



PARK CITY MUNICIPAL CORPORATION
TRANSPORTATION DEPARTMENT

**EQUAL EMPLOYMENT
OPPORTUNITY PLAN**

UPDATED 2024
As of June 30, 2024

**PARK CITY MUNICIPAL CORPORATION
TRANSPORTATION DEPARTMENT**

Equal Employment Opportunity Plan 2024

Table of Contents

PREFACE.....3
DEFINITIONS.....4
EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT6
ABOUT US7
ESTABLISHING AN EEO ACTION PLAN8
EEO ACTION PLAN.....9
DISSEMINATING INFORMATION.....10
GOALS AND TIMETABLES14
DISCRIMINATION COMPLAINTS PROCEDURE16
PERFORMANCE MONITORING17
INTERNAL AUDIT AND REPORTING SYSTEMS17
GENDER DISCRIMINATION GUIDELINES18
HARASSMENT18
CONSIDERATION OF MINORITIES AND WOMEN CURRENTLY IN THE WORKFORCE19
APPENDIX A.....21
 1.1 2024 WORKFORCE UTILIZATION ANALYSIS 22
 1.2 2024 EEO ACTION PLAN..... 26
 1.3 HOW TO APPLY 49
APPENDIX B.....50
 1.4 2024 TRANSPORTATION JOB DESCRIPTIONS 51
APPENDIX C.....102
 1.5 2024 EMPLOYEE HANDBOOK 103
APPENDIX D147
 1.6 CIVIL RIGHTS COMPLAINT FORMS..... 148
RESPONSIBLE OFFICIALS APPROVAL 154

PREFACE

This document constitutes the 2024 Equal Employment Opportunity Plan (EEO) for the Park City Transportation Department (PCTD) and reflects PCTD's commitment to equal employment opportunities and affirmative action.

The plan has been prepared in accordance with FTA guidelines outlined in UMTA C 4704.1. Any goals PCTD has established are not intended as rigid, inflexible quotas but rather as reasonably attainable targets by implementing this plan and applying good faith efforts.

Neither the implementation of goals and timetables in this EEO nor the effect of such goals and timetables are intended to discriminate against any individual or group of individuals with respect to any employment opportunity for which an individual or group is not the beneficiary of affirmative action themselves.

No part of this EEO is intended to sanction the discriminatory treatment of any person or group of persons. Nothing contained in this plan or in the supporting data to this plan should be construed as an admission by the PCTD in whole or in part that the PCTD has contravened any federal, state, and/or local employment practice laws, guidelines, or mandates.

Furthermore, nothing in this plan or the supporting data that accompanies it is intended to grant any person or group of persons contractual rights of any kind or nature, nor should this plan and the supporting data be construed as an expressed or implied contract of employment with PCTD for any individual or group of individuals.

DEFINITIONS

Availability

Availability means the existence of minorities and women, in the relevant labor area, possessing requisite qualifications to perform the duties of a job group.

Bona fide Occupational Qualification (BFOQ)

BFOQ refers, in Title VII, to the classifications of gender, race, national origin, religion, or age in those certain instances where gender, national origin, religion, or age is reasonably necessary to the normal operation of that business or enterprise.

Equal Employment Opportunity (EEO)

EEO is a goal, which, if attained, will result in all persons in employment situations being considered on qualifications, which are directly related to job performance (all persons will be treated without regard to race, color, sex, gender identity, religion, national origin, age, and physical or mental disability, or veteran status).

Equal Employment Opportunity Action Plan

An EEO Action Plan is a carefully crafted, positive set of events which, when implemented in good faith, will attain the goal of Equal Employment Opportunity.

Goals and Timetables

Goals and timetables are generally self-imposed sets of numbers or percentages, which employers strive to attain within a specified period of time. The results attained and the good faith efforts expended are the measurement of goals and timetables.

Job Group

A job group is comprised of positions of similar content, wage rates and promotes ability.

Minorities

The concept of race, as used in this plan, does not denote clear-cut scientific definitions of anthropological origins. Hispanic, while not race identification, is included as a category because of the discrimination in employment encountered by this group. For the purposes of this plan, the following racial ethnic categories will be utilized from the 2023 EEO-4 Data Collection Instruction Booklet found on page 19 at https://www.eeocdata.org/pdfs/2023_EEO-4_Instruction_Booklet.pdf:

1. **Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
2. **White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
3. **Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.
4. **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
5. **Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the

Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

6. **American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
7. **Two or More Races (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races (White, Black or African American, Native Hawaiian or Other Pacific Islander, Asian, American Indian or Alaska Native)

As used in this plan, the term “minorities” may mean these groups in the aggregate or an individual group.

Persons with Disabilities

Disability with respect to an individual means (a) physical or mental impairment that substantially limits one or more major life activities, (b) a record of such an impairment, or (c) being regarded as having an impairment that is not transitory and minor. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, working, and the operation of major bodily functions. (42 U.S.C. §§ 12101 et seq.)

Underutilization

Underutilization refers to a condition in which women and minorities are not being employed at a rate to be expected given their availability in the relevant labor pool.

PARK CITY TRANSPORTATION DEPARTMENT
EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Park City Municipal Corporation (PCMC) is an Equal Employment Opportunity (EEO) employer. As such, it is the policy and practice of the Park City Transportation Department (PCTD) that:

- A. No person shall be discriminated against in recruitment, selection, transfer, promotion, compensation, termination, and/or terms and conditions of employment because of their race, color, religion, national origin, gender, gender identity, age, physical or mental disability and/or veteran status;
- B. The PCTD is committed to an Equal Employment Opportunity Plan (EEO Plan) as defined by the FTA (UMTA C 4704.1 Ch. III), including the establishment of goals and timetables that establish the PCTD's policies and practices regarding the PCTD's EEO Action Plan and that reflects additional actions and employment practices, which ensure that discrimination of any kind, real or perceived, is eliminated from the PCTD culture;
- C. The responsibility for the implementation of PCTD's EEO Plan and EEO Action Plan is assigned to Sarah Pearce, Deputy City Manager, and PCTD's EEO Officer, sarah.pearce@parkcity.org. Deputy Pearce may delegate responsibilities to ensure compliance with the EEO Action Plan;
- D. All management/supervisory personnel share in this responsibility and will be assigned specific tasks to ensure compliance is achieved;
- E. All applicants and employees have the right to file complaints alleging discrimination with the appropriate official(s);
- F. PCTD strictly prohibits and will not tolerate any retaliation against an individual who files a charge or complaint of discrimination;
- G. PCTD 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.
- H. Performance specifically related to contributions to the success of PCTD's EEO Plan by managers, supervisors, etc., will be evaluated the same way as their performance on other PCTD goals is evaluated;
- I. Successful achievement of EEO goals will provide benefits to the PCTD through fuller utilization and development of previously underutilized human resources; and
- J. Goals and objectives have been established to implement efforts that will help correct any underutilization of persons in PCTD's workforce and further advance PCTD's ongoing commitment and practice to ensure that all barriers to Equal Employment Opportunity, real or perceived, are removed.

The PCTD will effectively comply with Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Executive Orders numbers 11246, 11375, and 11625, and all other applicable laws, codes, and regulations.

Furthermore, the PCTD desires not merely to refrain from employment discrimination practices of any kind or type as required by federal and state laws but to proactively take positive actions to more fully realize Equal Employment Opportunity. To accomplish this, I reaffirm my commitment to these goals.

Signed by:

 12/2024

Tim Sanderson, Transportation Director

Park City Municipal Corporation, Transportation Department

ABOUT US

Park City is a mountain town situated on the back of the Wasatch Mountain range in Northern Utah. Park City began as a silver mining town and has flourished into a world-class destination resort community, attracting visitors for year-round outdoor recreation. Furthermore, Park City has been the site for various high-profile events such as the annual Sundance Film Festival, several Federation of International Skiing (FIS) Freestyle Ski and Snowboarding World Championships, and the 2002 Winter Olympic Games. Accommodating 4 million visitor nights per year, Park City's visibility on the world stage is comparable to that of much larger municipalities.

Park City Municipal Corporation (PCMC), in collaboration with its regional funding partners, Summit County, and the Federal Transit Administration (FTA) rural formula funding administered by the Utah Department of Transportation's (UDOT) Rural Public Transit (RPT), has served the residents and visitors of Park City by providing fare-free public transit services for over forty-five years. The Park City Transportation Department (PCTD) continues to provide fare-free, safe, efficient, and reliable public transit for the residents and visitors of Park City by offering service up to 21 hours a day, 365 days a year. PCTD currently averages 21.6 passengers per hour and 1,500,000 million passenger trips per year. PCMC is proud to offer robust transit service for a community of its size.

PCMC policies strategically prioritize the general reduction of single-occupancy vehicle trips within the service area to help reduce traffic congestion and preserve the extraordinary natural environment enjoyed by all.

ESTABLISHING AN EEO ACTION PLAN

The long-range goal of the PCTD's EEO Plan is to achieve a department workforce at all job levels in which minorities and women are represented in proportion to their representation in the "applicable labor market." The PCTD identifies its "applicable labor market" as those areas surrounding Park City, Utah that currently make up the workforce of the transportation department.

These areas are identified as:

Summit County, Utah (35% of workforce)

Wasatch County, Utah (23% of workforce)

Salt Lake County, Utah (19% of workforce)

In order to achieve its long-range goal, the PCTD will continue to advocate the hiring and utilization of minorities and women at rates reasonably proportional to their corresponding rates of availability in the "applicable labor market".

As an employer whose workforce size fluctuates throughout the year based on seasonal labor needs and public utilization of its services, the PCTD recruits year-round to minimize labor shortage problems in the Winter Season (November through April) and less so, but equally important, in the Summer Season (June through Labor Day). More specific information related to the department's current workforce, as well as to the PCTD's "applicable labor market", may be found in an attached Appendix to this plan.

Workforce Utilization Analysis

The attached Appendix to this Equal Employment Opportunity Plan 2024 sets forth a detailed and comprehensive PCTD workforce utilization analysis. The attached analysis provides the following data and information:

1. List of all current PCTD employees as of June 30, 2024 delineated by:
 - a. 2023 EEO-4 Occupational Categories from the 2023 EEO-4 Data Collection Instruction Booklet found on pages 16-17 at https://www.eocdata.org/pdfs/2023_EEO-4_Instruction_Booklet.pdf:
 - b. Number of PCTD employees in each 2023 EEO-4 Occupational Category.
 - c. Number of PCTD employees in each occupational category by county of residence (Summit, Wasatch, or Salt Lake, Utah), delineated further by both gender and by race.
2. Roster of current PCTD employees as of June 30, 2024, delineated by:
 - a. Position Title
 - b. EEO-4 Job Category

- c. County of Residence
- d. Ethnic Code
- e. Gender
- f. Work Status or Classification

3. Available workforce analysis by county:

- a. Available labor force within Summit County, UT using the 2023 EEO-4 Occupational Categories [Source: U S Census Bureau, EEO-ALL06R — State and Local Government Job Groups by Sex and Race/Ethnicity for Residence Geography, Total Population]
- b. Available labor force within Wasatch County, UT using the 2023 EEO-4 Occupational Categories [Source: U S Census Bureau, EEO-ALL06R — State and Local Government Job Groups by Sex and Race/Ethnicity for Residence Geography, Total Population]
- c. Available Labor Force within Salt Lake County, UT using the 2023 EEO-4 Occupational Categories [Source: U S Census Bureau, EEO-ALL06R — State and Local Government Job Groups by Sex and Race/Ethnicity for Residence Geography, Total Population]
- d. Available Labor Force representing the Park City Transportation Department combined workforce pool (35% Summit, 23% Wasatch, 19% Salt Lake) using the 2023 EEO-4 Occupational Categories [Source: U S Census Bureau, EEO-ALL06R — State and Local Government Job Groups by Sex and Race/Ethnicity for Residence Geography, Total Population]

The 2024 Workforce Utilization Analysis identified three areas for improvement in the PCTD workforce. The long-term goals of the transportation department are to obtain a workforce consistent with the “Park City Transportation Department Combined Workforce Pool” in terms of gender and race. Short term positions are currently open for Service-Maintenance Workers, Administrative Support Workers, and Officials and Managers. Filling of these positions within the PCTD will follow federal and state practices to fill the positions to try and balance underutilization.

The 2024 Workforce Utilization Analysis shows discrepancies in the Skilled Craft Worker and Service & Maintenance Worker job categories. The transportation department currently anticipates hiring 100-200 new operative Service & Maintenance Workers in the next five years. The department is currently hiring new Officials & Managers and Administrative Support Workers categories (see Appendix for complete workforce analysis and PCTD goals). The transportation department anticipates the realization of its long-term goals by means of the creation and execution of the PCTD’s EEO plan and the implementation of the EEO Action Plan.

EEO ACTION PLAN

The PCTD's EEO Action Plan is a commitment to utilize every opportunity to improve the representation of protected groups in the PCTD's workforce. To maximize "every opportunity" the PCTD will take the

following actions:

1. Identify positions throughout the PCTD where the utilization of minorities and women (based on data relevant to the available labor force within the PCTD's "applicable labor market") can be improved;
2. Identify existing barriers which may prevent or discourage women and minority groups' entry in the PCTD workforce;
3. Identify current and future actions the PCTD might reasonably take to address any underutilization and workforce barriers that may exist in the PCTD, relevant to minorities and women;
4. Implement these actions in light of local, state, and federal requirements, the demographics of the PCTD's "applicable labor market", and other reasonable concerns, some of which are listed below:
 - a. Criteria/requirements specifically set forth by Utah's Department of Transportation relevant to various PCTD positions;
 - b. The competition for labor in Summit County and the Salt Lake Valley, influenced in part, but certainly not limited to, the large employment opportunities offered by the Utah Transit Authority and High Valley Transit, which competes for the same labor force as the PCTD;
 - c. The total compensation and benefits package the PCTD (as a public sector employer) is fiscally and reasonably able to offer its employees versus those employment packages employers in the private sector are able to offer the same available labor force in the Salt Lake Valley/Park City area.

Detailed accounts of specific 2024 EEO Action Plan strategies are discussed in the Appendix to this document. Specific action plan strategies will be used to improve recognized EEO concerns such as underutilization and workforce barriers identified in the Workforce Utilization Analysis.

DISSEMINATING INFORMATION

The EEO Officer, or their designee, is responsible for the internal dissemination of information about the EEO Plan.

The EEO Officer, or their designee, undertakes the following activities:

Internal to the PCTD:

Managers and supervisors are fully informed of the PCTD's policy and their role in the implementation of the EEO Plan. This information is conveyed in the following manner:

1. By written communication from the PCTD's Transportation Director.

2. Through periodic meetings to review the PCTD's plan; as well as the goals, problems, obstacles, and/or concerns encountered in the implementation of the plan.
3. By the inclusion of the Transportation Director's EEO Policy Statement in personnel and training manuals, as appropriate and as applicable.
4. By informing non-supervisory staff of the PCTD's EEO Policy through the following means:
 - a. Posting federal and state EEO notices and the PCTD's policy statement on bulletin boards. These postings are placed in conspicuous, accessible, and heavily trafficked areas, where they can be easily seen and read.
 - b. Mentioning the PCTD's EEO Policy in publications prepared and published for employees. These publications include, but are not limited to, employee handbooks and other official documents issued to the PCTD's non-supervisory workforce.
 - c. Soliciting from employee recommendations to improve the PCTD's EEO Plan and requesting feedback on existing programs, efforts, and actions.
 - d. Explaining the EEO philosophy at all new employee orientation sessions and, when appropriate, in PCTD training sessions.
5. By providing copies of the EEO plan to all PCTD managers, supervisors, and employees.

External to the PCTD Organization:

The EEO Officer, or their designee, will maintain a mailing list of agencies, groups and individuals, who are involved in the minority communities of Summit, Wasatch, and Salt Lake Counties and who refer minorities, females, veterans and persons with disabilities to employers in the Park City area. These sources will be mailed and/or e-mailed a job vacancy announcement notice and an invitation to apply. Other actions by the PCTD include:

- Incorporation of the following equal opportunity clause in all purchase orders, leases, contracts, when required by federal or state law:

Any Contractor that enters into an agreement for goods or services with Park City Municipal Corporation or any of its boards, agencies, or departments shall:

A. Implement an employment nondiscrimination policy prohibiting discrimination in hiring, discharging, promoting or demoting, matters of compensation, or any other employment-related decision or benefit against a person otherwise qualified, because of actual or perceived race; color; sex; pregnancy, childbirth, or pregnancy-related conditions; age, if the individual is 40 years of age or older; religion; national origin; disability; sexual orientation; gender identity;

genetic information; or military status.

B. In the performance of this Agreement, Contractor shall not discriminate on account of actual or perceived race; color; sex; pregnancy, childbirth, or pregnancy-related conditions; age, if the individual is 40 years of age or older; religion; national origin; disability; sexual orientation; gender identity; genetic information; or military status.

C. Incorporate the foregoing provisions in all subcontracts or assignments hereunder and take such actions as may be required to ensure full compliance with the provisions of this policy.

- Inclusion of the equal opportunity solicitation listed below in newspaper advertisements for prospective employees:

Park City Municipal is an Equal Opportunity Employer

- Inclusion of the PCTD's commitment to EEO in the PCTD-developed and/or initiated marketing and public relations media and/or materials, such as articles, public service announcements and pictures.
- Availability of the PCTD's written EEO Plan to current employees and interested individuals to enable them to know of the PCTD's commitment to equal employment opportunity.

RESPONSIBILITY FOR EEO PLAN ADMINISTRATION

The following section outlines the respective responsibilities of the PCTD staff with regard to Equal Opportunity as with all other policies of the PCTD. The establishment of policies for equality in employment, contracting and transportation service resides with the City Council of Park City Municipal Corporation (PCMC). The Deputy City Manager has directed the Transportation Director and their staff to develop and enforce appropriate EEO procedures and guidelines for the Park City Transportation Department.

A. Deputy City Manager and Transportation Director

PCMC has a direct responsibility to the City Council to enforce the PCTD EEO Plan. The Transportation Director is generally responsible for approving and enforcing the provisions of the EEO Plan as developed by designated staff. The Transportation Director will assume direct responsibility for the PCTD EEO Plan and will report to the Deputy City Manager, the EEO Officer, on EEO issues as needed.

B. Equal Employment Opportunity Officer

The EEO Officer, or their designee, has accountability for civil rights and EEO-related matters and is assigned the primary responsibility for implementing the PCTD's EEO policy and action plan. The EEO Officer, or their designee, will have direct access to the City Manager and the Transportation Director regarding EEO issues. Specifically, the EEO Officer's or their designee's responsibilities include:

1. Developing and recommending EEO policy, a written EEO plan, and internal and external communications procedures;
2. Assisting management in collecting and analyzing employment data, identifying problem areas, setting goals and timetables, and developing programs to achieve goals;
3. 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;
4. Discussing periodically with the Transportation Director on progress of each unit in relation to the organizational goals;
5. Serving as a liaison between the agencies, federal, state and local governments, regulatory agencies, minority, persons with disabilities, and women's organizations, and other community groups;
6. Assuring that current legal information affecting affirmative action is disseminated to responsible officials;
7. Assisting in recruiting minority persons, persons with disabilities, and women, and establishing outreach sources for use by hiring officials;
8. Concurring in all hires and promotions; and
9. Processing and investigating all Title VII (EEO) discrimination complaints, including disability and harassment (sexual and hostile work environment).

C. Management and Staff

Management and staff of the PCTD are responsible for the implementation and support of the PCTD's EEO Plan within their scope of authority. They shall periodically audit the performance of their department and, if necessary, implement corrective actions in accordance with the plan and with the advice of the EEO Officer, their designee, and/or the City Manager.

Managers and supervisors are responsible for implementing the PCTD's EEO policies and practices. As part of their day-to-day job duties, managers and supervisors are specifically responsible for the following:

- Assisting in identifying problem areas and establishing PCTD objectives;
- Becoming actively involved, when possible, with local minority organizations, women's groups, community action organizations, and community service programs designed to promote EEO;

- Participating in periodic audits of all aspects of employment to identify and to remove barriers obstructing the achievement of specified objectives;
- Participating in regular discussions with other supervisors, managers, and employees to ensure that the PCTD's EEO policies and recommended practices are implemented;
- Reviewing the qualifications of all employees to ensure that minorities and women are given full opportunities for transfers, promotions, training, salary increases, and other forms of compensation;
- Participating in the review and/or investigation of complaints alleging discrimination;
- Participating in periodic audits to ensure that each agency unit is in compliance (e.g., EEO posters are properly displayed on all employee bulletin boards).

WORKFORCE UTILIZATION ANALYSIS

The EEO Officer, or their designee, shall conduct an analysis of the PCTD workforce in order to determine job categories where there may be underutilization and/or concentration of minorities and women in relation to their availability in the relevant labor markets. This analysis will be conducted by race, gender, ethnic origin, salary, and job title, and while considering the following factors:

- a. The minority and female population of the "applicable labor market" from which the PCTD draws its employee applicants. This "applicable labor market" for the PCTD is defined as Summit, Wasatch, and Salt Lake Counties, Utah;
- b. The size of the minority and female unemployment force in the "applicable labor market";
- c. The general availability of minorities and females having the requisite skills in the "applicable labor market";
- d. The availability of minorities and females having the requisite skills in the "applicable labor market " where the PCTD can reasonably recruit;
- e. The availability in the PCTD workforce of minorities and females, who have requisite skills for promotion;
- f. Training opportunities, both internal and external, exist for the PCTD, whereby reasonable and ongoing efforts might be made to train and develop individuals in the requisite skills.

A 2024 Workforce Utilization Analysis appears in Appendix A to this document.

GOALS AND TIMETABLES

Annually, the Transportation Director and EEO Officer, or their designee, along with other members of the PCTD management team, will compare PCTD's current workforce demographic status with data contained in its Workforce Utilization Analysis. If underutilization is discovered, the above-referenced group will follow the action steps listed below.

PCTD's plan to correct underutilization identified in the current workforce analysis is shown below. As a

job opening occurs, PCTD recruits internally as well as externally, if appropriate, for the best job candidates. The table below lists the internal promotion “pool” from which recruitments in each category would come.

2023 EEO-4 Job Classification	Internal Recruitment Pool
Officials & Managers	Officials & Managers
	Administrative Support Workers
	Skilled Craft Workers
	Service-Maintenance Worker
Administrative Support Workers	Service-Maintenance Worker
Skilled Craft Workers	Service-Maintenance Worker
Service-Maintenance Worker	Service-Maintenance Worker

The following identifies the goals, timetables, and actions that will be established by PCTD to eliminate underutilization in the EEO-4 categories identified in the Utilization Analysis by Job Category.

Those actions include:

- Identify positions throughout the PCTD where the utilization of minorities and women (based on data relevant to the available labor force within the transportation department's "applicable labor market") may be improved;
- Evaluate those actions the PCTD has taken in the past to improve such utilization and then assess why those actions, if any and as applicable, have not produced the improved utilization the department seeks;
- Identify current and future actions the PCTD might reasonably take to address any underutilization that may still exist in the department, relevant to minorities and women;
- Implement those actions in light of local, state, and federal requirements, the demographics of PCTD's "applicable labor market", and other reasonable concerns, some of which are listed below:
 - a. Criteria specifically set forth by the Utah Department of Transportation relevant to various PCTD positions;
 - b. The competition for labor in the Salt Lake Valley and Summit County, influenced in part, but certainly not limited to, the large employment opportunities offered by the Utah Transit Authority and High Valley Transit which compete for the same labor force as the transportation department and other employers in the area;
 - c. The total compensation and benefits package the PCTD (as a public sector employer) is fiscally and reasonably able to offer its employees versus those employment packages

employers in the private sector are able to offer the same available labor force in the Salt Lake Valley/Park City area.

- d. The cost of living in Park City prevents many employees from being able to live near where they work. Park City's cost of living is 29% higher than the national average while Salt Lake City's cost of living is 7% higher than the national average.

Any short-term or long-range objectives established and/or action plan developed will be realistic, flexible, and reasonably attainable. The current long-range focus and primary objective of this program are to have the PCTD's job group population approximate, as closely as realistically possible, the make-up and availability of the qualified labor force of the PCTD's "applicable labor market".

DISCRIMINATION COMPLAINTS PROCEDURE

Any job applicant or employee of the PCTD, who feels he or she has been discriminated against because of race, color, religion, sex (including pregnancy, childbirth, pregnancy-related conditions, breastfeeding, or medical conditions related to breastfeeding), national origin, age (40 or older), disability, genetic information, sexual orientation, gender identity, or protected expressions, should first attempt to solve the problem(s) at the lowest level of supervision, if practical and feasible. If this approach is unproductive or not possible or realistic for any reason, a complaint may be filed with the PCTD's EEO Officer or, secondarily, with PCMC's City Manager within forty-five (45) calendar days of the alleged discrimination.

Complaints should be legibly and clearly drafted, whether handwritten or composed electronically, and should contain all specific facts and details known or experienced by the complainant. All communications of this nature will be treated as private and confidential.

The PCTD's EEO Officer (or the City Manager or their designee if there is a real or perceived conflict of interest as relates to a particular complaint of alleged discrimination in the PCTD work environment), will conduct a prompt and complete investigation of each complaint of alleged discrimination and will formally or informally present the findings of the investigation to the complainant and to the City Manager as soon as realistically possible, but normally within thirty (30) calendar days of the receipt of the complaint.

If a complainant is not satisfied with the investigative findings of the EEO Officer, the complainant will have thirty (30) calendar days following his or her receipt of the findings from the EEO Officer (excluding the day he or she receives the findings) to prepare and to present to the EEO Officer a written response (handwritten or composed electronically), which will serve as an official appeal (of the EEO Officer's findings) to the City Manager and also as a request by the complainant to the City Manager that a review of his or her complaint be conducted. The City Manager will conduct further investigation and will formally or informally present their findings and a ruling on the appeal to the complainant within thirty (30) calendar days of receipt of the complainant's appeal. The above-listed timetables may be adjusted or altered at the discretion of the EEO Officer or the City Manager and with the concurrence of the complainant.

If the complainant exhausts the appeal process of the PCTD and wishes to continue the appeal of the PCTD's findings and decision(s) related to his or her complaint, the complainant has recourse to the Utah Labor Commission, the Federal Transit Administration, or the Equal Employment Opportunity Commission.

PERFORMANCE MONITORING

The EEO Officer, or their designee, shall maintain a record-keeping system to measure the performance of the PCTD's EEO Action Plan and Equal Employment Opportunity Plan. The EEO Officer, or their designee, will collect, maintain, and disseminate all information pertaining to the EEO Action Plan as needed, as applicable, and if reasonably possible.

The EEO Officer, or their designee, will maintain, or facilitate the maintenance of employee and applicant information by race, gender, national origin, color, age, religion, physical or mental disability, and veteran status. This information will also be collected and retained on new hires, transfers, promotions, and terminations.

Further, the EEO Officer, or their designee, will compile and provide to the Transportation Director an EEO Action Plan Status Report every two (2) years and no later than September 3rd of the second year. The Transportation Director and EEO Officer, or their designee, along with other members of the PCTD Management Team, will use this status report to evaluate the department's progress, or lack thereof, towards meeting the PCTD's Equal Employment Opportunity Action Plan's goals. This report will be used to revise and assess the long-term EEO action plan goals and timetables as required by the FTA.

The EEO Officer, or their designee, will provide a statistical analysis documenting the impact of the employment practices by race, national origin, sex, disability, and veteran status. This report will also include details of EEO violations and any related disciplinary actions.

