotable and transferable disabled veterans and veterans of the Vietnam Era. Additionally, the same review is made to determine whether veteran employees' present and potential skills are being fully utilized and/or developed.

H. Development and Execution of Affirmative Action Programs

At least annually, all aspects of selection, training and promotion are reviewed to ensure freedom from stereotyping disabled veterans and veterans of the Vietnam Era in a manner which limits their access to jobs for which they are qualified.