INTERNAL AUDIT AND REPORTING SYSTEMS

1. The PCTD, as an organization, and the PCMC's Department of Human Resources will monitor all referrals, placements, transfers, promotions, and terminations to ensure that the PCTD's nondiscrimination policy is carried out.
2. Throughout the calendar year the EEO Officer, or their designee, will advise the Transportation Director of the EEO action plan's effectiveness and submit recommendations, as necessary, regarding changes or improvements that may be needed within the departments' organization to more effectively address/implement the goals, guidelines, and commitments set forth in the plan.
3. As a part of their day-to-day job duties and responsibilities, the PCTD's Transportation Director and supervisors will take actions as set forth on pages 8 of this document and will do so in a timely manner and as realistically possible within their daily job tasks.

GENDER DISCRIMINATION GUIDELINES

The PCTD maintains the policy of selecting, promoting, and ensuring equal opportunities for all personnel without regard to sex. Recruiting activities, advertising, and employee selection are implemented solely on the basis of occupational qualifications.

It is the policy of the PCTD not to discriminate unlawfully against any employee or any applicant for PCTD employment on the basis of gender. Also, PCTD contractors will abide by all valid and applicable sex discrimination guidelines. Specifically, the PCTD will comply with the following employment practices:

1. Recruit employees of both sexes for all PCTD positions.
2. Ensure that solicitations or advertisements for employment do not express a preference for a worker of a particular gender.
- 3.
4. Ensure that all policies stated in employee bulletins do not discriminate against employees on the basis of gender.
- 5.
6. Ensure that jobs are available to all qualified employees in all classifications without regard to gender, except where gender is a bona fide occupational qualification.
- 7.
8. Ensure that personnel actions relating to employment opportunities, wages, hours or conditions of employment, fringe benefits, profit sharing, retirement, seniority, and leaves of absence are administered in compliance with these policies.
- 9.
10. Ensure that comparable physical facilities are provided to both sexes.

HARASSMENT

As a department of Park City Municipal Corporation, the PCTD follows the City's anti-harassment guidelines as outlined in Park City's *Employee Handbook* (effective August 2024) sections 1.3 and 1.4.

1.3 Anti-Sexual Harassment

It is the City's policy and expectation that all employees have a right to work in an environment free from sexual harassment. Sexual harassment is a violation of federal law under Title VII of the Civil Rights Act of 1964, as amended, and is also against state law. Park City will not tolerate or permit sexual harassment at our workplace in any form, and such conduct may result in disciplinary action up to and including discharge.

Sexual harassment may take various forms and may be verbal, physical, or visual. Sexual harassment may include offensive sexual flirtations, advances or propositions, verbal abuse of a sexual nature, graphic verbal commentaries about individuals or individuals' bodies, degrading words or names, sexually suggestive displays, emails, pictures, or objects in the workplace. A manager's, supervisor's, or co-worker's threat or insinuation, either explicitly or implicitly, that an

employee's refusal to submit to sexual advances will adversely affect the employee's work environment or any conditions of employment may also be sexual harassment. While these examples are not a complete list of what may be deemed to be sexual harassment under the law, sexual harassment problems should be avoided if employees act professionally and treat each other with respect.

The City will not permit any such conduct that interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment. If any individual believes that they have been sexually harassed, they must notify their supervisor or any other officer, supervisor, or manager with whom the employee feels comfortable. Any employee, including supervisors and managers, who has knowledge of any incident of sexual harassment, is required to report such information to the HR Department, the City Attorney, the City Manager, their supervisor or department manager or any other supervisor, or manager with whom the employee feels comfortable. Any employee who brings a complaint in good faith will not be adversely treated by the City. The complaint will be properly investigated, and any necessary and appropriate remedial action will be taken.

1.4 Anti-Harassment

Park City wants to provide its employees with a workplace free of tensions involving matters that are not related to the services offered by the City. The City will not tolerate disparaging or degrading remarks or animosity in the workplace based on any protected classification, including race, color, sex, age, pregnancy, childbirth or pregnancy-related condition, religion, gender identity, sexual orientation, national origin, disability, or veteran status. Such conduct may result in disciplinary action up to and including termination. Further, such harassment may be a violation of state or federal law. If any employee believes that they have been subject to harassment based on a protected classification, the employee should notify the HR Department, the City Attorney, the City Manager, his or her supervisor or department manager or any other supervisor, or manager with whom the employee feels comfortable. If you are a supervisor and have knowledge of any incident of harassment, you must report the matter to the HR Department, the City Attorney, the City Manager, your supervisor or department manager, or any other manager with whom you feel comfortable. An employee who brings a complaint in good faith will not be adversely treated by the City. The complaint will be properly investigated, and any remedial action, which is necessary and appropriate, will be taken.

CONSIDERATION OF MINORITIES AND WOMEN CURRENTLY IN THE WORKFORCE

Reasonable consideration is given to minorities and women, who are not currently in the PCTD workforce, but who possess the requisite skills and feasibly could be recruited.

Through EEO Action Plan measures the PCTD will give notice of its EEO policy to community organizations.

The PCTD will take the following steps to recruit minorities and women not currently in the workforce:

1. List open positions with the state employment Job Service.
2. Advertise in the local and regional newspapers/publications.
3. Establish contacts and make job announcements available to local minorities and women's employment groups.



APPENDIX A

To the

Park City Transportation Department

2024 Equal Employment Opportunity Plan:

2024 Workforce Utilization Analysis

and

2024 Equal Employment Opportunity Action Plan

2024 WORKFORCE UTILIZATION ANALYSIS

INTRODUCTION

In June 2020 the EEO Officer, or their designee, and staff conducted the original analysis of the Park City Transportation Department (PCTD) workforce to determine job categories where there may be underutilization and/or concentration of minorities and women in relation to their availability in the relevant labor markets.

This analysis was conducted by race, gender, ethnic origin, and job title. This analysis was updated in June 2024. The 2024 analysis shows PCTD's progress towards achieving the 2020 goals, the current PCTD breakdown, and the new goals to bring the department into balance. The following report compares the PCTD's workforce to the "applicable labor market," identifies underutilization issues, sets forth long-term EEO goals, and details specific action plan strategies to achieve these goals. This section also contains an Assessment of Employment Practices analysis.

METHODOLOGY

The PCTD first identified City staff that worked in the department and would be evaluated under the workforce utilization plan. An employee roster was created listing employees by Position Title, EEO-4 Job Category, County of Residence, Ethnic Code, Gender, Work Status or Classification, and Hourly Rate of Base Pay (see attached employee roster).

The employee roster was then compared to the "applicable labor market". The PCTD identifies its "applicable labor market" as those areas surrounding Park City, Utah that currently make up the workforce of the transit department. These areas are identified as:

Summit County, Utah (35% of the workforce)

Wasatch County, Utah (23% of the workforce)

Salt Lake County, Utah (19% of the workforce)

Information was categorized using the 2023 EEO-4 Occupational Categories

Information was obtained through the U.S. Census Bureau's Census 2014-2018 EEO Tabulation Data Tool for Summit, Wasatch, and Salt Lake Counties [Source: U S Census Bureau, EEO-ALL06R — State and Local Government Job Groups by Sex and Race/Ethnicity for Residence Geography, Total Population]. (See county summary sheets). The Park City Transit Department Combined Workforce Pool (PCTDCWP) was created by adding each of the 3 counties together by its appropriate percentage of the current PCTD workforce. The current workforce was then compared to the PCTDCWP in order to find underutilization and/or concentration of minorities and women in the department.

Because of the relatively small workforce of the PCTD and the small minority population in Utah, the race

comparison was conducted by combining all races other than White non-Hispanic into one “Other” group.

While this analysis combines race into one “Other” group, individual data regarding the PCTD workforce and labor pool has also be broken out and compared for each EEO race category. If in the course of the PCTD EEO plan the EEO officer, or their designee, determines that races within the “Other” category should be broken out and targeted individually due to under representation, data will be readily available to implement the change at that time.

RESULTS

The 2024 Workforce Utilization Analysis identified three areas for improvement in the PCTD workforce. The 2024 Workforce Utilization Analysis shows discrepancies in the Skilled Craft Workers and Service & Maintenance job categories. The following table shows the percentage each category is away from balanced in terms of gender and race.

2024 ANALYSIS

EEO-4 Occupation Category	Current Differences in %			
	Available Labor		Available Labor	
	%		%	
	Males	Females	White	Other
Officials & Managers	17.1%	-17.1%	3.9%	-3.9%
Administrative Support Workers	18.3%	-23.6%	-8.6%	-7.2%
Skilled Craft Workers	7.5%	-7.5%	31.0%	-41.0%
Service & Maintenance	20.9%	-24.4%	-12.0%	5.1%

2020 ANALYSIS

EEO-4 Occupation Category	Previous Differences in %			
	Available Labor Pool		Available Labor Pool	
	%		%	
	Males	Females	White	Other
Officials & Managers	-17.0%	17.0%	-39.2%	39.5%
Administrative Support Workers	44.5%	-44.5%	-2.2%	2.3%
Skilled Craft Workers	3.5%	-3.5%	-8.4%	9.4%
Service & Maintenance	-5.4%	5.4%	-11.0%	11.0%

Skilled Craft Workers category is unbalanced in terms of gender at 7.5%; the category only consists of ten employees. Therefore, a shift in gender population to the category would actually result in a greater percentage discrepancy than is currently seen. Similar results would also occur with shifts gender in the Administrative Support Worker category which previously had 2 employees (2 females) and now has 19 employees (11 males, 7 females, and 1 not-disclosed). The underutilization areas identified by this study for specific 2024 EEO action and goals are:

LONG-TERM GOALS

The long-term goals of PCTD are to obtain a workforce consistent with the “Park City Transit Department Combined Workforce Pool” in terms of gender. In the next four years, PCTD anticipates hiring Officials and Managers, Administrative Support Workers, Skilled Craft Workers, and Service and Maintenance Workers. When these positions become available, Park City Transit will follow federal and state practices to fill these positions to try and balance underutilization.

Officials and Managers (Gender) This category is 17.1% from balanced in regard to gender within the available labor pool but only 3.9% unbalanced on basis of race. PCTD currently has openings in this category. PCTD has set a goal of shifting one position in terms of gender. This would bring the job category as close to balance as possible because of the size of the PCTD. The department will pursue good faith efforts through national recruitment, as specified in the action plan, to meet this goal.

Administrative Support Worker (Gender, Race) Administrative Support Workers present 18.3% higher than balanced for male employees and 23.6% lower than balanced for female employees within the available labor pool. PCTD anticipates hiring 2-5 employees in this category. PCTD has set a goal of shifting three positions in terms of gender and one position in terms of race. This would bring the job category as close to balance as possible because of the size of the PCTD. The department will pursue good faith efforts, as specified in the action plan, to meet this goal.

Skilled Craft Worker (Gender, Race) – Skilled Craft Workers are 7.5% away from balanced within the available labor pool by gender and 31%-41% unbalanced by race. PCTD does not anticipate hiring Skilled Craft Workers in the next four years. If there is turnover in the category, the PCTD has set a goal of shifting one position in terms of gender and four positions in terms of race. Although this would bring the job category as close to balance as possible, because of the size of the PCTD, achieving balance by shifting these positions will be difficult given the current availability in applicable labor market. Nevertheless, the department will pursue good faith efforts, as specified in the action plan, to meet this goal.

Service-Maintenance Worker (Gender) – Service-Maintenance Workers by Gender 7.5% away from balanced within the available labor pool. PCTD anticipates hiring 100-200 employees in this category. To be balanced, the Service & Maintenance Worker would require a shift by 20 positions in terms of gender and 10 positions in terms of race. It is anticipated that in the short term this may be furthered addressed by seeking out a balanced amount of female bus operators. While actually achieving perfect balance may be overly idealistic, the PCTD will continue to make good faith efforts to achieve a better balance through strategies outlined in the action plan section of this Appendix.

Employees with Veteran Status – The 2024 EEO Analysis of veteran status has shown the need to increase presence of declared veterans within PCTD. Over the next four years, PCTD will put forth outreach and engagement efforts to encourage veterans to apply for any open positions.

SHORT-TERM GOALS

The short-term goals of the PCTD will consist of continuing to implement the EEO policy and take steps to improve the process. Currently PCTD does not track employment applicants or promotions by race, national origin and sex. We have set a goal to implement the tracking practice by the next EEO plan submission.

Due to the highly seasonal/resort nature of Park City, UT, the PCTD undergoes a great deal of change in terms of the Service & Maintenance Worker positions. For example, the PCTD hired approximately 50 seasonal operators in the winter of 2023/2024. Therefore, the breakdown of seasonal operators can vary from year to year. In comparing the breakdown of seasonal drivers from the 2020 EEO plan to now, the PCTD has achieved a balanced goal in race but continues to see gender imbalance in this category.

In the 2020 EEO Plan Skilled Craft Worker category, PCTD achieved their goal of balance in race; however, now the goal needs to focus on gender to ensure balance. This area is of primary concern at this time.

Currently, with two open Officials and Manager positions, PCTD will continue to put forward good faith efforts to achieve balance for both race and gender in this category as well.

IDENTIFIED BARRIERS

The EEO Officer, or their designee, and staff identified several barriers which may inhibit minorities and women from applying for positions with the PCTD. The identified barriers are:

Commute Distance to Park City – Park City is in the Wasatch Mountain Range approximately 30 miles or 40 minutes from the Salt Lake Valley. In addition to the distance, the highway often experiences adverse weather conditions in the winter months.

The combination of distance and road conditions presents a negative factor when trying to recruit from the Salt Lake County labor pool. Salt Lake County makes up the largest labor pool with the greatest levels of diversity (see Salt Lake County summary sheet).

High Cost of Living- The price of housing in Park City makes it difficult for employees to reside within the city.

Language Barrier – At this time the Utah Department of Transportation only administers the CDL exam in written English form. This creates a problem for otherwise qualified potential minority drivers who speak English but are not proficient in written English at the level required to pass the exam.

The PCTD requires all operators to be significantly fluent in English in order to communicate effectively with passengers. The department actively seeks drivers who are proficient in both English and Spanish.

2024 EEO ACTION PLAN

The PCTD has developed an EEO Action Plan to address the means of accomplishing the long-term set goals and overcoming identified barriers. We have confidence that the action plan created in 2024 will make improvements and continue to bring the PCTD into balance.

The PCTD action plan includes these components:

1. PCTD will continue to implement and improve the required elements of the program to increase the department's ability to provide EEO. Implementing the program will include things such as the dissemination requirements, (e.g. posting the EEO policy in the workplace and the employee handbook, including the policy in all contracts, and sending out an Official Statement of Policy) and conducting a Workforce Utilization Analysis. PCTD is confident that continuing to follow the EEO policy will result in continued EEO success.
2. The EEO officer, or their designee, will continue to establish contacts with local minorities, women's groups, and veterans. Contacts will be made aware of the PCTD's EEO policy and will be notified of new recruitment announcements.
3. Recruitment announcements will also include a statement identifying PCTD as an EEO employer.
4. Recruitment announcements for positions for which EEO goals have been established will be made available in the Salt Lake County labor pool. These announcements will include information regarding current Vanpool and High Valley Transit service between Salt Lake and Park City, both options are subsidized by the City. It is anticipated that the Vanpool and transit service may offset travel costs and worries. Announcements will also include information on subsidized housing opportunities for employees in our Iron Horse and Prospector Housing units which were acquired by the City in order to encourage relocation to Park City. Additional housing opportunities will be made available through the strategic acquisition of rental units by the PCMC Housing Department.

The EEO Officer, or their designee, will evaluate the success, or lack thereof, of the EEO Action Plan on a yearly basis. The action plan will be adjusted to meet the needs of the EEO plan goals. Once the EEO plan has been established an assessment of its success will be evaluated following Ch. III, Attachment A-16 of the FTA (UMTA C 4704.1A) circular.

ASSESSMENT OF EMPLOYMENT PRACTICES

The following assessment outlines the current employment practices of the PCTD. The PCTD is an enterprise fund within Park City Municipal Corporation (PCMC). Current employment practices for the PCTD is determined by the PCMC Human Resources Department and approved by the City Manager and City Council. All policies are adopted yearly by the City Council.

Attached is Park City's Employee Handbook, see Appendix C. The Human Resources Department and City

Attorney's Office rewrote the Personnel Policies and Procedures Manual and renamed the document to create a modern Employee Handbook. The manual includes Park City's basic guidelines for employment at PCMC. They include policies such as vacation administration, reasons for termination, financial guidelines, expense reimbursement, and purchasing card policies. These manuals are updated yearly to comply with legal, risk management, and City needs. The Employee Handbook was created with the intent of providing the best resource for employment information to employees and potential employees of Park City Municipal Corporation and the PCTD. The 2024 review found no major policy barriers that would inhibit a qualified applicant from applying for or obtaining employment with the PCTD.

Included in the attachments to this appendix, is a statistical analysis documenting the impact of the employment practices by race, national origin, and gender. The analysis includes disciplinary actions. Appendix B also includes the job descriptions for all positions within the PCTD.

Park City Transit Department Employee Roster					
JOB TITLE	EEO-4 JOB CATEGORY	COUNTY OF RESIDENCE	RACE	GENDER	WORK STATUS
TRANSPORTATION DIRECTOR	Officials and Managers	Summit County	White	Man / Male	FT
TRANSPORTATION PLANNING DEPARTMENT MANAGER	Officials and Managers	Summit County	White	Woman / Female	FT
FLEET MANAGER	Officials and Managers	Summit County	White	Man / Male	FT
TRANSPORTATION OPERATIONS MANAGER	Officials and Managers	Summit County	White	Man / Male	FT
TRANSIT MANAGER	Officials and Managers	Salt Lake County	White	Woman / Female	FT
ASSISTANT TRANSIT MANAGER	Officials and Managers	Salt Lake County	Asian	Man / Male	FT
ASSISTANT TRANSPORTATION PLANNING MANAGER	Officials and Managers	Salt Lake County	White	Man / Male	FT
SAFETY & TRAINING ASSISTANT MANAGER	Officials and Managers	Salt Lake County	White	Man / Male	FT
TRANSIT ITS MANAGER	Officials and Managers	Salt Lake County	White	Man / Male	FT
TRANSIT SHIFT SUPERVISOR	Administrative Support Workers	Wasatch County	Not-Disclosed	Not-Disclosed	FT
TRANSIT SHIFT SUPERVISOR	Administrative Support Workers	Wasatch County	Not-Disclosed	Man / Male	FT
TRANSIT SHIFT SUPERVISOR	Administrative Support Workers	Wasatch County	White	Man / Male	FT
EXECUTIVE ASSISTANT	Administrative Support Workers	Summit County	White	Woman / Female	FT
FLEET ADMINISTRATOR	Administrative Support Workers	Summit County	White	Woman / Female	FT
SENIOR TRANSPORTATION PLANNER	Administrative Support Workers	Summit County	White	Man / Male	FT
TRANSIT COMMUNITY OUTREACH	Administrative Support Workers	Summit County	Other/two or more	Man / Male	FT
TRANSIT SERVICE PLANNER	Administrative Support Workers	Summit County	White	Man / Male	FT
TRANSIT SHIFT SUPERVISOR	Administrative Support Workers	Summit County	Not-Disclosed	Man / Male	FT
TRANSIT SHIFT SUPERVISOR	Administrative Support Workers	Summit County	White	Man / Male	FT
TRANSIT SHIFT SUPERVISOR	Administrative Support Workers	Summit County	White	Man / Male	FT
ASSOCIATE TRANSPORTATION PLANNER	Administrative Support Workers	Salt Lake County	White	Woman / Female	FT
SENIOR TRANSPORTATION PLANNER	Administrative Support Workers	Salt Lake County	White	Woman / Female	FT
TRANSIT ADMINISTRATIVE ASSISTANT	Administrative Support Workers	Salt Lake County	Hispanic or Latino	Woman / Female	FT
TRANSIT SHIFT SUPERVISOR	Administrative Support Workers	Salt Lake County	White	Woman / Female	FT
FINANCE ADMINISTRATOR - TRANSIT	Administrative Support Workers	Salt Lake County	White	Man / Male	FT
SR FINANCIAL & DATA ANALYST - TRANSIT	Administrative Support Workers	Salt Lake County	White	Man / Male	FT

TRANSIT COMMUNITY OUTREACH	Administrative Support Workers	Salt Lake County	Hispanic or Latino	Man / Male	FT
TRANSIT BUSINESS INTELLIGENCE ANALYST	Administrative Support Workers	Other	White	Woman / Female	FT
MASTER MECHANIC	Skilled Craft Workers	Wasatch County	White	Man / Male	FT
MASTER MECHANIC	Skilled Craft Workers	Wasatch County	White	Man / Male	FT
MASTER MECHANIC	Skilled Craft Workers	Wasatch County	Not-Disclosed	Man / Male	FT
MASTER MECHANIC	Skilled Craft Workers	Summit County	White	Man / Male	FT
MASTER MECHANIC	Skilled Craft Workers	Summit County	White	Man / Male	FT
MASTER MECHANIC	Skilled Craft Workers	Summit County	White	Man / Male	FT
MASTER MECHANIC	Skilled Craft Workers	Summit County	White	Man / Male	FT
MASTER MECHANIC	Skilled Craft Workers	Summit County	White	Man / Male	PT
IT COORDINATOR II - TRANSIT	Skilled Craft Workers	Salt Lake County	White	Man / Male	FT
IT COORDINATOR II - TRANSIT	Skilled Craft Workers	Other	White	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Wasatch County	White	Woman / Female	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Wasatch County	Other/two or more	Woman / Female	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Wasatch County	Hispanic or Latino	Woman / Female	FT
BUILDING MAINTENANCE III - TRANSIT	Service-Maintenance Worker	Wasatch County	Hispanic or Latino	Man / Male	FT
BUILDING MAINTENANCE III - TRANSIT	Service-Maintenance Worker	Wasatch County	Hispanic or Latino	Man / Male	PT
TRANSIT DISPATCHER	Service-Maintenance Worker	Wasatch County	Other/two or more	Man / Male	FT
TRANSIT DISPATCHER	Service-Maintenance Worker	Wasatch County	White	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Wasatch County	White	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Wasatch County	White	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Wasatch County	White	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Wasatch County	White	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Wasatch County	White	Man / Male	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Wasatch County	Other/two or more	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Wasatch County	Other/two or more	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Wasatch County	Hispanic or Latino	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Wasatch County	Other/two or more	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Wasatch County	Hispanic or Latino	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Wasatch County	Hispanic or Latino	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Wasatch County	Other/two or more	Man / Male	FT

TRANSIT OPERATOR	Service-Maintenance Worker	Wasatch County	White	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Wasatch County	Black or African American	Man / Male	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Wasatch County	White	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Wasatch County	White	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Wasatch County	White	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Wasatch County	White	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Wasatch County	White	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Wasatch County	White	Man / Male	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Wasatch County	White	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Wasatch County	Not-Disclosed	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Wasatch County	Hispanic or Latino	Man / Male	FT
TRANSIT DISPATCHER	Service-Maintenance Worker	Summit County	White	Woman / Female	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Summit County	White	Woman / Female	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Summit County	Other/two or more	Woman / Female	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Summit County	White	Woman / Female	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Summit County	American Indian/Alaskan Native	Woman / Female	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Summit County	Not-Disclosed	Not-Disclosed	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Summit County	Not-Disclosed	Not-Disclosed	FT
BUILDING MAINTENANCE III - TRANSIT	Service-Maintenance Worker	Summit County	White	Man / Male	FT
TRANSIT DISPATCHER	Service-Maintenance Worker	Summit County	Other/two or more	Man / Male	FT
TRANSIT DISPATCHER	Service-Maintenance Worker	Summit County	White	Man / Male	FT
TRANSIT DISPATCHER	Service-Maintenance Worker	Summit County	White	Man / Male	FT
TRANSIT DISPATCHER	Service-Maintenance Worker	Summit County	White	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Summit County	Hispanic or Latino	Man / Male	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Summit County	White	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Summit County	White	Man / Male	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Summit County	Native Hawaiian or Other Pacific Islander	Man / Male	FT

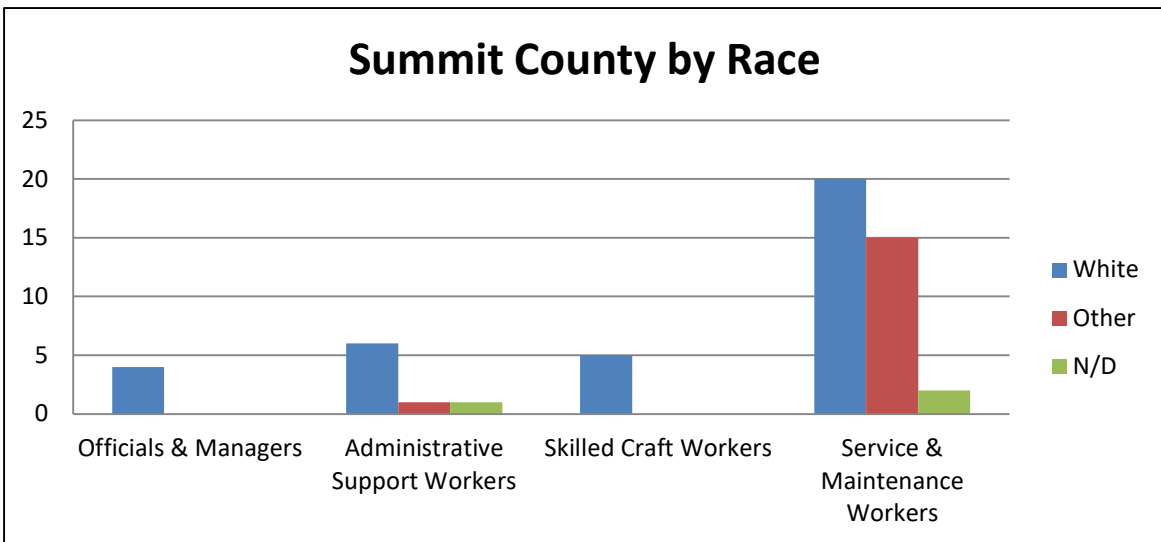
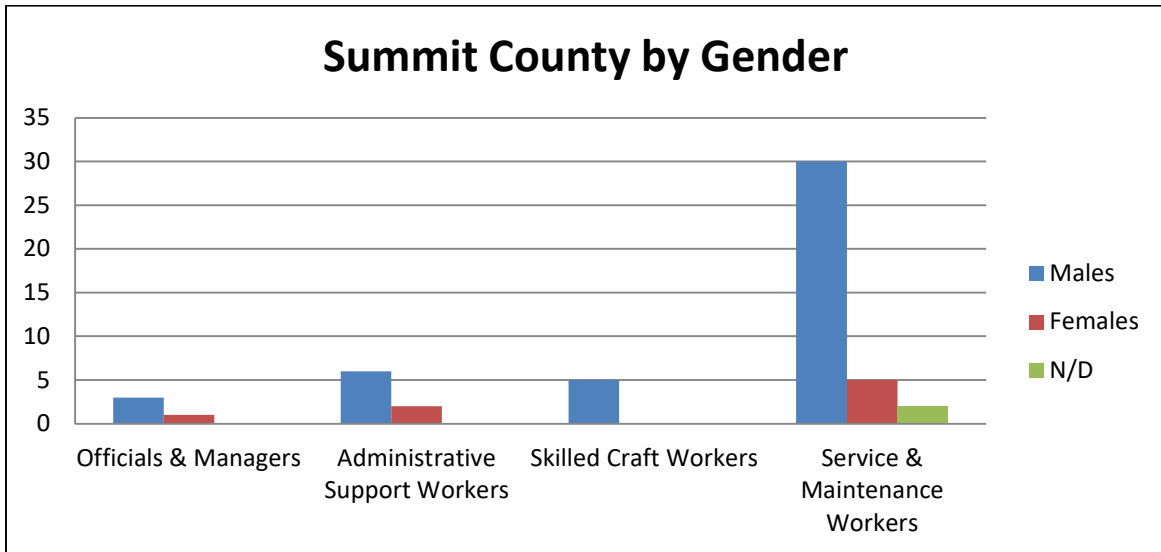
TRANSIT OPERATOR	Service-Maintenance Worker	Summit County	White	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Summit County	White	Man / Male	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Summit County	White	Man / Male	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Summit County	Other/two or more	Man / Male	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Summit County	Other/two or more	Man / Male	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Summit County	Two or more races (Not Hispanic or Latino)	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Summit County	Asian	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Summit County	White	Man / Male	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Summit County	White	Man / Male	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Summit County	Hispanic or Latino	Man / Male	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Summit County	White	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Summit County	White	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Summit County	Other/two or more	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Summit County	White	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Summit County	White	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Summit County	White	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Summit County	Native Hawaiian or Other Pacific Islander	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Summit County	Black or African American	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Summit County	Other/two or more	Man / Male	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Summit County	White	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Summit County	Black or African American	Man / Male	FT
TRANSIT DISPATCHER	Service-Maintenance Worker	Salt Lake County	White	Woman / Female	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Salt Lake County	White	Woman / Female	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Salt Lake County	Hispanic or Latino	Woman / Female	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Salt Lake County	Asian	Woman / Female	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Salt Lake County	Not-Disclosed	Not-Disclosed	FT
BUILDING MAINTENANCE III - TRANSIT	Service-Maintenance Worker	Salt Lake County	White	Man / Male	PT

TRANSIT DISPATCHER	Service-Maintenance Worker	Salt Lake County	Other/two or more	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Salt Lake County	Not-Disclosed	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Salt Lake County	Black or African American	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Salt Lake County	Other/two or more	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Salt Lake County	Hispanic or Latino	Man / Male	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Salt Lake County	Hispanic or Latino	Man / Male	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Salt Lake County	White	Man / Male	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Salt Lake County	Black or African American	Man / Male	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Salt Lake County	Asian	Man / Male	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Salt Lake County	Asian	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Other	Hispanic or Latino	Woman / Female	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Other	Hispanic or Latino	Woman / Female	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Other	White	Woman / Female	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Other	Not-Disclosed	Woman / Female	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Other	Black or African American	Woman / Female	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Other	Black or African American	Woman / Female	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Other	Black or African American	Woman / Female	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Other	Black or African American	Woman / Female	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Other	Not-Disclosed	Not-Disclosed	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Other	Hispanic or Latino	Man / Male	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Other	White	Man / Male	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Other	Not-Disclosed	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Other	White	Man / Male	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Other	White	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	other	Black or African American	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Other	Black or African American	Man / Male	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Other	Hispanic or Latino	Man / Male	PT

TRANSIT OPERATOR	Service-Maintenance Worker	Other	White	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Other	White	Man / Male	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Other	White	Man / Male	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Other	White	Man / Male	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Other	Black or African American	Man / Male	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Other	White	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Other	White	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Other	White	Man / Male	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Other	White	Man / Male	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Other	White	Man / Male	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Other	Other/two or more	Man / Male	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Other	White	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Other	White	Man / Male	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Other	White	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Other	White	Man / Male	FT
TRANSIT OPERATOR	Service-Maintenance Worker	Other	Black or African American	Man / Male	PT
TRANSIT OPERATOR	Service-Maintenance Worker	Other	White	Man / Male	PT

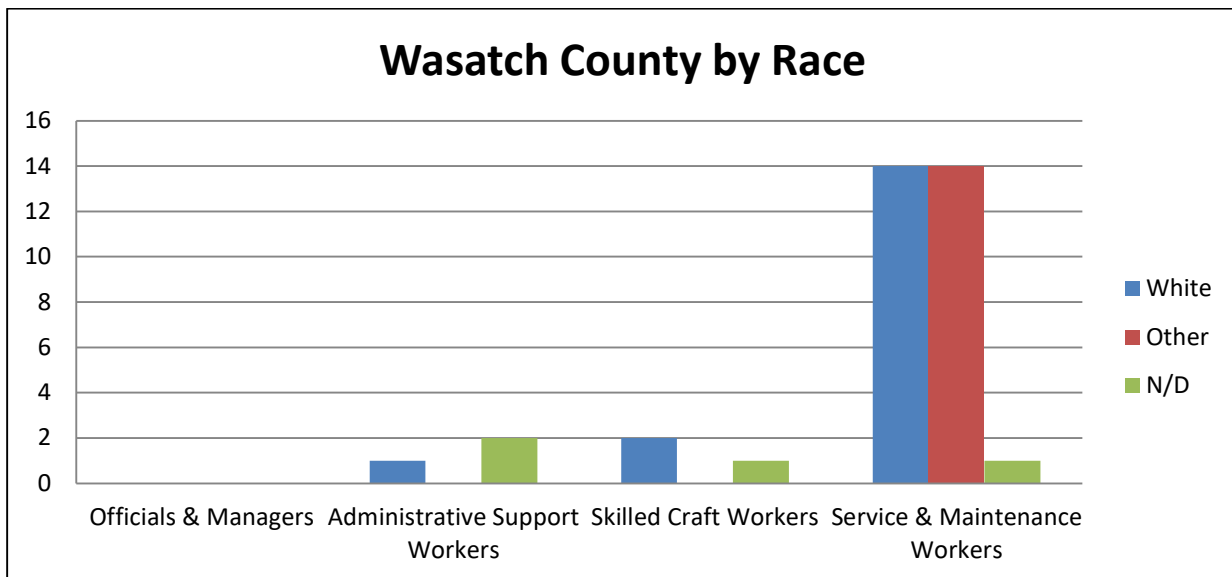
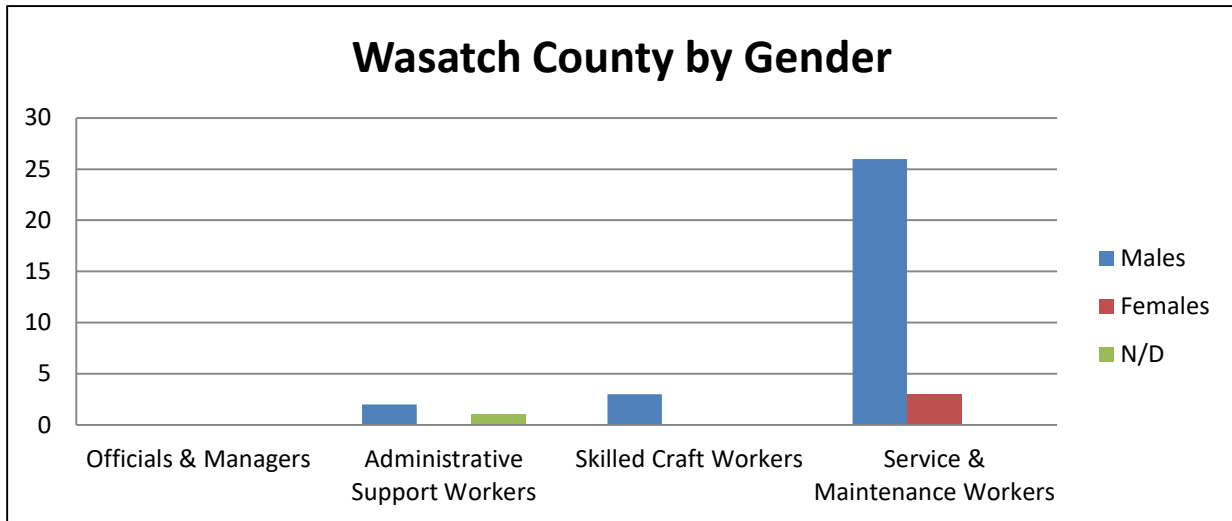
ATTACHMENT A CURRENT PCTD LABOR FORCE SUMMIT COUNTY SUMMARY

Summit County, UT													
EEO-4 Occupation Category	Labor Force by Gender						Labor Force by Race						Total
	#			%			#			%			
	Males	Females	N/D	Males	Females	N/D	White	Other	N/D	White	Other	N/D	
Officials & Managers	3	1	0	75.0%	25.0%	0.0%	4	0	0	100.0%	0.0%	0.0%	4
Administrative Support Workers	6	2	0	75.0%	25.0%	0.0%	6	1	1	75.0%	12.5%	12.5%	8
Skilled Craft Workers	5	0	0	100.0%	0.0%	0.0%	5	0	0	100.0%	0.0%	0.0%	5
Service & Maintenance Workers	30	5	2	81.1%	13.5%	5.4%	20	15	2	54.1%	40.5%	5.4%	37



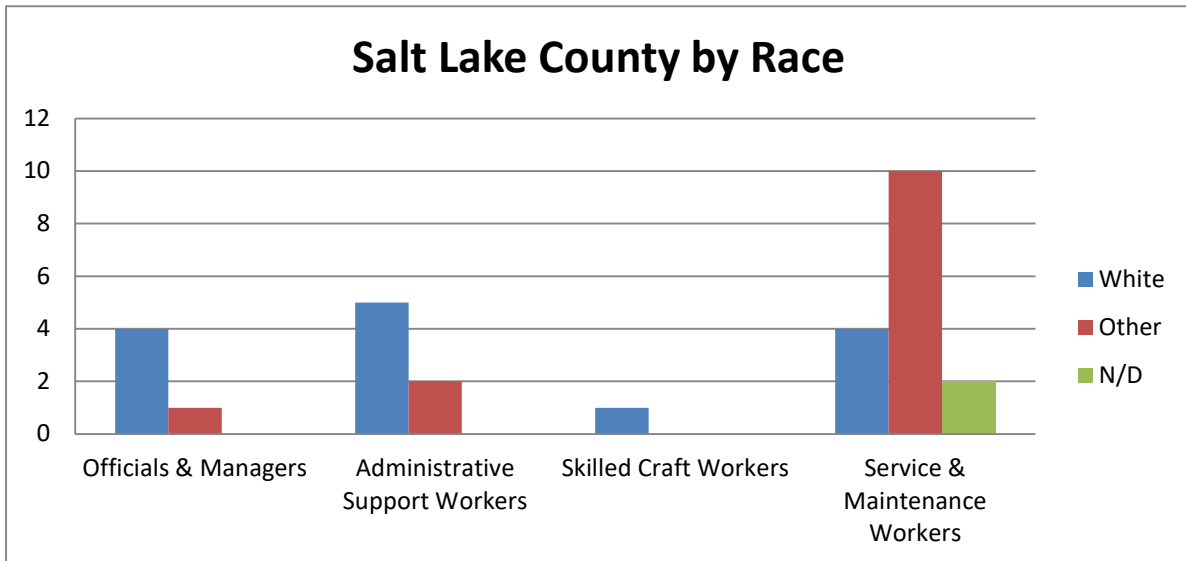
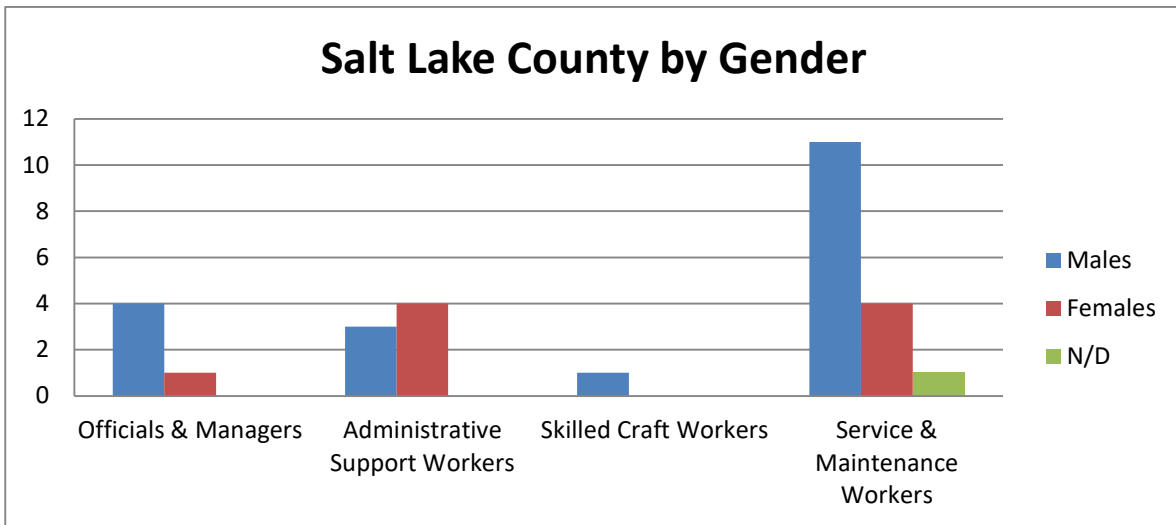
ATTACHMENT B CURRENT PCTD LABOR FORCE WASATCH COUNTY SUMMARY

Wasatch County, UT													
EEO-4 Occupation Category	Labor Force by Gender						Labor Force by Race						Total
	#			%			#			%			
	Males	Females	N/D	Males	Females	N/D	White	Other	N/D	White	Other	N/D	
Officials & Managers	0	0	0	0.0%	0.0%	0.0%	0	0	0	0.0%	0.0%	0.0%	0
Administrative Support Workers	2	0	1	66.7%	0.0%	33.3%	1	0	2	33.3%	0.0%	66.7%	3
Skilled Craft Workers	3	0	0	100.0%	0.0%	0.0%	2	0	1	66.7%	0.0%	33.3%	3
Service & Maintenance Workers	26	3	0	89.7%	10.3%	0.0%	14	14	1	48.3%	48.3%	3.4%	29



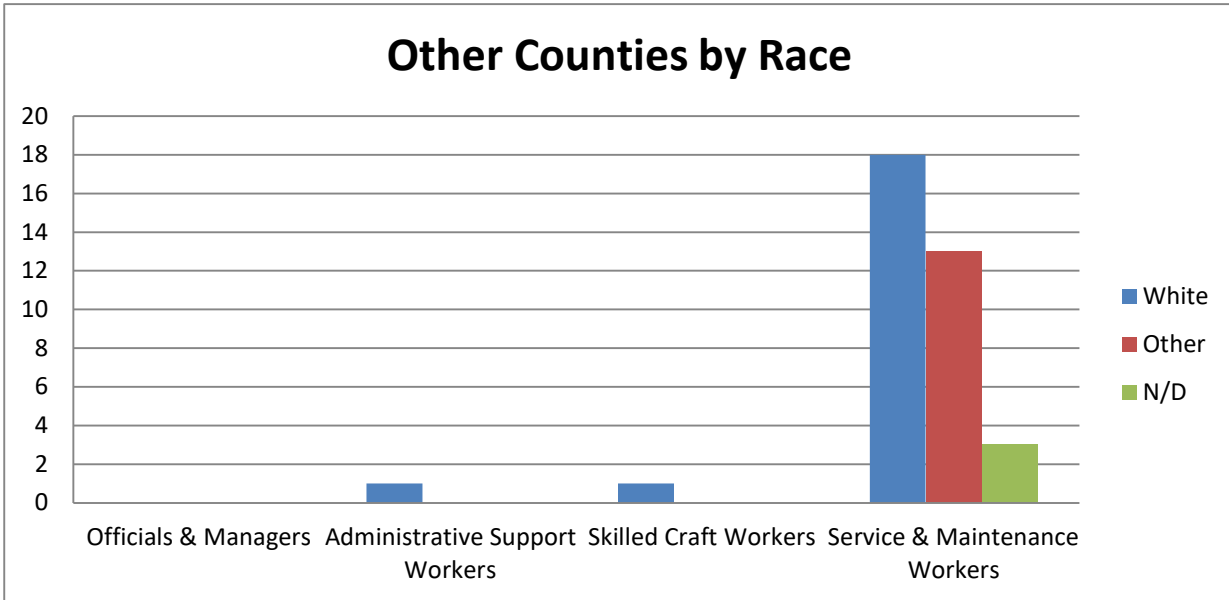
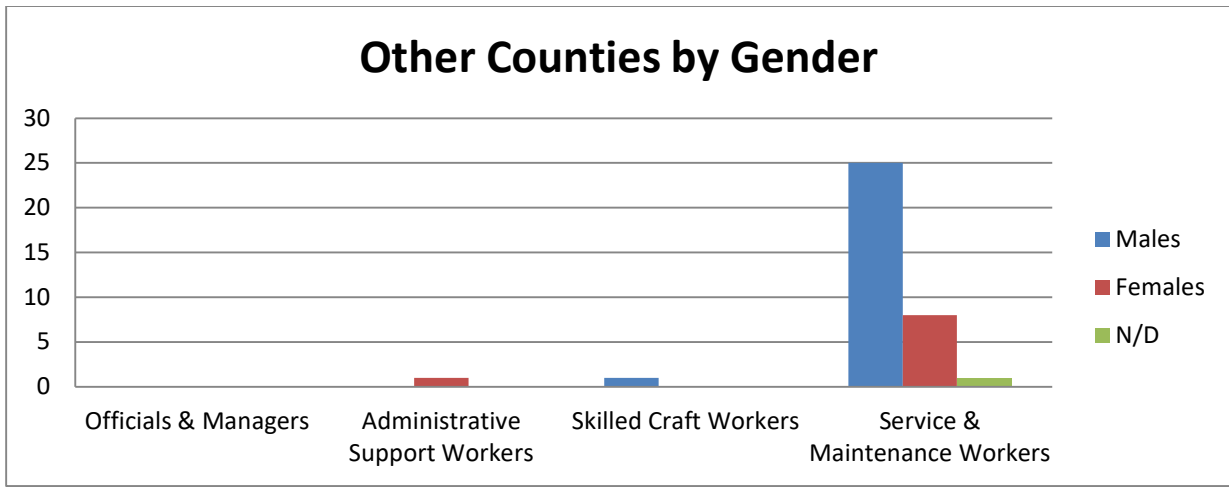
ATTACHMENT C CURRENT PCTD LABOR FORCE SALT LAKE COUNTY SUMMARY

Salt Lake County, UT													
EEO-4 Occupation Category	Labor Force by Gender						Labor Force by Race						Total
	#			%			#			%			
	Males	Females	N/D	Males	Females	N/D	White	Other	N/D	White	Other	N/D	
Officials & Managers	4	1	0	80.0%	20.0%	0.0%	4	1	0	80.0%	20.0%	0.0%	5
Administrative Support Workers	3	4	0	42.9%	57.1%	0.0%	5	2	0	71.4%	28.6%	0.0%	7
Skilled Craft Workers	1	0	0	100.0%	0.0%	0.0%	1	0	0	100.0%	0.0%	0.0%	1
Service & Maintenance Workers	11	4	1	68.8%	25.0%	6.3%	4	10	2	25.0%	62.5%	12.5%	16



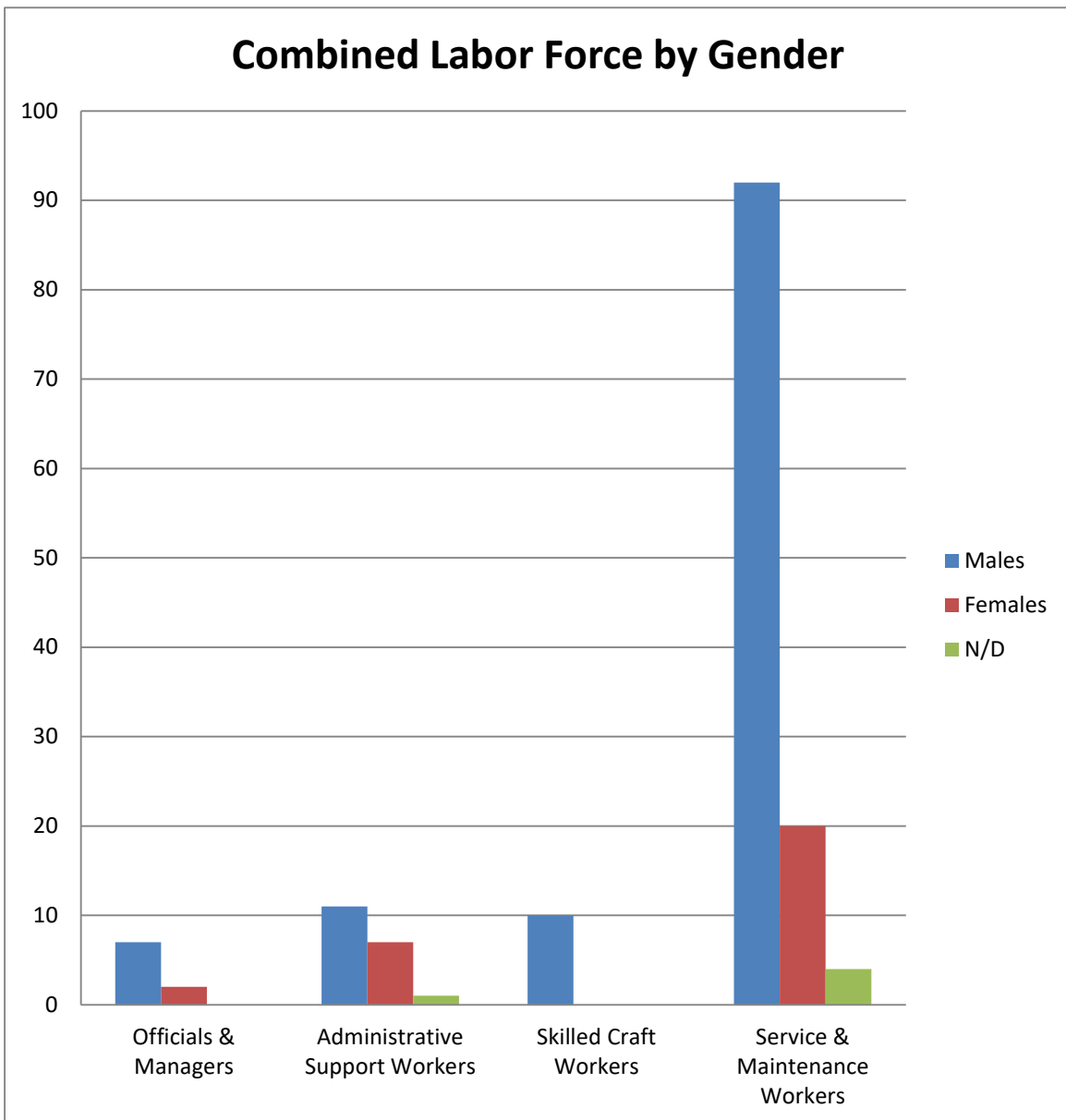
ATTACHMENT D CURRENT PCTD LABOR FORCE OTHER COUNTY SUMMARY

Other Counties													
EEO-4 Occupation Category	Labor Force by Gender						Labor Force by Race						Totals
	#			%			#			%			
	Males	Females	N/D	Males	Females	N/D	White	Other	N/D	White	Other	N/D	
Officials & Managers	0	0	0	0.0%	0.0%	0.0%	0	0	0	0.0%	0.0%	0.0%	0
Administrative Support Workers	0	1	0	0.0%	100.0%	0.0%	1	0	0	100.0%	0.0%	0.0%	1
Skilled Craft Workers	1	0	0	100.0%	0.0%	0.0%	1	0	0	100.0%	0.0%	0.0%	1
Service & Maintenance Workers	25	8	1	73.5%	23.5%	2.9%	18	13	3	52.9%	38.2%	8.8%	34



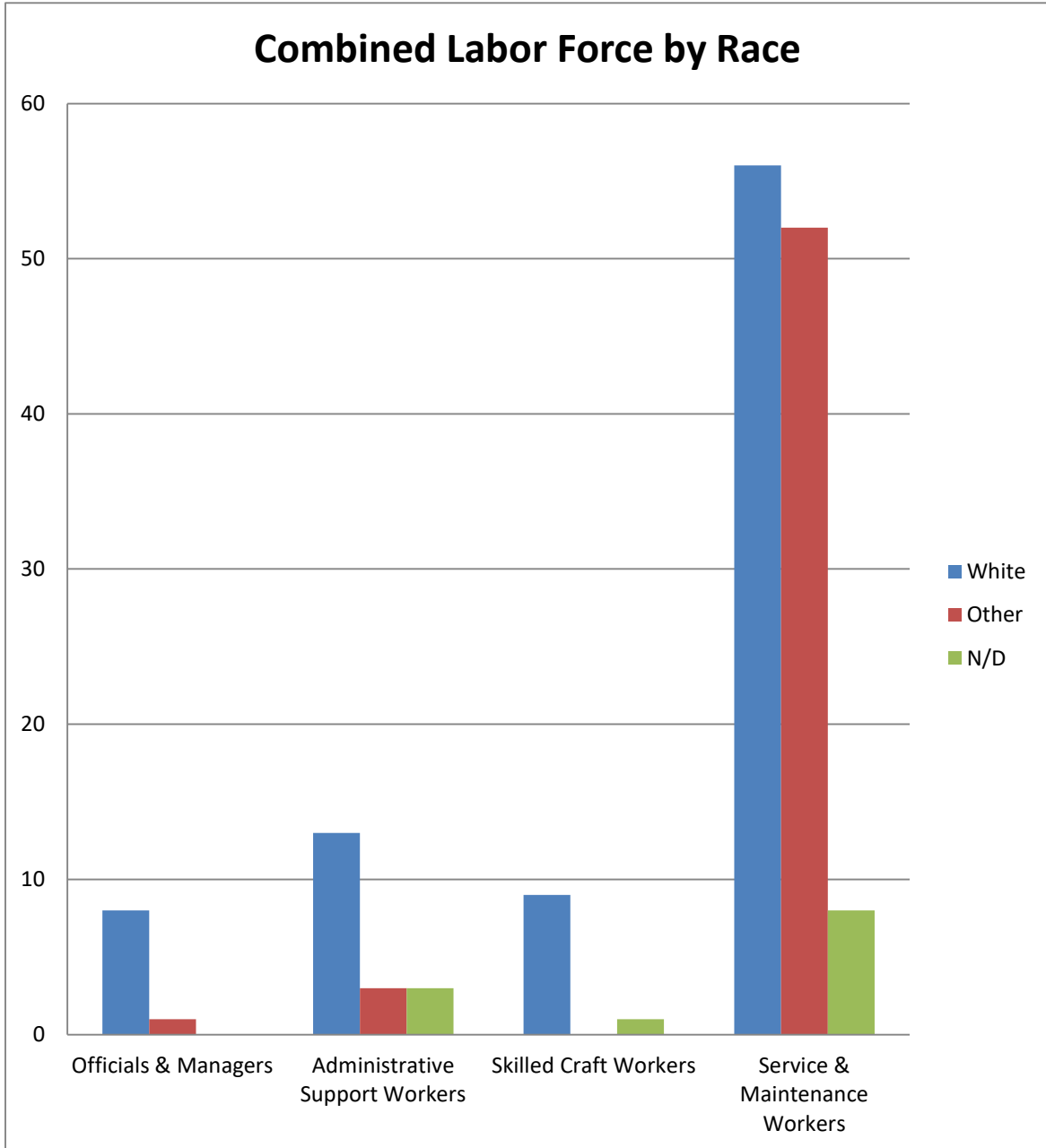
ATTACHMENT E COMBINED CURRENT PCTD LABOR FORCE BY GENDER

2024 PCTD Combined Labor Force – Gender							
EEO-4 Occupation Category	Labor Force by Gender						Totals
	#			%			
	Males	Females	N/D	Males	Females	N/D	
Officials & Managers	7	2	0	77.8%	22.2%	0.0%	9
Administrative Support Workers	11	7	1	57.9%	36.8%	5.3%	19
Skilled Craft Workers	10	0	0	100.0%	0.0%	0.0%	10
Service & Maintenance Workers	92	20	4	79.3%	17.2%	3.4%	116



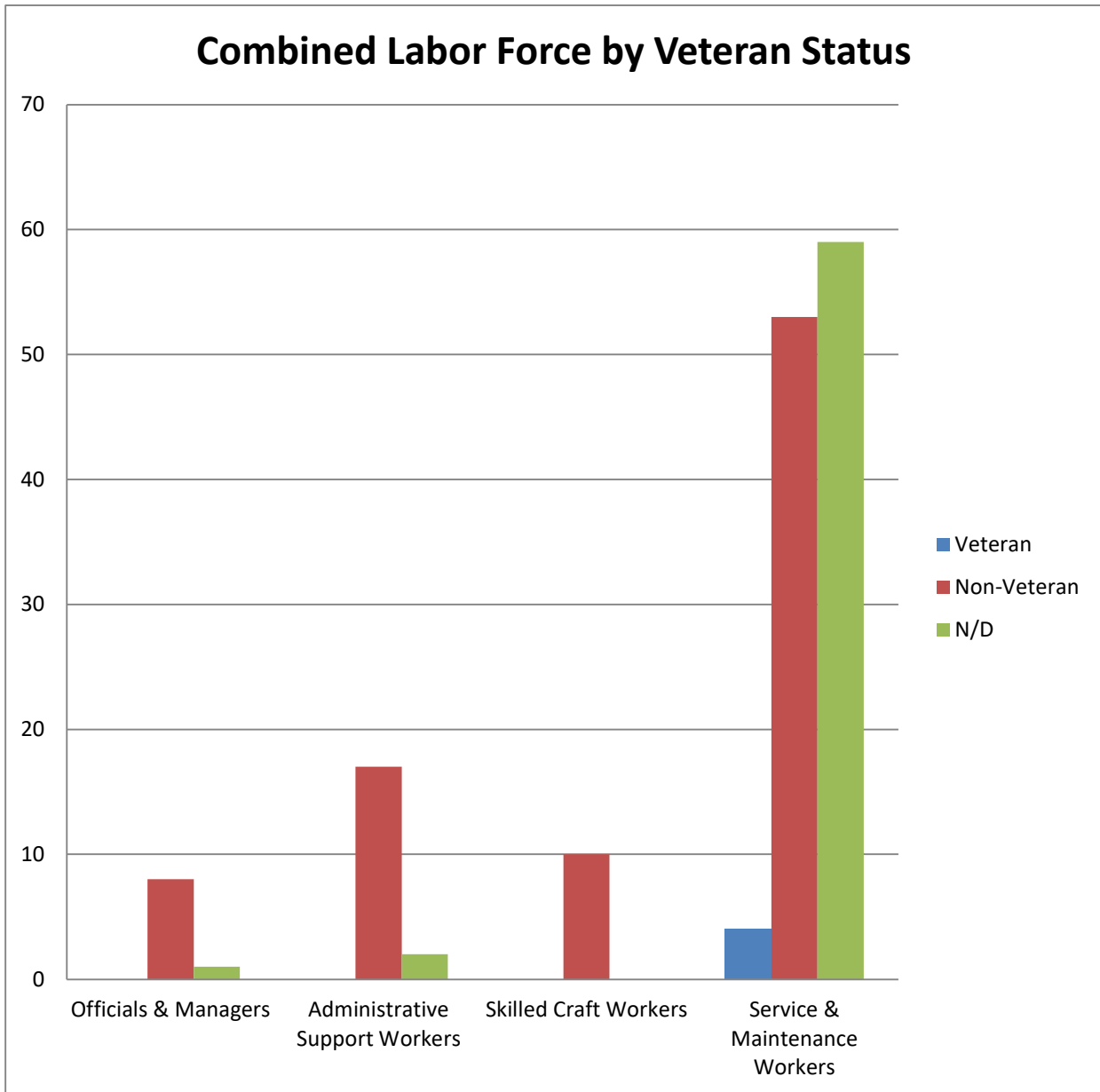
COMBINED CURRENT PCTD LABOR FORCE BY RACE

2024 PCTD Combined Labor Force – Gender							
EEO-4 Occupation Category	Labor Force by Race						Totals
	#			%			
	White	Other	N/D	White	Other	N/D	
Officials & Managers	8	1	0	88.9%	11.1%	0.0%	9
Administrative Support Workers	13	3	3	68.4%	15.8%	15.8%	19
Skilled Craft Workers	9	0	1	90.0%	0.0%	10.0%	10
Service & Maintenance Workers	56	52	8	48.3%	44.8%	6.9%	116



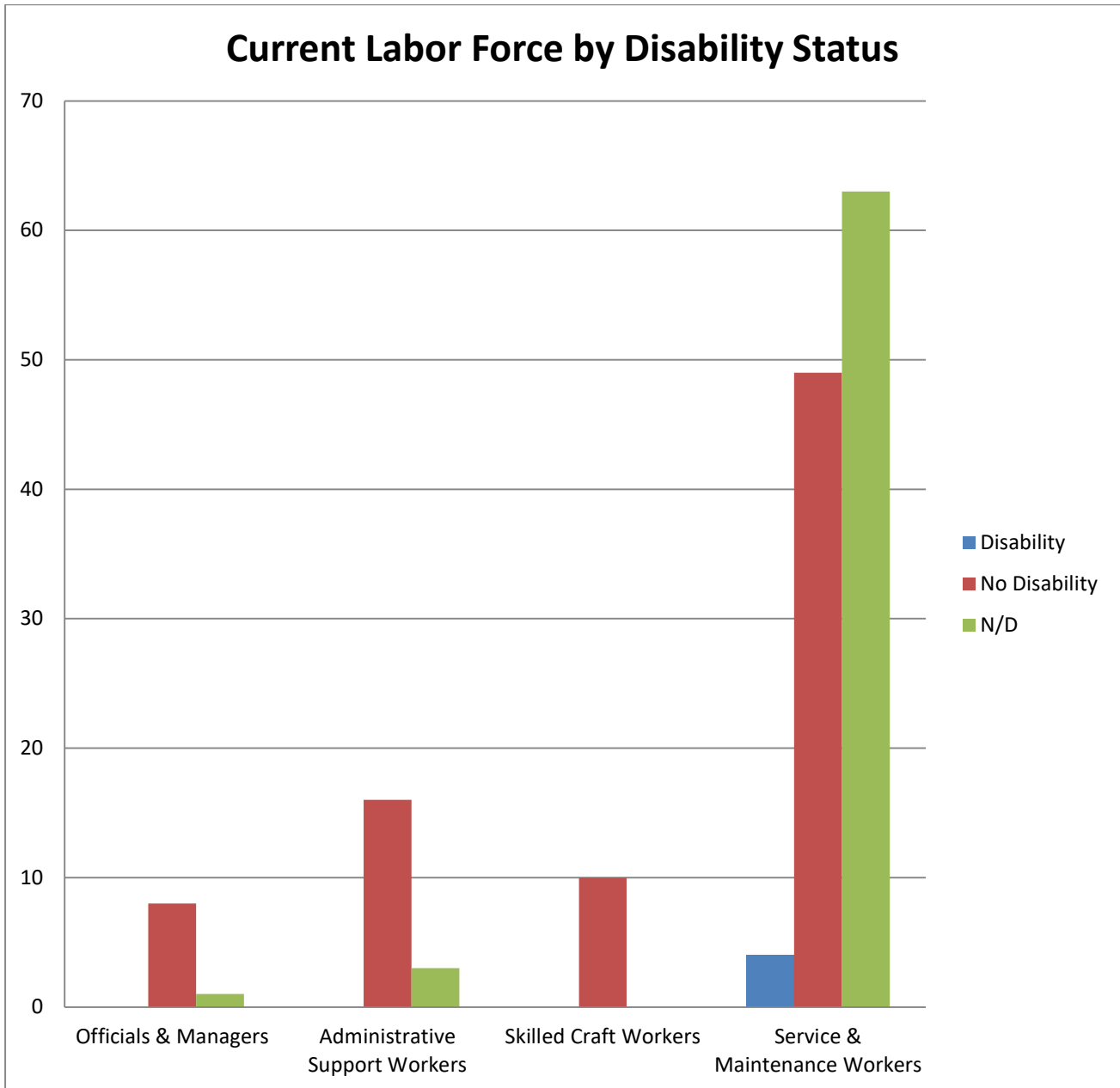
COMBINED CURRENT PCTD LABOR FORCE BY VETERAN STATUS

2024 PCTD Combined Labor Force – Veteran Status							
EEO-4 Occupation Category	Labor Force by Veteran Status						Total
	#			%			
	Veteran	Non-Veteran	N/D	Veteran	Non-Veteran	N/D	
Officials & Managers	0	8	1	0.0%	88.9%	11.1%	9
Administrative Support Workers	0	17	2	0.0%	89.5%	10.5%	19
Skilled Craft Workers	0	10	0	0.0%	100.0%	0.0%	10
Service & Maintenance Workers	4	53	59	3.4%	45.7%	50.9%	116



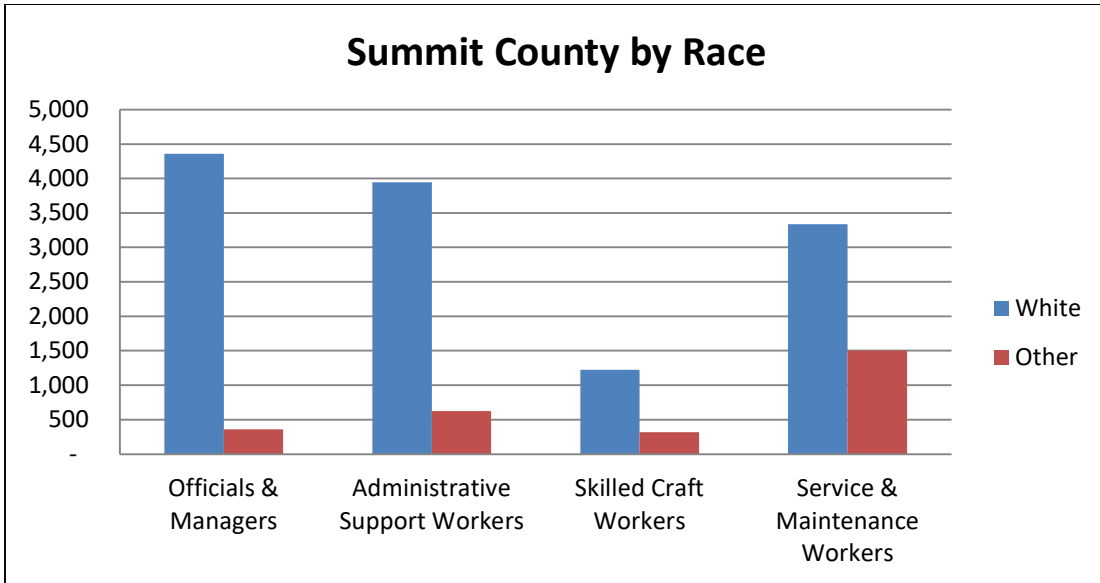
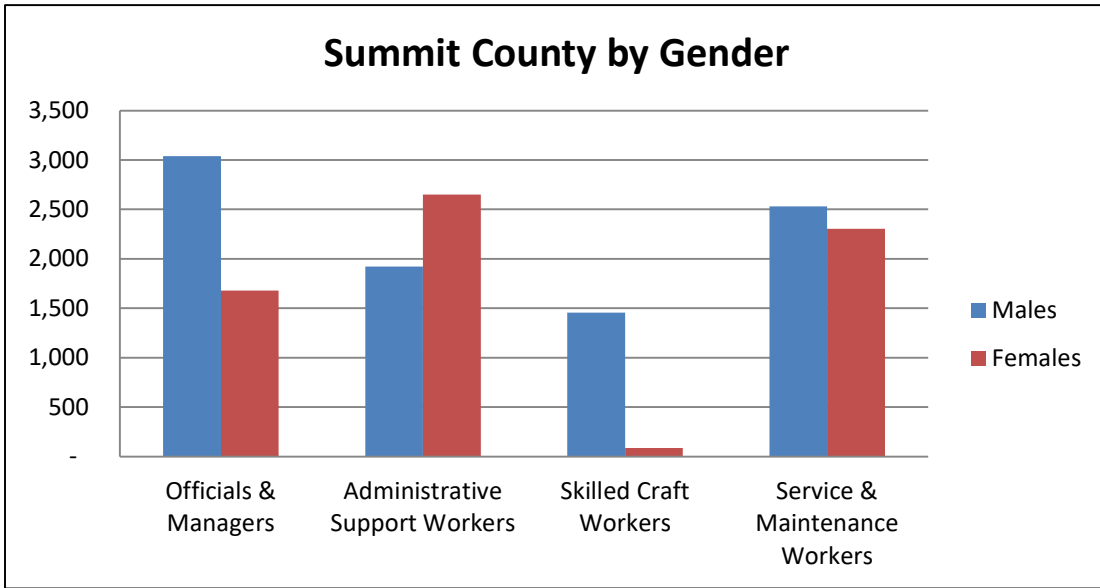
COMBINED CURRENT PCTD LABOR FORCE BY DISABILITY STATUS

2024 PCTD Combined Labor Force – Disability Status							
EEO-4 Occupation Category	Labor Force by Disability Status						Total
	#			%			
	Disability	No Disability	N/D	Disability	No Disability	N/D	
Officials & Managers	0	8	1	0.0%	88.9%	11.1%	9
Administrative Support Workers	0	16	3	0.0%	84.2%	15.8%	19
Skilled Craft Workers	0	10	0	0.0%	100.0%	0.0%	10
Service & Maintenance Workers	4	49	63	3.4%	42.2%	54.3%	116



ATTACHMENT F SUMMIT COUNTY AVAILABLE WORKFORCE POOL

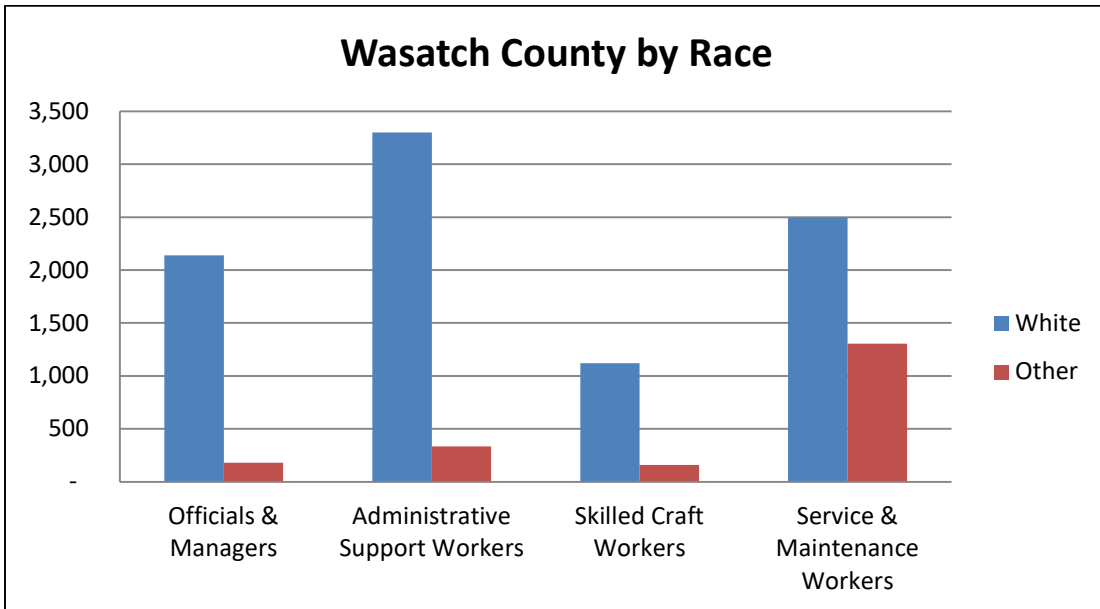
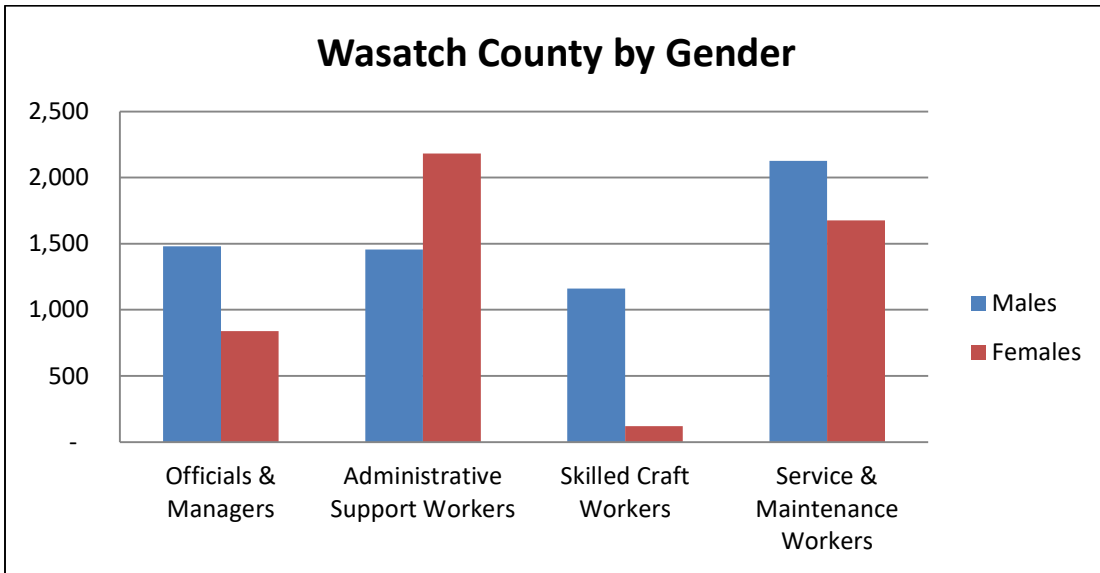
Summit County, UT									
EEO-4 Occupation Category	Available Workforce by Gender				Available Workforce by Race				Total
	#		%		#		%		
	Males	Females	Males	Females	White	Other	White	Other	
Officials & Managers	3,040	1,680	64.4%	35.6%	4,360	360	92.4%	7.6%	4,720
Administrative Support Workers	1,920	2,650	42.0%	58.0%	3,945	625	86.3%	13.7%	4,570
Skilled Craft Workers	1,455	85	94.5%	5.5%	1,225	315	79.5%	20.5%	1,540
Service & Maintenance Workers	2,530	2,305	52.3%	47.7%	3,335	1,500	69.0%	31.0%	4,835



The Park City Transit Department draws on Summit County for 35% of its total workforce.

ATTACHMENT G WASATCH COUNTY AVAILABLE WORKFORCE POOL

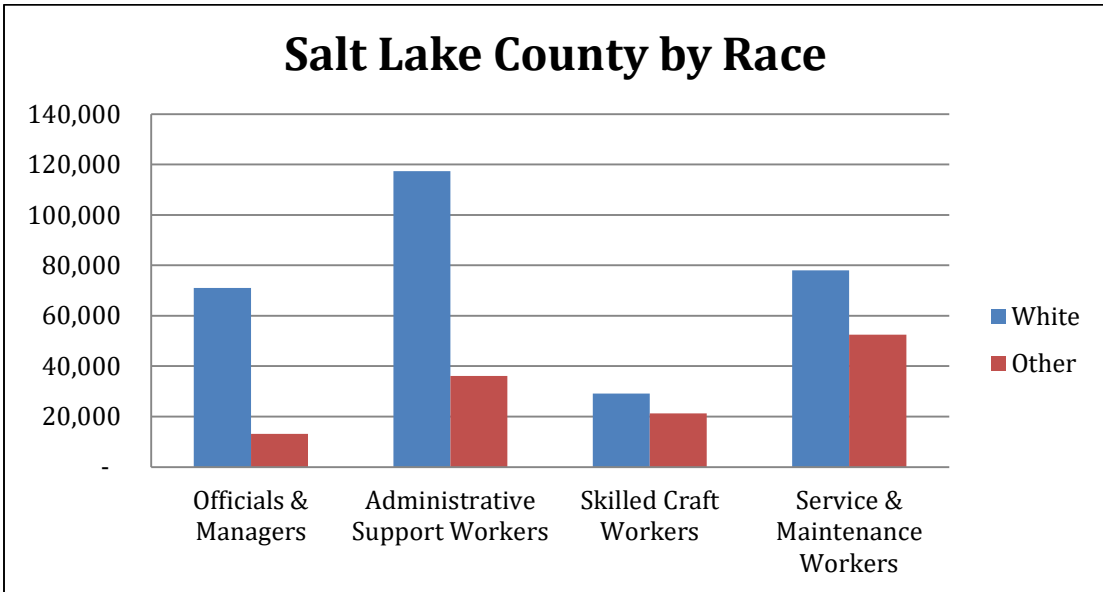
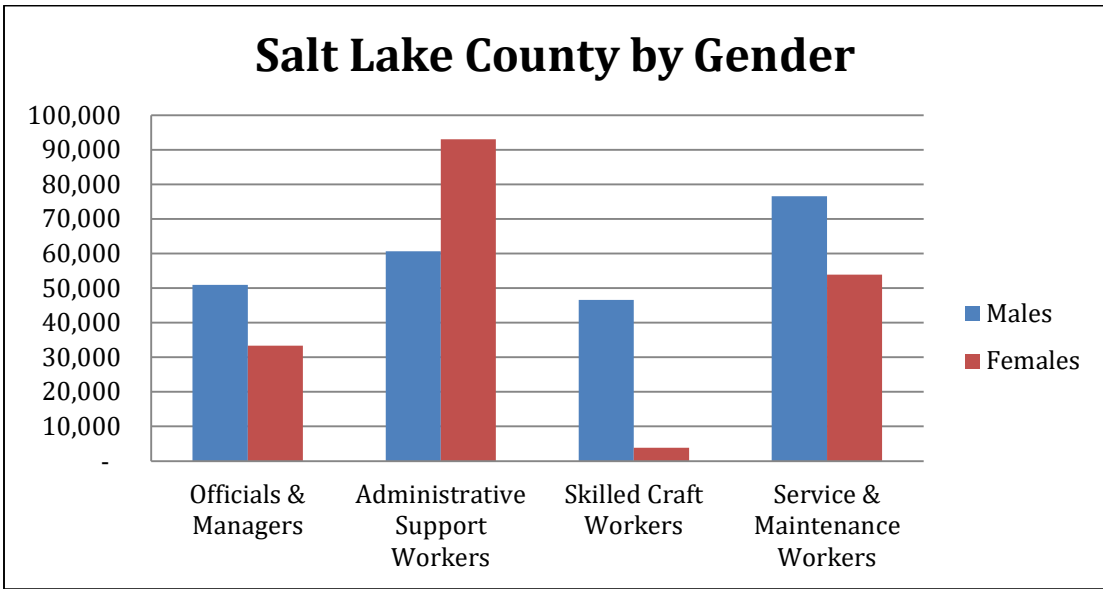
Wasatch County, UT									
EEO-4 Occupation Category	Available Workforce by Gender				Available Workforce by Race				Total
	#		%		#		%		
	Males	Females	Males	Females	White	Other	White	Other	
Officials & Managers	1,480	840	63.8%	36.2%	2,140	180	92.2%	7.8%	2,320
Administrative Support Workers	1,455	2,180	40.0%	60.0%	3,300	335	90.8%	9.2%	3,635
Skilled Craft Workers	1,160	120	90.6%	9.4%	1,120	160	87.5%	12.5%	1,280
Service & Maintenance Workers	2,125	1,675	55.9%	44.1%	2,495	1,305	65.7%	34.3%	3,800



The Park City Transit Department draws on Wasatch County for 23% of its total workforce.

ATTACHMENT H SALT LAKE COUNTY AVAILABLE WORKFORCE POOL

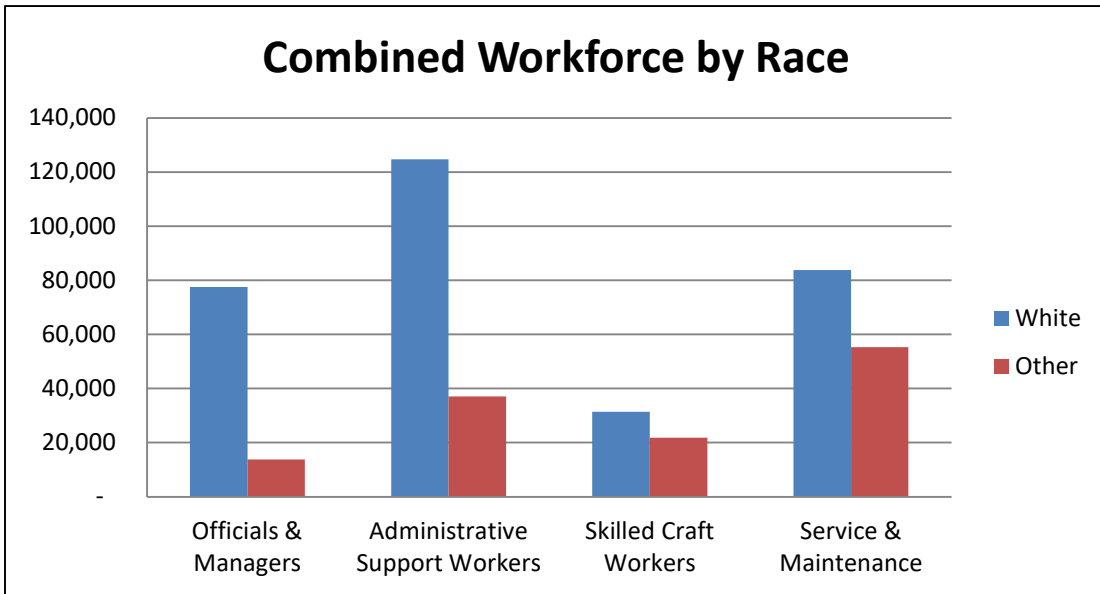
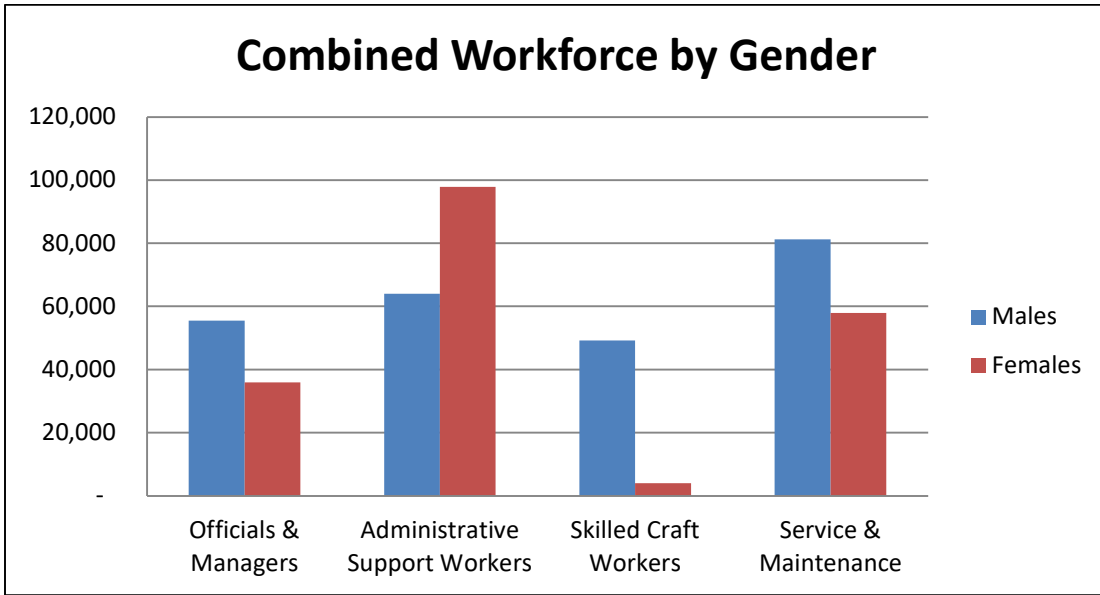
Salt Lake County, UT									
EEO-4 Occupation Category	Available Workforce by Gender				Available Workforce by Race				Total
	#		%		#		%		
	Males	Females	Males	Females	White	Other	White	Other	
Officials & Managers	50,910	33,345	60.4%	39.6%	71,060	13,195	84.3%	15.7%	84,255
Administrative Support Workers	60,625	92,980	39.5%	60.5%	117,440	36,165	76.5%	23.5%	153,605
Skilled Craft Workers	46,600	3,800	92.5%	7.5%	29,075	21,325	57.7%	42.3%	50,400
Service & Maintenance Workers	76,580	53,895	58.7%	41.3%	77,995	52,480	59.8%	40.2%	130,475



The Park City Transit Department draws on Salt Lake County for 19% of its total workforce

ATTACHMENT I COMBINED WORKFORCE POOL SUMMARY

Labor Force Combined									
EEO-4 Occupation Category	Available Workforce by Gender				Available Workforce by Race				Total
	#		%		#		%		
	Males	Females	Males	Females	White	Other	White	Other	
Officials & Managers	55,430	35,865	60.7%	39.3%	77,560	13,735	85%	15%	91,295
Administrative Support Workers	64,000	97,810	39.6%	60.4%	124,685	37,125	77%	23%	161,810
Skilled Craft Workers	49,215	4,005	92.5%	7.5%	31,420	21,800	59%	41%	53,220
Service & Maintenance	81,235	57,875	58.4%	41.6%	83,825	55,285	60%	40%	139,110



ATTACHMENT J

LONG-TERM EEO GOALS SUMAMRY

(Summit 35%, Wasatch 23%, 19% Salt Lake)

Park City Transportation Labor Force (Target)									
EEO-4 Occupation Category	Current Labor Force by Gender				Available Labor Force by Race				Totals
	#		%		#		%		
	Males	Females	Males	Females	White	Other	White	Other	
Officials & Managers	6	3	67%	33%	8	1	89%	11%	9
Administrative Support Workers	8	11	42%	58%	14	5	74%	26%	19
Skilled Craft Workers	9	1	90%	10%	9	0	90%	0%	10
Service & Maintenance	80	36	69%	31%	66	50	57%	43%	116

EEO-4 Occupation Category	Current Differences in %			
	Available Labor		Available Labor	
	%		%	
	Males	Females	White	Other
Officials & Managers	17.1%	-17.1%	3.9%	-3.9%
Administrative Support Workers	18.3%	-23.6%	-8.6%	-7.2%
Skilled Craft Workers	7.5%	-7.5%	31.0%	-41.0%
Service & Maintenance	20.9%	-24.4%	-12.0%	5.1%

EEO-4 Occupation Category	Long-term Goals Balanced %			
	Available Labor		Available Labor	
	%		%	
	Males	Females	White	Other
Officials & Managers	-11.1%	11.1%	0.0%	0.0%
Administrative Support Workers	-21.1%	21.1%	-10.5%	-5.3%
Skilled Craft Workers	-10.0%	10.0%	-40.0%	30.0%
Service & Maintenance	-13.8%	13.8%	1.7%	-8.6%

Long-term goals include:

- Shifting one Official and Manager position to female with department turnover.
- Shifting three Administrative Support Worker positions to female with department turnover.
- Shifting one Skilled Craft Worker position to a female and four positions for race with department turnover.
- Shifting 16 positions to female and 10 positions for race with department turnover for Service & Maintenance Workers.
- Increase recruitment efforts for Veterans across all positions.

ATTACHMENT K CURRENT WORKFORCE BY ALL EEO RACE CATERGORIES

2024 PCTD Current Workers by all EEO Race Categories

	Caucasian	Hispanic	Black/ African American	Asian / Pacific Islander	Native Hawaiian or Other Pacific Islander	American Indian / Alaskan Native	Two or more races (not Hispanic or Latino)	Not- Disclosed	Total Males
Gender	MALE								
Seasonal-Part Time	20	7	5	1	0	0	4	0	37
% of Total Employees	12.99%	4.55%	3.25%	0.65%	0.00%	0.00%	2.60%	0.00%	
Full-Time Benefitted	51	6	4	3	2	0	11	6	83
% of Total Employees	33.12%	3.90%	2.60%	1.95%	1.30%	0.00%	7.14%	3.90%	
Total Employees	71	13	9	4	2	0	15	6	120

	Caucasian	Hispanic	Black/ African American	Asian / Pacific Islander	Native Hawaiian or Other Pacific Islander	American Indian / Alaskan Native	Two or more races (not Hispanic or Latino)	Not- Disclosed	Total Females
Gender	FEMALE								
Seasonal-Part Time	4	2	2	0	0	0	0	0	8
% of Total Employees	2.60%	1.30%	1.30%	0.00%	0.00%	0.00%	0.00%	0.00%	
Full-Time Benefitted	11	3	2	1	0	1	2	1	21
% of Total Employees	7.14%	1.95%	1.30%	0.65%	0.00%	0.65%	1.30%	0.65%	
Total Employees	15	5	4	1	0	1	2	1	29

	Caucasian	Hispanic	Black/ African American	Asian / Pacific Islander	Native Hawaiian or Other Pacific Islander	American Indian / Alaskan Native	Two or more races (not Hispanic or Latino)	Not- Disclosed	Total N/D
Gender	NOT-DISCLOSED								
Seasonal-Part Time	0	0	0	0	0	0	0	0	0
% of Total Employees	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Full-Time Benefitted	0	0	0	0	0	0	0	5	5
% of Total Employees	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	3.25%	
Total Employees	0	0	0	0	0	0	0	5	5

	Total Employees	Total Males	Total Females	Total N/D
Seasonal-Part Time	45	37	8	0
Full-Time Benefitted	109	83	21	5
Total Employees	154	120	29	5

**ATTACHMENT L
DISCIPLINARY ACTIONS
July 1, 2023 – June 30, 2024**

Disciplinary Actions					
Employee Type	Race	Disciplinary Action	Sex	Count	Count %
Full-Time	White	Reprimand	M	2	33%
Full-Time	Hispanic	Reprimand	M	1	17%
Full-Time	Asian	Termination	M	1	17%
Full-Time	White	Termination	F	1	17%
Full-Time	Hispanic	Termination	M	1	17%
			TOTAL	6	100%

ATTACHMENT M

HOW TO APPLY

TO OBTAIN EMPLOYMENT WITHIN THE PARK CITY TRANSPORTATION DEPARTMENT

- Visit Park City's Human Resources Website at <https://www.parkcity.org/departments/human-resources>
- Select the **Apply Now** located on the left of home page
- Select posting from our current openings to get more detailed information about the position. Once open click **Apply**
- Enter the following ***Required** information and select **Continue**:
 - Name, email, and phone number
 - Select how you would like to receive verification code to be sent to you either by email or text and select **Continue**
 - Enter Verification code and select **Continue** to proceed with the application process
- Enter personal information
 - Upload resume or choose to enter professional details and select **Continue**
- Answer four (4) questions related to the specific job you are applying for and select **Continue**
- Check box to **Attest** your application and enter your full name and select **Submit Application** to submit your application
- You will receive an email confirmation of receipt of your application being submitted



APPENDIX B

To the

Park City Transportation Department

2024 Equal Employment Opportunity Plan:

2024 TRANSPORTATION SALARY BANDS AND JOB DESCRIPTIONS

Job Title Description	Home Department Description	Pay Grade
Administrative Assistant I	Transportation	8
Building Maintenance III - Transit	Transportation	10
Transit Operator	Transportation	10
Associate Transportation Planner	Transportation Planning	11
Executive Assistant	Transportation	12
Finance Administrator - Transit	Transportation Planning	12
Transit Community Outreach	Transportation Planning	12
Transit Dispatcher	Transportation	12
IT Coordinator II - Transit	Transportation	13
Safety & Transit Assistant Manager	Transportation	13
Master Mechanic	Fleet Services	14
Transit Business Intelligence Analyst	Transportation	14
Transit Service Planner	Transportation Planning	14
Shop Foreman	Fleet Services	15
SR Financial & Data Analyst - Transit	Transportation	15
Transportation Operations Manager	Transportation	15
Fleet Manager	Fleet Services	16
Assistant Transit Manager	Transportation	16
Assistant Transportation Planning Manager	Transportation Planning	16
Senior Transportation Planner	Transportation Planning	16
Transit Manager	Transportation	17
Transportation Planning Department Manager	Transportation Planning	17
Transportation Director	Transportation	19

Pay Grade	Minimum	Midpoint	Maximum
8	\$48,913.00	\$58,695.00	\$68,478.00
9	\$52,000.00	\$63,700.00	\$75,400.00
10	\$56,048.00	\$68,659.00	\$81,270.00
11	\$62,962.00	\$77,128.00	\$91,294.00
12	\$68,472.00	\$83,878.00	\$99,284.00
13	\$75,561.00	\$92,562.00	\$109,563.00
14	\$83,690.00	\$102,520.00	\$121,350.00
15	\$90,675.00	\$113,344.00	\$136,013.00
16	\$101,385.00	\$126,731.00	\$152,077.00
17	\$114,360.00	\$142,950.00	\$171,540.00
18	\$128,338.00	\$160,423.00	\$192,508.00
19	\$148,204.00	\$185,255.00	\$222,306.00
20	\$168,790.00	\$210,987.00	\$253,184.00



**Park City Municipal Corporation
JOB DESCRIPTION**

**Director of Transportation
Position # 14190
Reports to: Deputy City Manager**

Updated: August 2023 FLSA status: Exempt

JOB SUMMARY:

The Transportation Director leads all efforts to implement a complex multi-modal transportation system that serves over 5 million users a year. The Director is accountable for the City's free public transit system, Parking, Traffic Operations, Transportation Planning, Capital Projects, Transportation Demand Management (TDM), and Intelligent Transportation System (ITS) divisions. These divisions comprise over 80 FTE's, a \$21M operating budget and a multi-million-dollar capital budget.

The Director is a leader focused on customer service and accountability and has experience coordinating multiple transportation disciplines at one time. Working directly with the Mayor and Council, professional staff, and myriad of local and regional stakeholders, the Director establishes strategic plans, regional cooperation, and secures necessary local, state, and federal funding to manage Park City's short- and long-range transportation initiatives.

The Director manages the Transportation, Transit, and Parking Funds, including oversight of revenues, expenditures, and grants, as well as all labor-related issues.

TYPICAL DUTIES:

- Directs and oversees the transportation strategic planning and operations. Daily duties include strategic vision setting, budgeting, managing and reporting on projects and outcomes, and ensuring adequate staffing levels are met to provide service delivery.
- Develops, implements, and manages strategic plans to support City Council goals including traffic mitigation, walkability, parking management, and a myriad of other transportation initiatives. Responsible for technical review of development proposals and land use review with transportation related impacts such as intersection improvements, pedestrian accessibility and safety, bus facilities, transit systems, and local and regional parking facilities.
- Actively advocates and partners with various local, county, state and federal agencies and programs. Represents Park City on matters with significant political, economic and long-term ramifications. Demonstrates positive interactions with various agencies such as: Summit County, Wasatch County, Salt Lake City, Utah Transit Authority, UDOT, Mountainland Association of Governments, FTA Region 8, and FHA – Utah Division.
- Represents Park City in various public meetings, interagency communications, media exchanges, and with the public. Demonstrates poise, compassion, and influence in challenging interactions.
- Creates a safety culture within the transportation department through training, communication, proper use of personal protective equipment, and accident reviews.
- Actively participates in meetings, special events, emergency operations and public events that have impacts on transit, parking and other transportation related activities.

- The employer retains the right to change or assign other duties to this position.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in civil engineering, business, public administration, or a related field.
- 8 years' experience working in Transportation, Transit, Law Enforcement, Military, Logistics, or Emergency Management fields.
- 5 or more years of progressively responsible management experience.
- Knowledge of Utah state and federal transportation legislation and 5 or more years of experience working with USDOT, FHWA and FTA, including Statewide Transportation Improvement Plans (STIP), grant writing and compliance.
- Strong communication skills, both verbal and written.
- Complex capital transportation projects and program experience.
- Valid Utah driver's license or ability to obtain.
- Strong technical knowledge regarding U.S. DOT rules and regulations, FTA grant requirements, and UDOT Development Process.

PREFERRED QUALIFICATIONS:

- Ability to converse in basic Spanish.
- Master's degree in civil engineering, business, public administration or related field.
- Experience managing a transportation engineering or traffic management operation.

WORKING CONDITIONS:

- Work is primarily performed in an office setting
- Travel is primarily local during the business day, although some out-of-area and overnight travel is expected.
- Occasional non-traditional working hours which may include rotating on-call, evenings, weekends, special events and holidays.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required by personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.



**Park City Municipal Corporation
Job Description**

**Transit Manager
Transportation Department
Position #1TR90
Reports to: Transportation Director**

Updated: May 2024 FLSA status: Exempt

JOB SUMMARY:

The Park City Transit Manager is responsible for ensuring the effective and efficient management of the transit system with a strong focus on on-time reliability, safety, and customer service. Optimizes employee groups through effective hiring, culture leadership and ongoing performance and development. Provides leadership and direction to the operations team.

TYPICAL DUTIES:

- Leads department employees directly or through subordinates; makes significant recommendations concerning hiring, firing, training, advancement, promotion, and status changes of departmental employees; assigns and monitors work; evaluates performance and provides guidance as necessary.
- Monitors leadership culture, communicates with all staff organizational plans and priorities, soliciting feedback and information as needed.
- Develops, reviews and reports on system performance metrics.
- Reviews and ensures follow-through on customer complaints.
- Ensures compliance with all laws and regulations including ADA, EEO, DBE, DOT, FMLA, and FTA. Works to develop and implement policies and guidelines that achieve city needs and organizational goals while ensuring full compliance with all Civil Rights laws.
- Designs or modifies programs and department's standard operating procedures to increase productivity and quality of the system. Updates and communicates policies to staff.
- Works collaboratively with internal and external stakeholders to improve mobility of all kinds within the community.
- Manages Transit Operations Supervisors, ensuring leadership and coverage across shifts.
- Organizes work assignments, teams, and projects by ensuring the effective use of personnel in accomplishing transit goals.
- Plans evaluates, organizes, and integrates all activities associated with staff performance and performance appraisals by developing performance goals and monitoring progress.
- Performs duties assigned as part of the City's emergency management plan and responds in emergencies.
- The employer retains the right to change or assign other duties to this position.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited program in a related field or equivalent or an equivalent combination of relevant education and/or experience.
- 3 years of increasingly responsible experience in the transit industry.

- 3 years of experience in a supervisory role.
- Knowledge of the State and Federal laws and regulations governing the transportation of passengers.

PREFERRED QUALIFICATIONS:

- Transit operations experience
- Commercial Driver's License (CDL) driving experience

WORKING CONDITIONS:

- Work is performed primarily in an office setting.
- The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, and toxic or caustic chemicals.
- Employee must be able to work outside or in maintenance shop areas for up to two hours at a time.
- Occasional non-traditional working hours which may include rotating, on-call, evenings, weekends, and holidays.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required by personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.



**Park City Municipal Corporation
Job Description**

**Assistant Transit Manager
Transportation Department
Position #1TR90
Reports to: Transit & Transportation Director**

Updated: August 2023 FLSA status: Exempt

JOB SUMMARY:

Ensures transit system functioning including employee productivity, quality and service through planning, evaluating and organizing all activities associated with staff performance, safety, training, development, and system operations. Ensures transit system efficiency, on-time reliability, safety and customer service. Develops and/or approves recommendations to change systems, policies, and procedures in order to accomplish organizational and business unit goals. Works with other city departments to plan for and serve special events and seasonal surges in transit ridership. Embodies and maintains positive productive employee relations at all levels. Provides leadership and direction to operations team.

TYPICAL DUTIES:

- Supervises department employees directly or through subordinates; makes significant recommendations concerning hiring, firing, training, advancement, promotion, and status changes of departmental employees; assigns and monitors work; evaluates performance and disciplines employees as necessary.
- Reviews and ensures follow-through on customer complaints.
- Assists in developing and implementing short and long term goals of the Transportation department.
- Designs or modifies programs and departments standard operating procedures to increase productivity and quality of the system. Updates and communicates policies to staff.
- Manages Transit Operations Supervisors, ensuring leadership and coverage across shift. Monitors leadership culture and trains and engages with managers as needed to ensure its continuance. Communicates with all staff organizational plans and priorities. Solicits feedback and information as needed. Develops staff into a multi-functional team.
- Organizes work assignments, teams and projects. Ensures effective use of personnel in accomplishing transit goals.
- Plans, evaluates, organizes and integrates all activities associated with staff performance and performance appraisals. Develops performance goals and monitors progress.
- Performs duties assigned as part of the City's emergency management plan. Responds in emergency situations. Obtains and maintains National Incident Management System Certification and learnings.
- The employer retains the right to change or assign other duties to this position.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited program in a related field or equivalent or an equivalent combination of relevant education and/or experience.
- Valid state driver license

- 3 years of increasingly responsible experience in the transit industry.
- 3 years of experience in a supervisory role.
- Knowledge of the State and Federal laws and Regulations governing the transportation of passengers.
- Knowledge of interlocal agreements with cities, counties and transit districts. Knowledge of grant agreements with UDOT and FTA.
- Ability to obtain City National Incident Management System Certification

PREFERRED QUALIFICATIONS:

- Park City Transit operations experience
- Commercial Driver's License driving experience

WORKING CONDITIONS:

- Work is performed primarily in an office setting
- The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals.
- Employee must be able to work outside or in maintenance shop areas for up to two hours at a time.
- Occasional non-traditional working hours which may include rotating, on-call, evenings, weekends and holidays.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required by personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.



**Park City Municipal Corporation
Job Description**

**Transit Safety and Training Assistant Manager
Transportation Department
Position # 1TR58
Reports to: Senior Transit Manager**

Updated: August 2023 FLSA status: Non-Exempt

JOB SUMMARY:

Devises organizational training strategy oversees its implementation and outcomes. Performs safety checks, accident investigations and ongoing development and training of driving operations. Maintains compliance with all federal and state regulations by gathering and analyzing loss information to detect trends.

TYPICAL DUTIES:

- Supervise the development and deployment of “Park City Transit Training Program.” Oversee the performance, development, and training of Trainers and Trainees.
- Monitor and evaluate the training program’s effectiveness, success identifying future and current training needs while maintaining training compliance documentation and history.
- Acts as the Drug and Alcohol Program Manager (DAPM) and ensures the Transit Department is a drug-free workplace in accordance with the Department of Transportation (DOT) and Federal Transit Administration (FTA) drug and alcohol testing requirements and regulations.
- Ability to create and maintain training records and logs, as well as create training curricula.
- Develops and administers system safety, hazard management, and comprehensive loss control programs in all areas of transit operations while ensuring compliance with regulatory agencies (FTA, UDOT, UHP, TSA, OSHA) and maintaining best practices.
- Establishes the schedule and curriculum for ongoing training activities, including initial operator training, safety meetings, and operator coaching and retraining.
- Participates in audits and implements process improvements identified.
- Researches changes in laws and industry practices regarding transit safety and regulatory requirements. Determines risk and circumstances for non-compliance that may affect company exposure to personnel or property loss for non-compliance.
- Performs duties assigned as part of the City’s emergency management plan. And participates in internal and City safety committees.
- Responds in emergency situations, obtains and maintains National Incident Management System Certification and learnings.
- Other duties as assigned or directed.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree from an accredited program in a related field or equivalent or an equivalent combination of

relevant education and/or experience.

- Ability to pass and maintain DOT Physical Requirements
- Ability to maintain Utah Commercial Driver's License class B with passenger and air brake endorsements.
- 3 years of increasingly responsible experience in transit and CDL training and education.
- Safety sensitive position which requires mandatory initial and random drug and alcohol screenings. Must participate in Federal Transportation Administration and Department of Transportation-mandated Drug & Alcohol testing programs.

PREFERRED QUALIFICATIONS:

- Bachelor's degree from an accredited program in a related field or equivalent or an equivalent combination of relevant education and/or experience.
- Knowledge of defensive driving principles and practices.
-

WORKING CONDITIONS:

- Work is primarily performed in an office setting.
- Regular work in the transit system, including on buses, at transit centers, and bus stops.
- The noise level includes diesel engine noise, and passenger noise and is usually low to moderate.
- Non-traditional working hours which may include on-call, rotating, evenings, weekends, and holidays.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required by personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.



**Park City Municipal Corporation
Job Description**

**Finance Administrator - Transit
Transit Department
Position # 1TR48
Reports to: Transportation Manager**

**Updated: January 2024 FLSA status: Non Exempt
Grade:**

JOB SUMMARY:

The Finance Administrator is responsible for administering and overseeing the Transit Department's budget and Transit department funds. Prepares, coordinates and tracks all Transit related grants, contracts, and procurement processes. Writes and implements department finance policies and procedures; trains employees to effectively use accounting programs and systems; and works with the City's Finance and Budget Departments where appropriate. Works closely to communicate and partner with entities such as Utah Transit Authority and Summit County.

TYPICAL DUTIES:

- Supervise the Transportation Business Intelligence Analyst position; assigns and monitors work; evaluates employee's performance in compliance with Park City Policies and Procedures; addresses and documents performance problems in a timely manner.
- Manages, develops, and maintains all budgetary and financial planning for Park City Transit in coordination with the Transit Manager; recommends, writes, and implements department finance policies and procedures; trains employees to effectively use accounting programs and systems; works with the city's finance and budget staff.
- Oversees and manages the daily operations of the transit enterprise fund. Prepares reports as required for this fund including but not limited to: trends in revenues as well as expenditures. Works with the city's budget department to implement long range planning of the fund.
- Prepares and submits reports that summarize and forecast business activity and the department's financial position regarding tax revenue, budget, and grants based on past/present and expected operations. Prepares and analyzes financial and statistical information; reviews contracts and grants; prepares year-end financial statements. Prepares monthly trial balance; verifies reports; runs and distributes monthly department budget reports to appropriate administration and staff.
- Under the direction of the Transit Manager, oversees the preparation of the annual transit budget. Oversees and coordinates budget preparation activities of all city and transit staff including data collection and statistical studies and analysis; submits completed budget to the Transit Manager. Develops and works to implement equipment and capital rotations and plans.
- Develops, completes, and submits grant applications; coordinates and maintains required grant records; prepares, reviews and audits reports for grant compliance; prepares and audits grants reports quarterly.
- Works with Transit, Parking and Transportation staff to negotiate, prepare and administer contracts on behalf of the city; ensures contract compliance.

- Works closely with the city auditor to ensure compliance with grant requirements, city financial policies and procedures, operational work efforts, cash handling, and budgeting. Conducts specific audit tests to determine compliance with fiscal program requirements, laws, regulations and city policies.
- Oversees compliance with interlocal agreements (ILA's) with counties, cities and transit districts. Ensures that Park City Transit is fully compliant with all terms of ILA's.
- Assist in developing and implementing plans to separate assets for Summit County's transition away from city transit services.
- Acts as a liaison with other agencies regarding financial matters; furnishes information to independent, county, state, and federal auditors. Answers questions from departments, outside auditors, and the public as directed.
- Review/Approve purchase requisitions, retaining compliance with all organizational and procurement protocol.
- Assures financial policies, procedures and internal controls conform to Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) requirements.
- Ensure financial compliance with the Utah Department of Transportation (UDOT) & Federal Transit Administration (FTA) requirements.
- Make presentations to City Council, County Council, and the Joint Transit Advisory Board (JTAB)
- Monitors solicitations, issuing amendments, answering potential offerors' questions, conducting pre-proposal conferences, assures that all suppliers are treated equally to maximize receipt of competition and minimize protests.
- Oversees and maintains service contracts; such as, bus deep cleaning contract. Develop standards of performance and ensure those standards are articulated within the contract as well as executed in practice.
- Provides input for National Database reporting,
- Coordinates the preparation of invoices for federal, state and local funding sources.
- Updates Park City Transit's Title VI Civil Rights and DBE reports as required by state and/or federal authorities.
- Assists with the preparation of FTA and UDOT Triennial reviews.
- Prepares government purchasing documents (RFP's and bids) for transit service contracts and oversees administration of professional transit service contracts for bus service and maintenance, transit facility maintenance, capital project design and construction, and other regional and local transit related contracts.
- Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.
- Performs duties assigned as part of the City's emergency management plan. Responds in emergency situations. Obtains and maintains National Incident Management System Certification and learnings.
- Other duties as required.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in accounting, finance, or business administration
- 5 years of full time professional employment in accounting, finance, auditing, or a closely related field
- 1 year in a supervisory or administrative capacity; OR an acceptable combination of education and experience.

WORKING CONDITIONS:

- The employee must occasionally lift and/or move more than 10 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.
- Work is performed primarily in an office setting.
- Periodic exposure to stressful situations.
- May require small amounts of travel to and from meetings and trainings.
- Occasional non-traditional working hours which may include evening and weekend meetings.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required by personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.



**Park City Municipal Corporation
Job Description**

**Executive Assistant – Transportation
Transportation Department
Position # 1PU62
Reports to: Transportation Director**

Updated: August 2023 FLSA status: Non-Exempt

JOB SUMMARY:

This position manages the Transit Department drug and alcohol program. Ensures agency policies and procedures adhere to the compliance required by the Federal Transportation Administration (FTA) and the Department of Transportation (DOT). Works directly with management staff to identify and manage risk. Create action plans for discoveries and compliance violations. Supports the Transit Manager in the overall management and leadership of the Transit Department by providing independent, creative, and professional support. With little or no supervision; performs specialized, complex and confidential administrative and analytical assistance requiring the exercise of independent professional judgment. Coordinates with other departments as needed. This position may also provide general assistance to Public Works division supervisors as requested or needed.

TYPICAL DUTIES:

- Ensures that a company complies with Federal Transportation Administration and Department of Transportation outside regulatory and legal requirements.
- Responsible to create and maintain internal policies and bylaws for the Drug and Alcohol compliance. Ensures policies are up to date as regulations are updated.
- Work with management and staff to identify and manage regulatory risk.
- In the event of a regulatory breach, it is important for the compliance officer to have appropriate disciplinary measures in place to avoid a future recurrence.
- Creates and maintains the training program for the management team.
- Ensures compliance with the random drug tests of employees.
- Serve as a liaison on questions/issues regarding the Drug & Alcohol Program and Policies.
- Assist in the day-to-day operations of the Drug and Alcohol testing program with all Areas.
- Coordinate with Human Resources to ensure compliance with Title 49 CFR part 40.25
- Conduct program evaluations, prepare reports and contribute recommendations for future program enhancements.
- On-call responsibilities by responding, either directly or via phone, to emergencies or as needed situations, twenty-four (24) hours per day, seven (7) days per week.
- Prepare MIS reports and testing data as required.
- Prepare reports for internal, DPU and FTA audits.
- Accounts payable duties researching and processing vendor invoices and Transit Sales Tax reimbursement invoice processing and tracking for reimbursement.
- Project assistance – creates and maintains overall project tracking system with critical information including

schedule, budget, project team, major milestones, etc. Close coordination with division supervisors to maintain current list of critical tasks. Prepares clear and customizable reports showing status of projects for entire department and assists with regular staff and planning meetings. Assists with procurement of various services following City policies.

- Program and contractual assistance – creates and maintains overall program tracking system including: Strategic plans within the Public Works Department, tracking of time sensitive deliverables, assistance with RFP and contract writing including working with Legal Department. Maintains overall tracking system for reoccurring contractual obligations.
- Budget assistance – assists with development, preparation, and monitoring of departmental budgets. Updates quarterly goals for department. Tracks vendor accounts and contracts as assigned. Process and submit bills for payment.
- Document control/preparation, file management, and website – creates, maintains, updates, and publishes strategic planning documents, business plans, quarterly goals, year-end reports, and other key departmental documents for various audiences including the public and Council. Prepares staff reports and correspondence of all types. Manage complex filing system/records retention, manage confidential information/files. Website administrator for Public Works.
- Meeting, event, outreach, and emergency support - organize events, meetings, schedule meeting attendance and documentation. Administers R911 system and provide EOC assistance. Responds to customer/vendor/consultant calls.
- Research, compile, and presentation of information – conducts research on assigned subjects. Presents complex information both written and oral formats. Presents to various groups including the entire department, supervisors, other departments, and City Council.
- Customer service duties include answering detailed and complex citizen questions on the phone and in person. Assists with requests from press/media groups and citizens regarding specific incidents and projects.
- General administrative support to Director and other department members as assigned.
- Other duties as assigned or directed.

MINIMUM QUALIFICATIONS:

- Associate’s degree in a related field and 4 years work experience in an office or administrative setting performing clerical, administrative, and word processing, OR 7 years work experience in an office or administrative setting performing professional level clerical, administrative, and word processing.
- One year experience with minimal supervision providing para-professional data analysis, recommendations, project administration, staff, public, Council presentations, and/or budget monitoring.
- Ability to obtain Notary Public Certification
- Type 55 WPM

PREFERRED QUALIFICATIONS:

- Graduation from an accredited college with a Bachelor’s degree in related field.
- Two or more years of experience in word processing, spreadsheets and a typing speed of 60 net words per minute or better.
- Basic graphic design understanding/experience

WORKING CONDITIONS:

- Work is primarily performed in an office setting
- Occasional non-traditional working hours which may include evening and weekend meetings.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required by personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.



**Park City Municipal Corporation
Job Description**

**Transit Administrative Assistant
Transportation Department
Position # 1TR28
Reports to: Transit Department Executive Assistant & Marketing Outreach Coordinator
Updated: August 2023 FLSA status: Non-Exempt**

JOB SUMMARY:

The Transit Administrative Assistant provides administrative support across the Transit department. Assists Transit team with daily administrative needs. Provides customer service and sources of information for questions amongst the department staff. Ensures compliance records are maintained in accordance with company policy.

TYPICAL DUTIES:

- Administrator of file conversion to digital repository following city retention guidelines.
- Schedules and attends meetings as necessary for Transit Management.
- Assists with accounts payables as needed.
- Makes events, travel, and catering arrangements for the team.
- Assist in the purchasing, cataloguing, and distribution of department uniforms.
- Purchases necessary items for office and employee dorms.
- Assists in purchasing and cataloguing first aid and safety equipment.
- Performs organizational tasks as needed.
- Prepares reports related to system services, costs, payroll, work hours, miles logged, expenditures, fuel use, maintenance, overall progress, etc. as requested.
- The employer retains the right to change or assign other duties to this position.

MINIMUM QUALIFICATIONS:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to work well under deadlines and pressure.
- Strong analytical and problem-solving skills.
- Proficient with Microsoft Office Suite including Excel or related software.

PREFERRED QUALIFICATIONS:

- Associates degree (or equivalent experience) in business, office management, or related field.
- Bi-lingual in English and Spanish.

WORKING CONDITIONS:

- Job primarily performed in an office setting
- Occasional non-traditional working hours which may include rotating on-call, evenings, weekends, and holidays.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required by personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.



**Park City Municipal Corporation
Job Description**

**Transit Community Engagement Specialist
Transportation Department
Position # 1TR54 -02
Reports to: Senior Transit Manager**

Updated: August 2023 FLSA status: Non-Exempt

JOB SUMMARY:

The Transit Community Engagement Specialist focuses on service change outreach and building relationships with community partners to ensure Park City stakeholders understand the transit system. This position is key to helping ensure Title VI compliance and outreach to limited English proficiency riders.

TYPICAL DUTIES:

- Service change outreach planning through Engage Park City, surveys, open houses, and door-to-door outreach.
- Participate in city task forces, ex. serving as a liaison to Social Equity and LGBTQ taskforces.
- Oversee compliance with Title VI and EEO Plan.
- Attend and present at community and stakeholder meetings ex. the HPCA, Lodging Association, Park City Chamber of Commerce, etc.
- Prepare and present staff reports for city council regarding outreach efforts and public feedback.
- Work closely with City Communications and Engagement team pertaining to all transit outreach efforts to ensure consistent messaging and accurate City representation.
- Monitor Facebook & Twitter for comments & customer service requests, implement social media campaigns, ensure accurate information is on the MyStop app through Avail.
- The employer retains the right to change or assign other duties to this position.
- Support Transit Operator recruiting, and Transportation Demand Management (TDM) as needed.
- Utilize community events (Rodeos, Fairs, Festivals) to educate the public about Park City Transit services.

MINIMUM QUALIFICATIONS:

- High school graduate or equivalent (G.E.D.)
- Four years work experience in a business environment performing marketing and/or social media duties, OR four years education from an accredited educational program with one year work experience in a business environment performing marketing and/or social media duties.
- Microsoft Office experience, including the ability to create and edit documents in Word, Excel, Power Point, Adobe Creative Suite and Canva.

PREFERRED QUALIFICATIONS:

- Previous government or transit engagement experience.
- Experience speaking to media outfits (television, radio, and newspaper).
- Fluent in both English and Spanish.

WORKING CONDITIONS:

- Work is primarily conducted in an office setting with remote option.
- Occasional non-traditional working hours which may include evening and weekends.
- Periodic work outside in all four seasons and associated weather conditions.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required by personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.



**Park City Municipal Corporation
Job Description**

**Transit Business Intelligence Analyst
Position # 1TR60
Reports to: Transit Manager**

Updated: August 2023 FLSA status: Non-Exempt

JOB SUMMARY

The Transit Business Intelligence Analyst provides project management and technical expertise for administrative projects. Makes professional data-driven recommendations, analysis, and forecasting. Prepares, coordinates, and tracks department procurements and compliance reviews.

TYPICAL DUTIES

- Assists in preparing government purchasing documents (Request for Proposals and bids) for Transit contracts and oversees the administration of professional service contracts for bus service and maintenance, facility maintenance, capital project design, and construction. -
- Assists in preparing staff reports, as necessary, and presents them before the City Council for approval or direction as required.
- Provides project management responsibilities, including monitoring project schedules and deadlines; creates and defines the protocols for initiating and managing projects.
- Conducts technical research and documents findings in reports related to Transit projects. Assists in preparing project status reports, as required by funding entities for grant-funded projects (e.g., Federal Transit Administration capital grants).
- Assists in compliance with all Utah Department of Transportation (UDOT) & Federal Transit Administration (FTA) requirements, including drug and alcohol testing including the associated audits and reviews.
- Assists in the management, development, and maintenance of policy compliance within Park City Transit in coordination with the Senior Transit Manager; recommends, writes, and implements department policies and procedures.
- Assists in developing online training programs under the direction of the Safety and Training Assistant Manager.
- Assists in developing and maintaining complex filing systems and keeps orderly records as assigned.
- Provides support to other Transportation department staff, teams, committees, and boards; including oral, written, presentation materials, visual aids, and other documentation; in public and closed meetings as needed.
- The employer retains the right to change or assign other duties to this position.

MINIMUM QUALIFICATIONS

Required:

- Bachelor's degree or equivalent work experience.
- 5+ years of experience in Transportation or a closely related field.
- 5+ years of work experience performing clerical, administrative, and word processing in an office or administrative setting.
- Microsoft Office experience, including the ability to create and edit documents in Word, Excel, Power Point, and Adobe.

- Skilled in various Learning Management Software or Course Creation applications.
- Knowledge of Federal, State, and Park City procurement regulations and the State and Federal laws and regulations governing rural public transit.

Preferred:

- Skilled in Microsoft Project or other Project Management software.
- Skilled in computer-aided design, Geographic Information Systems (GIS) mapping, and related technologies.
- Demonstrate knowledge and understanding of construction plans and drawings, including architectural, structural, civil, mechanical, plumbing, electrical, grading, and landscaping.
- Previous experience in government or transit.

WORK ENVIRONMENT

- Work is primarily conducted in an office setting with a remote option.
- Occasional non-traditional working hours which may include evening and weekends.
- It may require small amounts of travel to and from meetings, training, and conferences.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required by personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.



**Park City Municipal Corporation
Job Description**

**Transit Service Planner
Transportation Department
Position # 1TR42
Reports to: Senior Transit Manager**

Updated: August 2023 FLSA status: Non-Exempt

JOB SUMMARY:

Maximizes ridership by determining the most efficient allocation of available equipment and personnel to implement the routes, hours of service, and frequency determined by the Transportation Director and Senior Transit Manager. Creates reliable and efficient schedules for routes. Utilizes software tools to analyze and design systems. Uses system knowledge and performance data to improve service. Develops a fleet operating plan that delivers reliable service while minimizing miles and hours. Creates operator work assignments, manages labor costs, and provides desirable working conditions.

TYPICAL DUTIES:

- Develops bus schedules by understanding schedule variations such as traffic patterns, daily anomalies, special events impacts, and time allocations. Considers limitations of budget and regulatory criteria, using a firm understanding of budget, Department of Transportation (DOT) regulations, charging needs, staffing requirements, operator satisfaction, other work assignments, etc.
- Develop schedules to include time points, layovers, deadheads, End of Lines (EOLs), etc.
- Analyzes effectiveness of existing operating plans. Uses software tools to generate new operating scenarios and evaluates how these meet customer needs, expectations, budget, and operator expectations. Determines problems or issues to be researched and develops solutions.
- Works collaboratively with other City departments to create and ensure special event needs and routes.
- Coordinates with Transit ITS Manager, and Transit Marketing and Outreach on signage and rider information.
- Collects and uses system knowledge, and passenger and trip data to evaluate route effectiveness and make adaptations where improvements are necessary.
- Occasionally rides/drives all routes to be familiar with time points, route design, potential issues, etc. to ensure continual route improvement.
- Maintains up-to-date knowledge of industry approaches to creating schedules, fleet assignments, and operator work assignments, and evaluates continuously the effectiveness of those approaches. Recommends solutions to Transit Manager as appropriate.
- Utilizes route planning software to plan routes and time points and adjust parameters as needed in Geographic Information System (GIS)/Automatic Vehicle Location (AVL) systems.
- Performs duties assigned as part of the City's emergency management plan. Responds to emergency situations. Obtains and maintains National Incident Management System Certification and learnings.
- The employer retains the right to change or assign other duties to this position.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in a related field or an equivalent combination of education and work experience.
- 3+ years of progressive experience in Transit operations planning and scheduling.
- Knowledge of the State and Federal laws and Regulations governing the transportation of passengers.
- Safety safety-sensitive position requires mandatory initial and random drug and alcohol screenings. Must participate in Federal Transportation Administration and Department of Transportation-mandated Drug & Alcohol testing programs.
- Ability to pass and maintain Department of Transportation (DOT) Physical Requirements
- Ability to pass and maintain valid Class B Commercial Driver's License with passenger and air brake endorsements.
- Safe driver with a valid driver's license and no more than 2 moving violations in the past 3 years.
- No convictions for driving under the influence of alcohol or any drugs within the past 10 years.

PREFERRED QUALIFICATIONS:

- Working knowledge of Park City & Summit County transit routes and operations
- Utah Commercial Driver's License class B with passenger and air brake endorsements
- Knowledge of scheduling software and its application.

WORKING CONDITIONS:

- Work is primarily performed in an office setting.
- The employee must occasionally lift and/or move more than 15 pounds to lift signs, boxes etc..
- Occasional non-traditional working hours which may include rotating on-call working hours including evenings, weekends, and holidays.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required by personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.



**Park City Municipal Corporation
Job Description**

**Transit Operations Supervisor
Transportation Department
Position #1TR40
Reports to: Manager of Transit**

Updated: August 2023 FLSA status: Non-Exempt

JOB SUMMARY:

The Transit Operations Supervisor is responsible for supervising a team of Transit Operators and Dispatchers. The Transit Operations Supervisor supports the team in their job duties and supervisory responsibilities. The Transit Operations Supervisor also assists the transit management team with any projects related to the safe and efficient operation of the Transit System.

TYPICAL DUTIES:

- Directly supervises and evaluates performance for 2-10 Operators and/or up to 7 Dispatchers. In coordination with the Assistant Manager, delivers performance management to maximize job performance.
- Ensures compliance with city and departmental policies and applicable Standard Operating Procedures (SOP's).
- Provides visibility and support for Operators and customers through one-on-one interaction in the field while identifying system problems with schedules, assigned routes, detours, on-time reliability, and potential safety hazards, etc.; recommends and implements solutions.
- Coordinates special services, i.e., drug screens, change day, emergency services, etc.
- Develops partnerships with employees and other departments to create positive change and help establish an enjoyable and productive work environment.
- Prepares all run-bid materials, conducts run-bid process ensuring bids are timely, and accurate. Coordinates all Change-Day transitional activities and prepares all information necessary for dissemination to Operators.
- Investigates and addresses complaints to ensure Park City Transit is meeting commitments made to our customers. Routinely utilizes video management system software to document incidents and submit reports and statements as necessary.
- Ensures compliance with all laws and regulations including ADA, EEO, DBE, DOT, FMLA, and FTA. Works to develop and implement policies and guidelines that achieve city needs and organizational goals while ensuring full compliance with all Civil Rights laws.
- Oversees transit records, vehicle usage, fuel consumption, pre-trip inspections, scheduling, and passenger counts, as well as overall system efficiencies. Prepares incident/accident reports as necessary.
- Willingness and ability to function as a first responder in the event of a major disaster or event and maintain status on the emergency responders list.
- The employer retains the right to change or assign other duties to this position.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent.
- Valid Class B, Utah Commercial Driver's License (CDL) with air brake and passenger endorsements.

- Knowledge of American Disabilities Act (ADA) requirements
- Ability to pass mandatory and/or random drug and alcohol screenings.
- Valid driver's license and no more than 2 moving violations in the past 3 years.
- No convictions for driving under the influence of alcohol or any drugs within the past 10 years.

PREFERRED QUALIFICATIONS:

- Bachelor's degree or equivalent experience in a related field.
- Knowledge of automotive and diesel operations and maintenance procedures.
- 1 year of supervisory experience, preferably in the transit industry.

WORKING CONDITIONS:

- Work is performed in an office setting and in the field. Field work may involve extended periods of time in a staff vehicle responding to concerns in the field in various climate conditions (snow, rain, heat, cold, wind etc.).
- The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals.
- Considerable exposure to stressful situations.
- Requires travel to and from meetings, trainings and conferences.
- The noise level in the work environment is usually low to moderate.
- Occasional non-traditional working hours which may include evening and weekend meetings.
- Occasional non-traditional working hours which may include evening and weekends.
- Rotating on-call working hours including evenings, weekends, and holidays.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required by personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.



**Park City Municipal Corporation
Job Description**

**Transit Dispatcher
Transportation Department
Position # 1TR36
Reports to: Transit Operations Supervisor**

Updated: August 2023 FLSA status: Non-Exempt

JOB SUMMARY:

The Transit Dispatchers assist in routing, scheduling, and assigning Transit Operator staff and maintain two-way radio communications.

TYPICAL DUTIES:

- Monitor and/or respond to a variety of calls including two-way radios and mobile phones; verify and monitor vehicle unit locations via computers; record all service calls; prepare, prioritize, and relay transportation requests including any emergencies.
- Schedule daily bus routes in response to passenger service requests (same-day service). Review, organize, and maintain trip manifests to maximize route efficiency.
- Check bus routes to ensure the integrity of schedules and maintain an accurate computer-generated log of all service requests; driver hours/issues, incidents/accidents, mileage, and passenger information for reporting purposes; and respond to all calls and service requests promptly, with courtesy.
- Prepare daily trip schedules and reports.
- Respond to emergencies as requested including hazardous and severe weather conditions. Coordinate with supervisors, police, and other dispatchers as required.
- Coordination between Transit Operators and Mechanics to ensure vehicle maintenance is addressed.
- Arrange for substitute Transit Operator(s) when Operator(s) have unscheduled absences.
- Receive and log all lost and found items.
- The employer retains the right to change or assign other duties to this position.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent.
- Ability to obtain and maintain a Utah Bureau of Criminal Identification Clearance (BCI).
- Must maintain a valid Class B Commercial Drivers' License (CDL) with passenger and air brake endorsements, and adherence to safety and traffic laws.
- Ability to maintain a valid medical certificate meeting the Department of Transportation (DOT) physical qualifications.
- Safety-sensitive position requires mandatory and/or random drug and alcohol screenings.
- Safe driver with a valid driver's license and no more than 2 moving violations in the past 3 years.
- No convictions for driving under the influence of alcohol or any drugs within the past 10 years.

PREFERRED QUALIFICATIONS:

- Associate degree or equivalent experience in related field.
- Experience with computers, two-way radios, and excellent communication and documentation skills.
- English and Spanish speaking.
- 2 years of transit experience with progressive supervisory responsibilities.

WORKING CONDITIONS:

- Work is performed primarily in an office setting.
- Work includes day, swing, and night shifts, holidays, and weekends

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required by personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.



**Park City Municipal Corporation
Job Description**

**Transit Operator
Transportation Department
Position # 1TR34
Reports to: Transit Operations Supervisors**

Updated: August 2023 FLSA status: Non-Exempt

JOB SUMMARY:

Transit Operators are responsible for the safe operation of buses and transportation of passengers over assigned routes throughout Park City and Summit County. This position entails performing various related duties and specialized tasks as assigned, including Route Operations Coordinator, operator training, and paratransit operations.

TYPICAL DUTIES:

- Responsible for safely and efficiently operating buses on designated routes during daily shift assignments throughout Park City and Summit County.
- Performs daily pre-trip and post-trip inspections of vehicles following Department of Transportation (DOT) and Federal Transportation Administration (FTA) regulations and communicates safety concerns and maintenance needs both verbally and in writing to the Fleet department to ensure the maximum safety of vehicles during operation.
- Performs basic vehicle maintenance on a daily basis, such as maintaining appropriate levels of fuel, radiator coolant, oil, tire pressure, and cleaning the interior and exterior of the vehicle, including sweeping/mopping the interior as necessary, searching for lost articles, and cleaning windshield and windows.
- Delivers superior customer service and functions as an ambassador for the City through professional and courteous interactions with coworkers, the public, and users of the transit system while adhering to all City and departmental safety policies and procedures.
- Physically assists passengers boarding and unloading with different types of equipment, such as skis, bicycles, luggage, wheelchairs, etc., as requested and complies with Americans with Disabilities Act (ADA) requirements for transporting disabled passengers, such as announcing stops, offering assistance, securing wheelchairs, and equipment, etc.
- As assigned, serves as the Mobility (Paratransit/Senior Service) Dispatcher position which includes, but is not limited to, answering phone calls, taking reservations, scheduling rides, responding to passenger requests and concerns, monitoring the two-way radio traffic of paratransit operators, resolving on-route issues and scheduling conflicts, and makes necessary decisions required for the smooth operation of the system with excellent judgment and professionalism.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Must be at least 21 years of age.
- Ability to pass and maintain the Department of Transportation (DOT) Physical Requirements.

- Safety-sensitive position requires mandatory and/or random drug and alcohol screenings.
- Ability to pass and maintain valid Class B Commercial Driver's License with passenger and air brake endorsements.
- Safe driver with a valid driver's license and no more than 2 moving violations in the past 3 years.
- No convictions for driving under the influence of alcohol or any drugs within the past 10 years.
- Able and willing to work day or evening shifts, weekends, and holiday shifts as assigned.
- Able to prepare legible written reports of incidents and accidents.

PREFERRED QUALIFICATIONS:

- Bilingual in English and Spanish.
- At least one winter season as a Transit Operator with Park City Transit.
- Working knowledge of Park City's transit routes and operations.
- Skilled and knowledgeable in the safe and efficient operation of multiple types and sizes of transit vehicles, including diesel and electric power plants, body-on-chassis vehicles, and low-floor transit coaches of varying lengths.

WORKING CONDITIONS:

- The employee may occasionally be required to lift and move up to 50 pounds.
- Specific vision abilities required by this job for safe maneuvering and operation of City buses and other vehicles. Ability to read traffic signs, observe passengers, and operate a vehicle during day and night-time conditions.
- The employee works near moving vehicles, machinery, & mechanical parts.
- Work is performed inside a bus and outdoor settings, in all weather conditions including extreme temperatures day and/or night.
- Periodic/considerable exposure to stressful situations including passenger questions, complaints, and general transit operations and City information inquiries.
- The noise level includes diesel engine noise, and passenger noise and is usually low to moderate.
- Non-traditional working hours which include evenings and weekends.
- Occasional on-call working hours including evenings and weekends.
- Work includes day, swing, and night shifts, holidays, and weekends.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required by personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.



**Park City Municipal Corporation
Job Description**

**Building Maintenance III – Transit (AM and Graveyard Shift)
Public Works/Transit Department
Position #
Reports to: Transit Shift Supervisor**

Updated: August 2023 FLSA status: Non-Exempt

JOB SUMMARY:

The Building Maintenance III position requires skilled labor and completes complex duties related to building maintenance for the Transit Department, Public Works facility, and on-street transit shelters and bus stop areas.

TYPICAL DUTIES:

- Actively maintains the cleanliness of bus garages, bus shelters, bus stops, storage areas, and facilities and is proficient and certified in the proper use of the floor sweeper, forklift, snow removal equipment, loader, and other Transit Department equipment.
- Duties include cleaning the insides of vehicles using mops, brooms, cleaning agents, vacuums, carpet/upholstery cleaner, rags and towels and preparing vehicle exteriors for entry into the automated washing facility.
- Fuels (electric charging, DEF, and diesel gas), parks, and performs basic service maintenance (fluid checks/top off) to all assigned vehicles.
- Provides seasonal maintenance work as needed, including snow removal, painting, plastering, installation, and removal of signage, raking & sweeping, power washing.
- Makes minor repairs and performs preventive maintenance associated with signage, transit shelters, facilities, electric bus chargers and bus stops.
- Maintains inventory control systems to ensure materials availability to meet demand in facility storage locations; orders supplies.
- Works with city departments and outside groups to assist in special event signage and ground crew operations, such as barricade delivery and removal.
- Tests, monitors, and oversees transit department snow removal equipment to ensure successful routine snow removal.
- Supervises other seasonal maintenance employees.
- The employer retains the right to change or assign other duties to this position.

MINIMUM QUALIFICATIONS:

- 1 year of custodial experience.
- Must have a valid state driver's license.
- Ability to maintain a CDL.
- 1 year experience in building maintenance repair.

PREFERRED QUALIFICATIONS:

- Forklift, loader, or other equipment certifications
- First Aid/CPR Certificate
- Knowledge of proper safety precautions when using cleaning agents, lifting heavy objects, or when performing maintenance duties in hazardous settings

WORKING CONDITIONS:

- The employee occasionally works near moving mechanical parts; in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, and toxic or caustic chemicals.
- Work is performed primarily in outdoor settings, in all weather conditions including temperature extremes, and includes day, swing and night shifts.
- The employee is routinely required to lift up to 50 pounds.
- The employee performs manual labor, including but not limited to: working on ladders, lifts, rooftops, in boiler rooms, or in cold, hot, or dusty conditions.
- The employee operates cleaning equipment such as floor scrubs, vacuums and carpet shampooers and snow blowers.
- The noise level in the work environment is usually low to moderate.
- Occasional non-traditional working hours which may include evening and weekends.
- Work hours are evenings and weekends.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required by personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.



**Park City Municipal Corporation
Job Description**

**Building Maintenance II - Transit
Transportation Department
Reports to: Transit Shift Supervisor**

Updated: December 2023 FLSA status: Non-Exempt

JOB SUMMARY:

Building Maintenance II will provide skilled labor and complete complex duties related to building maintenance for the Public Works facility or on-street transit shelters and bus stop areas. Responsible for cleaning the interior of the buses, fueling, and topping off necessary fluids nightly. This is a seasonal position.

TYPICAL DUTIES:

- Actively maintains the cleanliness of bus garages, bus shelters, bus stops, storage areas, and facilities and is proficient and certified in the proper use of the floor sweeper, forklift, snow removal equipment, loader, and other Transit Department equipment.
- Performs janitorial duties throughout transit facilities that may include the following: emptying trash, washing windows, carpet cleaning, mopping, vacuuming, and sweeping floors.
- Provides seasonal maintenance work as needed, including snow removal, painting, plastering, installation, and removal of signage, raking & sweeping, power washing.
- Makes minor repairs and performs preventive maintenance associated with signage, transit shelters, facilities, electric bus chargers and bus stops. This includes but is not limited to fueling buses and topping off fluids, cleaning buses, and moving them around the yard as needed.
- May order supplies; maintain inventory control systems to ensure materials availability to meet demand in facility storage locations.
- Works with city departments and outside groups to assist in special event signage and ground crew operations, such as barricade delivery and removal.
- Tests, monitors, and oversees transit department snow removal equipment to ensure successful routine snow removal.
- Adheres to all City and departmental safety policies and procedures.
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- 1 year of custodial experience.
- Must have valid state driver's license.
- 1 year experience in building maintenance repair.

PREFERRED QUALIFICATIONS:

- Forklift, loader, or other equipment certifications.
- First Aid/CPR Certificate.

- Valid CDL license.

WORKING CONDITIONS:

- The employee occasionally works near moving mechanical parts; occasional exposure to wet and/or humid conditions, fumes, airborne particles, and toxic or caustic chemicals.
- Work is performed primarily in outdoor settings, in all weather conditions including temperature extremes, and includes day, swing and night shifts.
- The noise level in the work environment is usually moderate to low.
- Occasional non-traditional working hours which may include evening and weekends.
- Occasional on-call working hours including evenings and weekends.

The physical demands and work environments described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Accommodations will be examined on a case-by-case basis.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required by personnel so classified.



**Park City Municipal Corporation
Job Description**

**Transportation Planning Department Manager
Transportation Planning
Position # ITP64
Reports to: Transportation Director**

Updated: August 2023 FLSA status: Exempt

JOB SUMMARY:

The Transportation Planning Department Manager acts as the manager for the Transportation Planning team, overseeing all elements of the City's transportation planning functions by providing professional leadership and technical expertise in the field of transportation planning. This position leads the City's transportation vision and exercises quality decision-making, exceptional leadership, exemplarily project management skills, interdepartmental collaboration, and represents the transportation planning with elected officials, stakeholders and relevant agencies.

TYPICAL DUTIES:

- Assigns and oversees the updating of the City's Transportation Master Plan, Transportation Demand Management Plan, Transit Plans, Active Transportation Plan, Corridor Plans, and additional strategic guiding documents and transportation related studies. Develops, implements, oversees programs and capital project development that increase the use of alternative transportation methods.
- Oversees and develops a 5-year Transportation Capital Improvement Plan (CIP), a fiscally constrained implementation plan for multimodal projects and programs. Conducts communication with stakeholders to ensure the transportation capital plan captures City transportation priorities, revenue projections, and fiscal constraints.
- A supervisory role that is responsible for direction and management of transportation planning department staff. Oversees department budget and programming.
- Develops and manages overall grant strategies and annual grant applications for transportation capital projects. Oversees and prepares multimillion dollar applications for related Federal, State and Local grant programs.
- Oversees and leads planning process to advance transportation capital projects. This includes tasks not limited to: leading scoping, advising staff, budgeting, consultant selection and oversight, public outreach, and presentations before the public and elected officials.
- Articulates the City's transportation planning challenges, objectives, strategies, and priorities and their relationship to traffic and projects with local and regional partners, visitors, employees, and stakeholders. Assists in communicating City's objectives to stakeholders, leads policy changes, strategic and implementation plans and programs.
- Assigns and oversees the development and implementation of Transportation Demand Management programs and strategies that effectuate short- and long-term behavioral change focused on reducing vehicle trips, reducing parking demand, promoting active transportation and transit ridership.

- Assigns and oversees transportation land use development review as it pertains to large scale development integration with active transportation, transit, and parking.
- Prepares and develops reports, recommendations, and presentations on transportation planning initiatives and projects, intended outcomes and successes to City Council and respective parties. Direct and oversee Council reports on related work activities.
- Serves as City liaison to agency partners on existing and long range transportation issues including but not limited to; Utah Department of Transportation, Summit County, Mountainland Association of Governments, and High Valley Transit. Facilitates constructive dialogue, public outreach and education in the community related to complex policy and planning issues.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- 10 years of professional experience with 4 years of management experience
- Bachelor’s degree with major course work in urban/regional planning, transportation planning, traffic engineering, environmental planning, or a closely related field.
- A master’s degree in relevant field may be substituted for 2 years of experience.
- Experience working with elected officials and/or executive leaders.
- Knowledge of basic traffic engineering principles associated with Level of Service, MUTCD, NACTO, volume/capacity, etc.
- Must have knowledge of: current transportation practices and projects, including technical aspects, planning, budgeting, construction and scheduling; Regulations as related to transportation planning specific job tasks; transportation planning methodologies; federal, state and local government policies and grants; engineering principles and practices; technical writing methods; and land use planning.

PREFERRED QUALIFICATIONS:

- Master’s degree in a closely related field.
- Previous transportation and/or transit planning experience.
- Project management experience.
- Adobe Creative Suite, Microsoft Office, Arc GIS or other relevant transportation software skills.

WORKING CONDITIONS:

- Work is performed primarily in an office setting.
- Occasional non-traditional working hours which may include evening and weekend meetings.
- Occasional non-traditional working hours which may include, rotating, on-call, evenings, weekends, and holidays.
- On occasion required to lift 25lbs, such as an ebike, temporary roadway devices, outdoor pop-up tent or other public involvement meeting materials and items.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required by personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.



**Park City Municipal Corporation
Job Description**

**Assistant Transportation Planning Manager
Transportation Planning
Position # ITP64
Reports to: Transportation Planning Department Manager**

Updated: August 2023 FLSA status: Exempt

JOB SUMMARY:

The Assistant Transportation Planning Manager provides professional and technical expertise in the field of transportation planning and completes this by engaging community stakeholders, elected officials, technical professionals, and the public in long-range transportation projects and specific multimodal planning and programming activities. This work is multifaceted in areas of managing high profile transportation projects, developing plans and projects as found in Park City Forward, lead additional long-range strategic planning initiatives, facilitate policy projects, advance community and stakeholder representation, and specific multimodal planning and corridor projects. This position exercises independent judgment has supervisory responsibilities, exhibit quality decision-making, possess exceptional project management, interdepartmental collaboration, and represent the transportation planning with elected officials and agency leadership.

TYPICAL DUTIES:

- Manage short-term and long-term transportation projects and initiatives, including but not limited to: leading scoping, budgeting, consultant selection and oversight, public outreach, and presentations before the public and elected officials.
- Develops, implements, and oversees programs that increase the use of alternative transportation methods. Assists in communicating objectives to stakeholders, leads policy changes, strategic and implementation plans and programs.
- Identify and advance projects and policies that that minimize peak traffic impacts, increases transit ridership, promote active transportation, and reduce parking demand in and around Park City. Prepares reports, recommendations, and presentations on transportation planning initiatives and projects, intended outcomes and successes
- Articulates the City's transportation planning challenges, objectives, strategies, and priorities and their relationship to traffic and projects with local and regional partners, visitors, employees and stakeholders.
- Supervisory role, managing department staff and staff on other transportation planning projects and programs.
- Serves as City transportation regional liaison to agency partners including but not limited to; Utah Department of Transportation, Summit County, Mountainland Association of Governments, Historic Park City Alliance, and High Valley Transit.
- Lead and manage multi-disciplinary project teams to develop complex transportation projects and strategies.

- Leads transportation coordinators, community stakeholders and volunteers in programs that promote transportation projects and develops and manages incentive-based programs. Facilitates constructive dialogue, public outreach and education in the community related to complex policy and planning issues.
- Supports data collection, analysis, and reports with transportation system performance, including but not limited to traffic counts, Level of Service, transit ridership, transit operations, mode split, and bicycle and pedestrian facility usage.
- Develop Council communications and reports on related work activities and develop and give professional level presentations.
- The employer retains the right to change or assign other duties to this position.

MINIMUM QUALIFICATIONS:

- 7 years of professional experience with 1 year of management experience
- Bachelor’s degree from an accredited college or university with major course work in geography, urban/regional planning, transportation planning, traffic engineering, environmental planning, or a closely related field.
- A master’s degree in relevant field may be substituted for 2 years of experience.
- Experience working with elected officials and/or executive leaders.
- Knowledge of basic traffic engineering principles associated with Level of Service, MUTCD, NACTO, volume/capacity, etc.
- Must have knowledge of: current transportation practices and projects, including technical aspects, planning, budgeting, construction and scheduling; Regulations as related to transportation planning specific job tasks; transportation planning methodologies; Federal, state and local government policies; Engineering principles and practices; Technical writing methods; and Land use planning.

PREFERRED QUALIFICATIONS:

- Master’s degree in a closely related field.
- Previous transportation and/or transit planning experience.
- Project management experience.
- Adobe Creative Suite, Microsoft Office, Arc GIS or other relevant transportation software skills.

WORKING CONDITIONS:

- Work is performed primarily in an office setting.
- Occasional non-traditional working hours which may include evening and weekend meetings.
- Occasional non-traditional working hours which may include, rotating, on-call, evenings, weekends, and holidays.
- On occasion required to lift 25lbs, such as an ebike, temporary roadway devices, outdoor pop-up tent or other public involvement meeting materials and items.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required by personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.



**Park City Municipal Corporation
Job Description**

**Senior Transportation Planner
Transportation Planning
Position # ITP60
Reports to: Transportation Planning Department Manager**

Updated: August 2023 FLSA status: Exempt

JOB SUMMARY:

The Senior Transportation Planner provides professional and technical expertise in the field of transportation planning by engaging community stakeholders, elected officials, technical professionals, and the public in long-range transportation projects and specific multimodal planning and programming activities. This work is multifaceted in areas of managing high profile transportation projects, developing plans and projects as found in Park City Forward, lead additional long-range strategic planning initiatives, facilitate policy projects, advance community and stakeholder representation, and specific multimodal planning and corridor projects. This position exercises independent judgment, has supervisory responsibilities, exhibit quality decision-making, possess exceptional project management, interdepartmental collaboration, and represent the transportation planning with elected officials and agency leadership.

TYPICAL DUTIES:

- Manage short-term and long-term transportation projects and initiatives, including but not limited to: leading scoping, budgeting, consultant selection and oversight, public outreach, and presentations before the public and elected officials.
- Develops, implements, and oversees programs that increase the use of alternative transportation methods. Assists in communicating objectives to stakeholders, leads policy changes, strategic and implementation plans and programs.
- Identify and advance projects and policies that that minimize peak traffic impacts, increases transit ridership, promote active transportation, and reduce parking demand in and around Park City. Prepares reports, recommendations, and presentations on transportation planning initiatives and projects, intended outcomes and successes.
- Articulates the City's transportation planning challenges, objectives, strategies, and priorities and their relationship to traffic and projects with local and regional partners, visitors, employees and stakeholders.
- Supervisory role, managing department staff and staff on other transportation planning projects and programs.
- Serves as City transportation regional liaison to agency partners including but not limited to; Utah Department of Transportation, Summit County, Mountainland Association of Governments, Historic Park City Alliance, and High Valley Transit.
- Lead and manage multi-disciplinary project teams to develop complex transportation projects and strategies.

- Leads transportation coordinators, community stakeholders and volunteers in programs that promote transportation projects and develops and manages incentive-based programs. Facilitates constructive dialogue, public outreach and education in the community related to complex policy and planning issues.
- Supports data collection, analysis, and reports with transportation system performance, including but not limited to traffic counts, Level of Service, transit ridership, transit operations, mode split, and bicycle and pedestrian facility usage.
- Develop Council communications and reports on related work activities and develop and give professional level presentations.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- 7 years of professional experience with 1 year of management experience
- Bachelor's degree with major course work in geography, urban/regional planning, transportation planning, traffic engineering, environmental planning, or a closely related field.
- A master's degree in relevant field may be substituted for 2 years of experience.
- Experience working with elected officials and/or executive leaders.

PREFERRED QUALIFICATIONS:

- Master's degree in a closely related field.
- Previous transportation and/or transit planning experience.
- Project management experience.
- Adobe Creative Suite, Microsoft Office, Arc GIS or other relevant transportation software skills.

WORKING CONDITIONS:

- Work is performed primarily in an office setting.
- Occasional non-traditional working hours which may include evening and weekend meetings.
- Occasional non-traditional working hours which may include, rotating, on-call, evenings, weekends, and holidays.
- On occasion required to lift 25lbs, such as an ebike, temporary roadway devices, outdoor pop-up tent or other public involvement meeting materials and items.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required by personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.



**Park City Municipal Corporation
Job Description**

**Associate Transportation Planner
Transportation Planning
Position # 1TP50
Reports to: Strategic Transportation Planning Manager
Updated: January 2024 FLSA status: Non Exempt**

JOB SUMMARY:

The Associate Transportation Planner creates, defines, and implements Park City’s transportation vision, goals, and priorities through the engagement of community stakeholders, elected officials, technical professionals, and the public in long-range, short-range, and project specific multimodal planning activities.

TYPICAL DUTIES:

- Assists in the implementation and management of the long-range transportation plan, short range transit plan, bicycle and pedestrian plan, and other related plans or projects.
- Serves as a task lead or deputy project manager for transportation planning projects, programs or policies. Assists in communicating planning objectives and policy changes that minimize traffic volumes and parking demand in and around Park City.
- Prepare data and visualizations such as tables, charts, accurate reports, models, infographics, and maps for the interpretation or presentation of data, findings, or analyses.
- Supports the development of transportation plans, programs and special projects. This may include collection, analyzing and interpretation of transportation system performance measures, collection of stakeholder input, researching best practices, contributing to request for proposals, manages and supports consultant contracts and other activities.
- Assists the review of development proposals as it relates to transportation related impacts.
- Support the development of transportation and parking related Land Management Code amendments.
- Manages, direct, and organize transportation planning activities for public/stakeholders and coordinate planning activities with outside transportation agencies including but not limited to; Utah Department of Transportation, Summit County, Mountainland Association of Governments, Historic Park City Alliance, etc.
- Develop and support development of Council communications on related work activities.
- Support the development of grant proposals for transportation funding.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree with major course work in geography, urban/regional planning, transportation planning, traffic engineering, environmental planning, or a closely related field.

PREFERRED QUALIFICATIONS:

- Master’s degree in a closely related field
- Adobe Creative Suite, Arc GIS or other relevant transportation software skills.

WORKING CONDITIONS:

- Work is performed primarily in an office setting.
- Occasional non-traditional working hours which may include evening and weekend meetings.
- Occasional non-traditional working hours which may include, rotating, on-call, evenings, weekends, and holidays.
- Would need to be able to lift 25lbs such as an ebike, temporary roadway devices, outdoor pop-up tent or other public involvement meeting materials and items.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required by personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.



**Park City Municipal Corporation
Job Description**

**Traffic Operations Manager
Transportation
Position # 1TR92-01
Reports to: Transportation Director**

Updated: August 2023 FLSA status: Non-Exempt

JOB SUMMARY:

The Traffic Operations Manager develops and oversees the daily operations of the winter peak day traffic plan, including the coordination of staffing and resources from various City departments throughout the peak day operational period. The Traffic Operations Manager monitors the roadway networks and coordinates with City departments, resorts, and construction professionals on roadway events which require enhanced City services including variable message signs (VMS), staffing and resources.

TYPICAL DUTIES:

- Responsible for leading the Peak Day team comprised of internal and external stakeholders to identify operational needs for special events and peak traffic operations. This includes identifying staffing needs, operational changes, and coordination with internal departments such as Police, Special Events, Transit, Parking, Emergency Management, Public Works, the ski resorts, Summit County, UDOT, and other external partners.
- Supports and participates in the development and implementation of roadway technology used for operating and managing the city's transportation network.
- Keeps City Managers and Transportation Director informed of the day-to-day activities during Special events, and winter peak day operations.
- Anticipates problems and works with clients, architects/engineers, subcontractors, and program managers to identify and implement corrective actions.
- Facilitates meetings; prepares and submits summary of project progress and pending issues to Transportation Director.
- Works with key departments and City management to ensure clear communication regarding all events and assignments. Provide guidance and supervision to other staff as requested, including review of completed assignments.
- Exemplary professional attitude and demonstrated ability in exercising tact, diplomacy, good judgment, and support.
- Develops project documents, processes, and procedures required to support the City's transportation network.
- Develops and monitors tracking metrics for traffic flow.
- Completes a variety of complex assignments requiring excellent verbal and written communication skills, including an ability to interface effectively with a variety of people. Assists with proposal writing and incident management training.
- Manages scheduling, labor hours, and shift coverage of staff.
- Actively promotes and supports safety policies to enhance traveler mobility and safety.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- A 4-year degree (or equivalent experience) and 12 + years of related work experience is required with at least 3 years in a leadership role.
- Candidate must have a minimum of 5+ years in Transportation Planning, Special Event Planning, Law Enforcement Management, and transportation experience involving traffic analysis and evaluation of transportation operations issues and finding creative solutions to complex transportation problems.
- Possess a valid state driver's license.

PREFERRED QUALIFICATIONS:

- Reside in the greater Park City area
- Be familiar with Park City's roadway network, transit services, and traffic patterns.

WORKING CONDITIONS:

- This job is primarily conducted in an office setting but requires time in the field in adverse weather conditions.
- Ability to lift and move various traffic control devices and safely operate in the roadway.
- May require small amounts of travel to and from meetings, trainings, and conferences.
- Non-traditional working hours which include evening and weekends and holidays.
- Ability to safely operate a motor vehicle in all types of weather conditions.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required by personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.



**Park City Municipal Corporation
Job Description**

**Intelligent Transportation System (ITS) Manager
Transportation Department
Position # 1TR56
Reports to: Transportation Director**

Updated: August 2023 FLSA status: Exempt

JOB SUMMARY:

The ITS Manager provides leadership and expertise in the development and management of Intelligent Transportation Systems (ITS), and Transportation Systems Management & Operations (TSMO) supporting both goals and objectives of state, local, and regional transportation plans and technical services within the Park City Transportation Department, including but not limited to transit ITS and transportation system monitoring, local and state ITS infrastructure, active traffic management, and technical management of the Park City Traffic Command Center.

This position has a heavy emphasis on data analysis of all transportation related data sources available to the city and the development and implementation of new technologies that provide data to support the success of Park City's Short Range Transit Plan and the Long-Range Transportation Plan.

TYPICAL DUTIES:

- Oversee the maintenance, operation, and training of staff for Park City's Transit CAD/AVL system.
- Develop continued enhancements to Park City's ITS plan and TSMO standards within Park City Short and Long-Range Transportation Plans.
- Lead efforts related to ITS elements of the adopted Transportation Plan and coordination with City Engineering and Planning teams on relevant Policy and Code amendments.
- Provide technical leadership and expert advisory relating to TDM programs that increase the use of alternative transportation methods and maximize the capacity of the transportation network through existing and future technology.
- Facilitate requests for proposals and oversee consultant and technical service provider contracts.
- Thorough understanding of City Council priorities and strategies to achieve transportation related goals.
- Project management of ITS funds, i.e. oversee scopes, budgets, and timelines for agency work programs and projects.
- Manage details associated with delegation of IT projects, administrative work, training opportunities and supervision of department staff.
- Performs duties assigned as part of the City's emergency management plan.

The employer retains the right to change or assign other duties to this position.

MINIMUM QUALIFICATIONS:

- B.S. degree in IT or related field.
- Five (5) years of relevant transportation, transit technology, or IT experience since degree, or equivalent combination of education and progressively responsible relevant experience.
- Documented experience with 12v vehicle systems

PREFERRED QUALIFICATIONS:

- Master's degree in a closely related field
- Management experience
- Certifications such as PTOE, PTP, CCNA, Comp TIA A+, or PMP preferred.
- Experience with 110/220v AC, 12v solar systems and ITS hardware and communications infrastructure
- Purchasing and budgeting experience to include working with vendors, bidding processes, budgeting, and funding major projects.

WORKING CONDITIONS:

-
- Work is performed primarily in an office setting with additional work occurring on vehicles or outside in any weather condition including extreme temperatures.
- The employee may occasionally lift and/or move up to 40lbs and crawl, kneel, stoop, climb or balance and walk to work on transit vehicles, and access ITS hardware.
- The employee may encounter exposure to fumes, chemicals, hazardous work environments such as garages, vehicle lift systems, vehicle fluids and noise from tools.
- Frequent exposure to potentially stressful situations while working with public, contractors, and state agencies.
- Occasional non-traditional working hours which may include rotating, on-call, evenings, weekends and holidays.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required by personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.



**Park City Municipal Corporation
Job Description**

**IT Coordinator II – Transit & Transportation
Transit Department
Position # 1TR50
Reports to: ITS Manager**

Updated: January 2024 FLSA status: Non Exempt

JOB SUMMARY:

The IT Coordinator II troubleshoots and resolves hardware and software issues related to Transit and Transportation ITS and Fleet technology systems in close coordination with the City IT department, responds to service requests from Transit and Fleet staff, implements technology integration strategies, and provides instruction and training to systems users.

TYPICAL DUTIES:

- Provides front line technical support and answers service calls from Transit, Fleet and Transportation staff to troubleshoot and support specialized software applications and associated hardware systems. Coordinates with the City IT Department, Transit Manager, and staff to resolve hardware and software problems.
- Ensures the proper functioning and integration of all Transit ITS hardware and software components including the suite of Transit CAD/AVL technology such as MDT's, Head-sign interface units, way finding announcements, 2-way radio systems, Automated People Counters (APC), GPS, etc., and troubleshoots, performs diagnostics, and coordinates repairs.
- Coordinates projects and daily work with minimal suspension, utilizing the JIRA suite of tools to manage workflows, established SLA's and project tasks.
- Assists in various Transit, Transportation and Fleet Information Technology projects ranging from software and database management, system upgrades, and hardware / software updates in close coordination with City IT team.
- Trains staff on specialized Transit and Fleet IT equipment, systems, and software.
- Interacts daily with city staff requiring ability to streamline and cater deliver of content to a variety of audiences.
- Assists in recommending products and participates in project implementation for Transit Fleet and Transportation.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Associate degree or demonstrated equivalent in formal education and/or equivalent related experience.
- 2 years Microsoft Windows environment PC/network repair or support experience.
- Valid state driver's license

PREFERRED QUALIFICATIONS:

- Extensive application support experience
- Bachelor's degree in computer science or another related field
- Certifications: MS 365, Azure, etc., CompTIA A+, CCNA, DBA or web, data processing certifications

- Experience with automotive mechanical work and 12v vehicle systems.

WORKING CONDITIONS:

- Work is performed primarily in an office setting.
- Occasional field work is required, at times in extreme heat, cold, and inclement weather, including facilities that include exposure to hazardous work environments such as chemicals associated with vehicle repair, and loud tool noise.
- Employee may be required to lift up to 40lbs such as metal transit signs or similar hardware, and kneel, crawl, climb ladders, etc., wear PPE to access equipment on buildings, roofs of vehicles or beneath vehicles and access and use of standard power and hand tools.
- Occasional non-traditional working hours which may include evening and weekends to support system maintenance and critical outage recovery, etc.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required by personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.



**Park City Municipal Corporation
Job Description**

**Fleet Manager
Fleet Division – Public Works Department
Position # 1FL70
Reports to: Public Works Manager**

Updated: August 2023 FLSA status: Non-Exempt

JOB SUMMARY:

As manager of the Fleet Operations Team, is responsible for the overall management, planning and performance of the Fleet Services Department. The Fleet Manager oversees all Fleet service operations, acquisition, maintenance, repair, overhauling, and scheduled replacement and disposal of 350+ pieces of specialized equipment including a variety of gas, diesel, hybrid, and electric automotive, police, landscape, and construction equipment. Additionally, oversees maintenance and repairs all of Park City's fleet of diesel and fully electric transit buses. Accountable for dependability and reliability of entirety of City fleet. Responsible for Operations and Capital Budget for the department. Oversees vehicle procurement.

TYPICAL DUTIES:

- Manages the daily affairs of the Fleet Department and exercises direct supervision over Mechanic personnel. Evaluates performance, handles personnel problems, coaches & trains staff, resolves complaints and other issues. Recommends to the Public Works Director the advancement, promotion, discipline, development, or status changes of departmental personnel, and contract service providers.
- Management of all shop operations including mechanic assignments, time keeping, and performance reviews; parts ordering and inventory control; work order processing and completion; and shop cleanliness and safety. Schedule City vehicle maintenance and repairs and manage workflow.
- Accountable for fiscal responsibility of all department budgets and spending. Approves department expenditures and ensures budget performance measures are met. Selection and management of vendors to assure best quality and lowest cost of parts and supplies.
- Responsible for ordering fleet vehicles and general asset management. Meets time-sensitive milestones to ensure equipment with long lead times are ordered, received, and commissioned, satisfying inter-departmental operational deadlines.
- Ensures customer service standards are maintained in Fleet operations for internal and external customers.
- Manages Fleet Staff technical training and skills development, including City adoption of new fleet technologies.
- Assists staff with and provides direction regarding repairs on equipment in the field as needed; responds to on-call technician questions on a 24-hour basis.
- Responsible for compliance with inspection of City vehicles for conformance with State regulations and issues State inspection stickers.
- Perform full range of master level mechanic duties associated with the preventative maintenance, repair and rebuilding of engines, differentials, and other major and minor components, including electrical systems for a variety of gas, diesel, hybrid, and electric automotive and construction equipment. Maintains infrastructure for diesel and electric fleet, including overhead and depot charging stations.
- Confirms diagnosis of mechanical problems and determines parts required to make needed repairs.

- Other duties as assigned

MINIMUM QUALIFICATIONS:

- Graduation from a 2-year technical college with a mechanic certificate or 5 years' experience as a Mechanic in Municipal Fleet Operation on gas, diesel, hybrid and electric automotive, transit bus, and construction equipment.
- 2 years of progressive leadership and/or supervision experience
- Valid CDL with passenger and air brake endorsements or ability to obtain within six months of hire.
- State of Utah Vehicle Inspector Certification or ability to obtain.
- Completion of required safety and maintenance training for all fleet equipment.
- Ability to write and interpret equipment specifications and build schematics; effectively communicate with design engineers.
- Knowledge of system billing procedures, budget, parts, and supply acquisition.
- Extensive knowledge of gas, diesel, hybrid and electric fleet mechanic practices, principles, and techniques.
- Knowledge of arc and acetylene welding practices and techniques.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in related field
- Automotive Service Excellence (ASE) Certifications in car/light truck & heavy truck and bus.

WORKING CONDITIONS:

- Able to work under a vehicle working on your back on a Mobil creeper.
- Able to lift suspension parts such as springs, tires, wheels, brake drums etc. from a squatted position.
- The employee must occasionally lift up to 75 pounds and move up to 150 pounds.
- The employee occasionally works near moving mechanical parts; in high, and/or precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals.
- Work is performed in all weather conditions including extreme temperatures.
- The noise level in the work environment is usually moderate to high.
- Occasional non-traditional working hours which may include on-call evening and weekends.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required by personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.



**Park City Municipal Corporation
Job Description**

**Fleet Shop Foreman
Fleet Division – Public Works Department
Position # 1FL52
Reports to: Fleet Manager**

Updated: August 2023 FLSA status: non-Exempt

JOB SUMMARY:

Performs administrative and supervisory duties to manage the day-to-day operations of the fleet. Addresses incoming complaints and requests. Performs the full range of repairs and maintenance on 350+ pieces of specialized equipment including a variety of gas, diesel, hybrid, and electric automotive, police, landscape, and construction equipment. Additionally, maintains and repairs all of Park City's fleet of diesel and fully electric transit buses. Administers safety program. Makes recommendations regarding maintenance schedules, fleet procurement, and fleet operations. Performs duties with only general direction and latitude for independent judgment within established guidelines and policies.

TYPICAL DUTIES:

- Assists Fleet Manager with shop oversight, including assisting staff with troubleshooting and repairs, fleet maintenance scheduling, work order entry, inventory, personnel timekeeping, prioritizing workflow/loads of fleet staff, interdepartmental coordination of City fleet maintenance, ensuring high-level internal and external customer service experience.
- Perform diagnostics and repairs on equipment in the field as needed; respond to needs for mechanical repairs on a twenty-four-hour basis. Active member of on-call rotation.
- Perform full range of master level mechanic duties associated with the preventative maintenance, repair and rebuilding of engines, differentials, and other major and minor components, including electrical systems for a variety of gas, diesel, hybrid, and electric automotive, transit bus, police, landscape, and construction equipment.
- Fabrication as needed. Perform arc, mig, and acetylene welding functions as needed.
- Oversees staff to ensure all City and departmental safety policies and procedures are adhered to in day-to-day operations.
- Inspect City vehicles for conformance with State regulations and issues State inspection stickers.
- Enter work orders into the fleet management software system.
- Assists Master Mechanics with troubleshooting and repair of fleet vehicles and equipment.
- Orders and receives parts & supplies.
- Maintain an orderly and clean workspace to enhance shop efficiency and safety.
- Responsible for Fleet Supervision
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Graduation from a two-year technical college with a mechanic certificate or five years' experience as a mechanic. Additional years' experience may be substituted for formal education.

- Valid CDL with passenger and air brake endorsements or ability to obtain within six months of hire.
- State of Utah as a Vehicle Inspector Certificate or ability to obtain within six months of hire.
- Extensive knowledge of gas, diesel, hybrid, and electric fleet mechanic practices, principles, and techniques.
- Leadership skills including conflict resolution, performance management, and coaching.
- Skilled in the use of mechanical tools, materials, and testing equipment.
- Ability to diagnose mechanical and electrical defects and determine steps necessary to put equipment in proper operating condition.
- Knowledge of arc and acetylene welding practices and techniques.
- Knowledge of the hazards and safety precautions common to equipment maintenance and repair activities.

PREFERRED QUALIFICATIONS:

- Extensive working knowledge of advanced fleet technologies preferably in a Municipal Fleet Operation, on gas, diesel, hybrid, electric automotive, transit bus, and construction equipment.
- ASE or Master ASE Certified

WORKING CONDITIONS:

- Able to work under a vehicle working on your back on a Mobil creeper.
- Able to lift suspension parts such as springs, tires, wheels, brake drums etc. from a squatted position.
- The employee must occasionally lift up to 75 pounds and move up to 150 pounds.
- The employee occasionally works near moving mechanical parts; in high, and/or precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals.
- Work is performed in all weather conditions including extreme temperatures.
- The noise level in the work environment is usually moderate to high.
- Occasional non-traditional working hours which may include evening and weekends.
- Rotating on-call working hours including evenings, weekends and holidays.

The above statements are intended to describe the general nature and level of work performed by people assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required by personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.



**Park City Municipal Corporation
Job Description**

**Master Mechanic
Fleet Division – Public Works Department
Position # 1FL50
Reports to: Fleet Manager**

Updated: August 2023 FLSA status: Non-Exempt

JOB SUMMARY:

Performs full range of repairs and maintenance on 350+ pieces of specialized equipment including a variety of gas, diesel, hybrid, and electric automotive, police, landscape, and construction equipment. Additionally, maintains and repairs all of Park City's fleet of diesel and fully electric transit buses. Provides input on procurement of equipment and vehicles.

TYPICAL DUTIES:

- Perform full range of master level mechanic duties associated with the preventative maintenance, repair and rebuilding of engines, differentials, and other major and minor components, including electrical systems for a variety of gas, diesel, hybrid, and electric automotive, transit bus, police, landscape, and construction equipment.
- Perform repairs on equipment in the field as needed; respond to needs for mechanical repairs on a twenty-four-hour basis.
- Inspect City vehicles for conformance with State regulations and issues State inspection stickers.
- Diagnose cause of mechanical problems and determine parts required to make needed repairs.
- Fabrication as needed. Perform arc, mig, and acetylene welding functions as needed.
- Enter work orders into the fleet management software system.
- Orders parts & supplies.
- Ensure all City and departmental safety policies and procedures are adhered to in day-to-day operations.
- Maintain a clean and orderly workspace to enhance shop efficiency and safety.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Graduation from a two-year technical college with a mechanic certificate or three years' experience as a mechanic in both gas and diesel automotive and construction equipment.
- Ability to obtain a CDL with passenger and air brake endorsements within six months of hire date.
- Ability to obtain certification from the State of Utah as a Vehicle Inspector within six months of hire date (including passenger/light duty truck, tractor trailer, buses and motorcycle/ATV.)
- Must possess complete set of hand and air tools sufficient to perform the above job duties.
- Extensive knowledge of gas and diesel mechanic practices, principles, and techniques.
- Ability to diagnose mechanical and electrical defects and determine steps necessary to put equipment in proper operating condition.
- Knowledge of arc, mig, and acetylene welding practices and techniques.

PREFERRED QUALIFICATIONS:

- Certification in hybrid/electric vehicle maintenance and repair
- Experience in diagnosing electric fleet vehicles and other equipment.

WORKING CONDITIONS:

- Able to work under a vehicle working on your back on a Mobil creeper.
- Able to lift suspension parts such as springs, tires, wheels, brake drums etc. from a squatted position.
- The employee must occasionally lift up to 75 pounds and move up to 150 pounds.
- The employee occasionally works near moving mechanical parts; in high, and/or precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals.
- Work is performed in all weather conditions including extreme temperatures.
- The noise level in the work environment is usually moderate to high.
- Occasional non-traditional working hours which may include on-call evening and weekends.

The physical demands and work environments described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Accommodations will be examined on a case-by-case basis.



APPENDIX C

To the

Park City Transportation Department

2024 Equal Employment Opportunity Plan:

2024 EMPLOYEE HANDBOOK

2024



PARK CITY MUNICIPAL **EMPLOYEE HANDBOOK**



Welcome to Park City Municipal Corporation

We are excited that you have chosen to work at Park City Municipal Corporation and look forward to a productive and successful work relationship. We hope your work experience is meaningful and rewarding. You are an important member of our team and we look forward to your contributions to our mountain town. To help you understand how our organization works, we are providing you with the Employee Handbook. The Handbook explains the ins and outs of City employment, discusses our commitments to provide a safe, healthy, and fair work environment, and highlights our expectations for your successful employment with Park City.

The information contained in this Handbook is intended to serve as a guide to employment at Park City. Nothing in this Handbook or any other policy or procedure prepared by the City is intended to be or shall be construed as constituting a contract or contract term of any kind, either express or implied, regarding any and all terms and conditions of your employment with the City, including without limitation with respect to your duties, compensation, discipline procedure or duration of employment or any other obligation on the part of the City. The City hereby reserves the right to unilaterally alter, amend or revoke any policy contained in this Handbook, and to amend or revoke any other City policy, practice, or procedure.

Park City is committed to providing equal employment opportunities for all and to creating a work environment that is free of unlawful discrimination, and, in addition to the many important policies in this Handbook, we direct your attention to the Equal Employment Opportunity policies in section I.

Understanding Park City's Handbook

It is the responsibility of all Park City Municipal Corporation (Park City or the City) employees, including managers and supervisors, to be familiar with Park City Municipal Corporation's Employee Handbook (the Handbook). Except as expressly provided otherwise in the Handbook, the Handbook applies to Full-Time Regular Employees, Part-Time Employees, Seasonal Employees, Student Interns, and Volunteers. The forms discussed below are available on the City's Payroll Portal. Please review the Handbook and sign the acknowledgement form confirming your understanding of these important policies.

Individual departments within the City may establish additional policies. However, these department policies may not be less restrictive than the policies set forth here.

The City has exclusive authority to interpret the Handbook.

Table of Contents

I.	Our Commitment to Equal Opportunity in the Workplace.....	4
1.1	Commitment to Diversity.....	4
1.2	Equal Employment Opportunity	4
1.3	Anti-Sexual Harassment	4
1.4	Anti-Harassment.....	5
1.5	Anti-Retaliation	5
1.6	Complaint Procedure	5
1.7	Accommodations	6
II.	Understanding Your Compensation	6
2.1	Employee Pay	6
2.2	Work Week and Pay Periods.....	6
2.3	Timekeeping	7
2.4	Overtime	7
2.5	Bonuses.....	7
2.6	On-Call Pay	8
2.7	Break Time and Lunch Period.....	8
2.8	Bilingual Stipend	8
2.9	Employee Referral Bonus	9
2.10	Education Assistance	10
2.11	Business Travel.....	11
2.12	Recording Time While Traveling on Business	13
III.	Understanding Your Benefits	14
3.1	Health and Wellness Benefits	14

- 3.2 Flex Work Schedule..... 14
- IV. Understanding Your Responsibilities as a City Employee 17
 - 4.1 Attendance and Punctuality 17
 - 4.2 Code of Ethics..... 17
 - 4.3 Workplace Conduct 18
 - 4.4 Outside Employment 19
 - 4.5 Solicitations 20
 - 4.6 Gratuities 20
 - 4.7 Youth Protection 20
 - 4.8 Employment of Family Members..... 21
 - 4.9 Working with Minor Children..... 21
 - 4.10 Information Technology (IT)..... 22
 - 4.11 Cell Phones and other Electronic Devices..... 23
 - 4.12 Email Standardization and Usage 23
 - 4.13 Social Media..... 23
 - 4.14 Personnel Files 24
 - 4.15 Personal Property 25
 - 4.16 Personal Use of Public Property 25
- V. Understanding Your Status as a City Employee..... 25
 - 5.1 Classifications of Employment 25
 - 5.2 Transfers 27
 - 5.3 Hiring Practices 27
 - 5.4 Performance Evaluations 28
 - 5.5 Promotions 28

5.6	Resignation and Discharge.....	28
5.7	References.....	28
VI.	Time Away from Work	28
6.1	Holiday Pay and Premium Pay.....	28
6.2	Vacation Leave.....	29
6.3	Sick Leave.....	31
6.4	Family Care Leave	31
6.5	Parental Leave	32
6.6	Family and Medical Leave Act Leave	32
6.7	Return to Work From Medical Leave	32
6.8	Other Leave.....	32
VII.	Workplace Safety and Productivity	33
7.1	Safety	33
7.2	Background Checks and Criminal Matters.....	33
7.3	Workplace Violence.....	34
7.4	Smoking.....	35
7.5	Drug and Alcohol.....	35
7.6	Drug Testing	36
7.7	Fitness for Duty Medical Examinations	37
7.8	Driving on City Business and Use of City Vehicles	37
VIII.	Disciplinary Action and Appeal Procedures.....	40
8.1	Disciplinary Action	40
8.2	Discharge and Pre-Termination Meeting	40
8.3	Employee Transfer and Discharge Appeal Rights and Procedure.....	41

I. Our Commitment to Equal Opportunity in the Workplace

1.1 Commitment to Diversity

Park City is committed to creating and maintaining a workplace where all employees have an opportunity to participate in and contribute to the success of our operations and where employees are valued for their skills, experience, and unique perspectives.

1.2 Equal Employment Opportunity

Park City supports equal employment opportunity for all applicants and employees in compliance with state and federal laws. It does not discriminate against employees or applicants for employment on any prohibited basis, including race, color, sex, age, pregnancy, childbirth or pregnancy-related condition, religion, gender identity, sexual orientation, national origin, disability, or veteran status. This policy applies to all terms and conditions of employment, including hiring, promotion, termination, layoff, leave of absence, compensation, and training. Employees are expected to treat each other with dignity and respect at all times. If you believe that you or any other employee have been subject to discriminatory treatment, you should contact the HR Department, the City Attorney, the City Manager, your supervisor or department manager, or any other supervisor or manager with whom you feel comfortable.

1.3 Anti-Sexual Harassment

It is the City's policy and expectation that all employees have a right to work in an environment free from sexual harassment. Sexual harassment is a violation of federal law under Title VII of the Civil Rights Act of 1964, as amended, and is also against state law. Park City will not tolerate or permit sexual harassment at our workplace in any form, and such conduct may result in disciplinary action up to and including discharge.

Sexual harassment may take various forms and may be verbal, physical, or visual. Sexual harassment may include offensive sexual flirtations, advances or propositions, verbal abuse of a sexual nature, graphic verbal commentaries about individuals or individuals' bodies, degrading words or names, sexually suggestive displays, emails, pictures, or objects in the workplace. A manager's, supervisor's, or co-worker's threat or insinuation, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's work environment or any conditions of employment may also be sexual harassment. While these examples are not a complete list of what may be deemed to be sexual harassment under the law, sexual harassment problems should be avoided if employees act professionally and treat each other with respect.

The City will not permit any such conduct that interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment. If any individual believes that they have been sexually harassed, they must notify their supervisor or any other officer, supervisor, or

manager with whom the employee feels comfortable. Any employee, including supervisors and managers, who has knowledge of any incident of sexual harassment, is required to report such information to the HR Department, the City Attorney, the City Manager, their supervisor or department manager or any other supervisor, or manager with whom the employee feels comfortable. Any employee who brings a complaint in good faith will not be adversely treated by the City. The complaint will be properly investigated, and any necessary and appropriate remedial action will be taken.

1.4 Anti-Harassment

Park City wants to provide its employees with a workplace free of tensions involving matters that are not related to the services offered by the City. The City will not tolerate disparaging or degrading remarks or animosity in the workplace based on any protected classification, including race, color, sex, age, pregnancy, childbirth or pregnancy-related condition, religion, gender identity, sexual orientation, national origin, disability, or veteran status. Such conduct may result in disciplinary action up to and including termination. Further, such harassment may be a violation of state or federal law. If any employee believes that they have been subject to harassment based on a protected classification, the employee should notify the HR Department, the City Attorney, the City Manager, his or her supervisor or department manager or any other supervisor, or manager with whom the employee feels comfortable. If you are a supervisor and have knowledge of any incident of harassment, you must report the matter to the HR Department, the City Attorney, the City Manager, your supervisor or department manager, or any other manager with whom you feel comfortable. An employee who brings a complaint in good faith will not be adversely treated by the City. The complaint will be properly investigated, and any remedial action, which is necessary and appropriate, will be taken.

1.5 Anti-Retaliation

Park City prohibits retaliation of any kind against employees who, in good faith, report harassment or discrimination or assist in investigating such complaints. If an employee feels they have been subjected to any form of retaliation, the employee should notify their supervisor, the HR Department or any other supervisor, or manager with whom the employee feels comfortable.

1.6 Complaint Procedure

Any employee, including supervisors and managers, who has knowledge of any incident of discrimination, harassment, or retaliation, is required to report such information to the HR Department, the City Attorney, the City Manager, their supervisor or department manager, or any other supervisor or manager with whom the employee feels comfortable. An employee who brings a complaint in good faith will not be adversely treated by the City. All complaints will be properly investigated, and any remedial action, which is necessary and appropriate, will be taken. Confidentiality will be protected to the extent possible.

1.7 Accommodations

The City will provide reasonable accommodations to qualified applicants and employees with disabilities so that they can perform their essential job functions. When notified, the City will engage in an interactive process to determine whether a reasonable accommodation is necessary and possible, without undue hardship to the City, for an otherwise qualified applicant or employee with a known physical or mental disability.

Park City will also reasonably accommodate the religious beliefs or practices of applicants and employees. In addition, the City provides reasonable accommodation for employees related to pregnancy, childbirth, breastfeeding, and related conditions, as required by law.

An employee or applicant who believes that they need a reasonable accommodation should contact their immediate supervisor, department manager, or the HR Department.

The City may provide a light duty assignment to an eligible employee in response to a request for a reasonable accommodation or pursuant to work restrictions ordered by an appropriate health care provider. Light duty assignments are developed at the City's discretion based on availability of light duty assignments, physical capability, skills, City needs, and the availability of light-duty assignments. Light duty assignments will be re-evaluated as necessary. The City will determine appropriate work hours, shifts, duration, and locations of all light duty assignments.

II. Understanding Your Compensation

2.1 Employee Pay

The City operates within the guidelines of an established Pay Plan. The Pay Plan attempts to ensure the uniform and equitable application of pay based on factors including employee duties, classification, qualifications, and relevant market data. The City believes rewarding performance and not longevity is an equitable way of compensating employees. All employee pay, including raises and adjustments, is subject to budget constraints and revenue availability and may be altered at any time.

The City's Pay Plan contains a list of grades and positions supported by written job descriptions detailing job duties and the qualifications necessary for a position. The classification system is not static and is not intended to fix positions permanently into grades. Instead, the system is periodically reviewed to adapt to changing conditions.

2.2 Work Week and Pay Periods

The standard work week for all non-public safety personnel begins on Sunday at midnight and ends Saturday at 11:59 p.m. of the same week. The standard work week for all sworn Police

Officers is defined by the biweekly pay period of 80 hours. The standard pay period for all sworn Police Officers begins on Sunday at midnight and ends Saturday at 11:59 pm of the following week; equating to an 80 hour biweekly pay period. Employees must approve timecards by 10:00 am on the Monday following the end of the pay period. Managers must approve timecards the same day by noon. Employees are paid every other Friday for the proceeding pay period either by direct deposit or traditional paychecks.

2.3 Timekeeping

All non-exempt employees must clock in to work by an approved time-keeping method. This may include a physical time clock, phone app, or computer check-in. Employees must use the time-keeping method approved by their supervisor or department. Employees are expected to be “clocked in” and ready to work at their work location when their shift starts. Falsifying time clock entries or allowing any employee to punch in or out for another employee is prohibited.

2.4 Overtime

For non-exempt and non-public safety employees, overtime is time worked above a 40-hour workweek. For non-exempt public safety employees, overtime is defined as hours worked above 80 hours during the biweekly pay period. Sick leave, vacation, and other non-worked hours do not apply toward accrual of overtime hours.

While the City pays employees for all overtime worked, an employee must obtain their supervisor’s approval for overtime hours before working overtime hours. Employees should consult their supervisor or department manager for clarification on department-specific practices.

Without overtime approval from their supervisor, all hourly employees must conclude their day’s work at the established time. Any non-exempt employee must obtain their supervisor’s approval to conduct City business during unscheduled work hours. This includes phone calls, texts, and emails for City business during unscheduled work hours.

2.5 Bonuses

The bonus program is designed to recognize a specific incident such as seasonal work, sales, or other on-the-job accomplishments and contributions.

1. Cost Savings Bonus:
 - a. An employee may receive up to 10% of cost savings, not to exceed \$5,000, that would be realized in the first year following implementing an employee’s cost savings idea. Any cost savings bonus requires the prior written approval of the City Manager. Nominations must be in writing and forwarded to the Human Resources Department.

2. Part-Time and Seasonal Employee End-of-Season Bonus:

- a. A part-time or seasonal employee may receive a bonus based on approved end-of-season time and shift requirements, safety, accident record, and specific department criteria. Each department paying these bonuses must have the criteria by which the bonus is calculated. This is considered a non-discretionary bonus.

3. Pro Shop Bonus:

- a. Employees whose positions are related to merchandise sales or services may be eligible for a bonus based on sales or pro shop revenue generation. Employees who receive these bonuses are not eligible for end-of-season bonuses. This is considered a non-discretionary bonus.

2.6 On-Call Pay

Employees who are assigned to work on-call will be paid wages consistent with federal law governing on-call pay. On-call pay rates are set at the department level.

2.7 Break Time and Lunch Period

Policies covering break time and lunch periods vary by department. Employees should contact their department manager or the HR Department for details.

2.8 Bilingual Stipend

Park City will pay a fixed amount of \$40 per pay period for Full-Time Regular Employees and \$20 per pay period for Part-Time Employees who participate in the City's Bilingual Stipend program. Program participants must be proficient in a non-English language that the City deems necessary to service its constituents, which languages include Spanish and American Sign Language. Additional languages will be considered as needed.

Employees in positions with a demonstrated public need for bilingual skills may be eligible to participate. The HR Department in coordination with department managers will determine which positions are eligible for the bilingual stipend.

Employees requesting the Bilingual Stipend must meet these criteria:

- a. Employee must be available to offer translation services during regularly scheduled work hours.
- b. A current list of certified bilingual employees will be maintained by the HR Department.

- c. Employee must pass a third-party-prepared proficiency test certifying the employee's ability to speak and write English and Spanish, another necessary language, or use sign language. Before requesting a proficiency test, employees must receive written approval from their department manager.
- d. Employees who fail the proficiency test may retake the exam after three months with approval from their department manager.
- e. The bilingual stipend will only be paid for pay periods where the employee receives straight time pay hours at a minimum of 15 hours per week.
- f. If an employee transfers from a position that is eligible for the bilingual stipend to a position that is not eligible, the stipend will end.
- g. Eligibility will be reviewed annually by the Human Resources department to verify whether the employee receiving the bilingual stipend is performing bilingual services.
- h. If an employee refuses to perform assigned bilingual duties, then the department manager may immediately revoke the employee's stipend.

Funding for the bilingual stipend will be in the HR Department budget. The HR Department will administer the stipend, including reviewing applications, scheduling proficiency tests, and issuing certifications.

2.9 Employee Referral Bonus

Park City will pay a cash bonus of \$1,000 to an eligible City employee who refers a job applicant that the City hires, under the terms below.

- a. The bonus pay schedule is:
 - 1. \$500 is paid after the referred candidate is hired and completes 30 days of employment.
 - 2. \$500 is paid after the referred candidate is hired and is released from probation or at the end of a work season (i.e., winter transit driver), whichever comes first.
- b. These City employees are eligible to participate in the Employee Referral Bonus program:
 - 1. Employees in good standing including Part-Time, Full-Time, or Seasonal may earn a referral bonus.
 - 2. The referral must represent the candidate's first contact with the City; previous employees, including Part-Time and Seasonal employees, are not

eligible for the referral bonus program until two years after their resignation or termination date.

3. The applicant must enter the referring employee's name on the application.
 4. Referrals must be hired within 180 days of the original referral date.
 5. All candidates will be evaluated on merit; submitting a referral does not guarantee the candidate an employment offer.
- c. These employees are not eligible to participate in the Employee Referral Bonus program:
1. HR Department personnel;
 2. Managers with hiring authority over referred candidate.

Hiring decisions will not be discussed with the referring employee.

2.10 Education Assistance

Eligible employees may be reimbursed for up to 100 percent of tuition and other educational fees for the successful completion of undergraduate, graduate, and post-graduate courses in accredited colleges or universities, and for professional certifications and training. Eligible programs include professional-level certifications, course training, and accreditations. Educational Assistance payments are only available for educational programs that align with the City's operational goals and budgetary constraints.

- a. City employees who are eligible to participate in the Education Assistance program include:
1. Full-Time Regular Employee who are released from probation, meet all performance expectations, and have no formal disciplinary action within the previous 18 months.
 2. Employees must apply for and receive approval before enrolling in courses. The approval process may take 30 days.
 3. Employees must have an individual development plan, approved by an immediate supervisor, establishing that the education is relevant to the employee's current position or another position for which the employee is reasonably qualified. The individual development plan must not interfere with the employee's duties and must be clearly aligned with the employee's education and City needs.

4. The employee must obtain the academic goal within the time projected in the individual development plan or in an amended individual development plan.
- b. The City will pay reimbursements to eligible employees as follows:
1. One hundred percent of tuition, including all mandatory fees, and textbooks capped at \$10,000 per calendar year. The first \$5,250 will be paid tax-free. If the reimbursement exceeds \$5,250, the remaining \$4,750 will be considered taxable income.
 2. Reimbursement will only be paid for a passing grade of C- or higher grade based on a sliding scale: A=100% B=90% C or a Pass in a Pass/Fail course = 80%. Employees must provide satisfactory proof of grades.
 3. Employee must complete the appropriate forms found under Employee Forms on the Payroll Portal to ensure prior approval and payment.
 4. Reimbursement will be administered by Accounts Payable within the Finance Department and mailed to the employee's address listed in the Payroll Portal unless the employee contacts Accounts Payable to request in-person pickup.
 5. Employees who voluntarily separate from employment with the City within one year of the last reimbursement will be required to repay the City the most recent disbursement.

2.11 Business Travel

The City will reimburse eligible employees for approved business travel expenses under these guidelines:

- a. This policy does not cover short trips during work hours made by employees during their regularly assigned work duties on behalf of the City.
- b. Department manager approval for employees and Deputy City Manager Approval or designee approval for department managers must occur prior to making travel and accommodation arrangements, without which expenses are non-reimbursable.
- c. Travel reimbursements greater than \$2,500 must be approved by the City Manager or designee.
- d. Employees are expected to submit an Expense Report within five days after the first business day back at the employee's typical office assignment. Employees

must document travel-related expenditures with itemized receipts, invoices, or other supporting documentation. Submitted expenses may be rejected by the Finance Department for failure to comply with this policy. Expenses that are not submitted for reimbursement within 60 days will not be reimbursed.

- e. Employees must pay for personal meals with their daily per diem, and not with a P-Card. Employees who charge personal meals to a P-Card are required to reimburse the Finance Department for those charges. Authorized group meals are not subject to this subsection.
- f. After receiving approval for travel from their manager, employees should book flights in advance to avoid premium pricing.
- g. Employees should incur the lowest reasonable travel expenses and must not travel more than necessary or book extravagant board and lodging. Employees should attempt to reduce the environmental impacts of their travel, including by using commercial airlines, public transit, and fuel-efficient vehicles.
- h. Transportation should not exceed a class rating of economy or coach, or the equivalent.
- i. Rental cars should be selected based on the size needed for the group traveling together and only if business activities are not held close to lodging. Employees should decline all additional rental car insurance offered by the rental company; these charges will not be reimbursed.
- j. Personal car mileage reimbursement follows the standard mileage rate set by the IRS accessed at www.irs.gov. The rate set by the IRS includes gasoline, which is not separately reimbursable. An employee electing to travel by personal vehicle instead of commercial air will be reimbursed for the least expensive mode of transportation. The employee must provide a comparison showing total travel costs for airfare versus total cost of driving and the lowest cost shall be reimbursed. This documentation must be attached to the Expense Report.
- k. Employees should prioritize hotels affiliated with or hosting the reason for business travel (i.e., location of the conference or training). If alternate accommodations are required, the cost should be comparatively priced to the hotels in the area. Itemized hotel receipts are required for reimbursement.
- l. Employees must request Meal and Incidental Per Diem, seven days in advance of travel, based on location-specific rates, determined by U.S. General Services Administration's GSA Per Diem Rates and Per Diem Worksheet. Employees are not required to retain or provide receipts. Employees must return the per diem

cash advance within ten days of travel being cancelled or changed. The employee is responsible for any cash per diem that is lost or stolen.

- m. On the first and the last day of travel the per diem is pro-rated according to the GSA rates table.
- n. Examples of expenses that are not approved business travel expenses include: alcohol, gambling, pet fees, laundry services, toiletries, entertainment, upgrades, late/early check-in fees, parking or moving violation tickets, and personal services.
- o. Airport parking will be reimbursed based on the cost of the daily economy lot fee.
- p. Round-trip mileage from the employee's home to the airport (minus the employee's regular commuting mileage to work) will be reimbursed using the standard mileage rate set by the IRS.
- q. The City is not financially responsible for any personal expenses or travel arrangements if an employee chooses to travel with a partner, child, or pet and will not reimburse for their accommodation, leisure expenses, or any other travel expenses.
- r. If an employee receives prior approval to add vacation time onto a business trip, any cost variance in airfare, car rental, or accommodation must be clearly identified on the Expense Report. Employees are required to pay for these expenses.

2.12 Recording Time While Traveling on Business

Non-exempt employees traveling on business must record time worked as follows:

- a. If an employee is given a one-day assignment at a different location (e.g., a conference, training session), the employee is entitled to compensation for time spent commuting to the assignment location that exceeds the employee's normal time spent commuting to the employee's regular work location. For example, if an employee who regularly commutes from Kimball Junction to City Hall in approximately 17 minutes is given a one-day assignment in Salt Lake City, and the travel time to Salt Lake City from Kimball Junction is approximately 28 minutes, then the employee should record actual work time reflecting approximately 11 minutes of additional work time (i.e., recorded hours should reflect actual time spent commuting).
- b. If an employee is required to travel away from home overnight for work, all travel time during the employee's normal working hours will be counted as work time. This includes travel time during normal working hours on nonworking days. For

example, if an employee regularly works from 9:00 a.m. to 5:00 p.m., Monday through Friday, any travel time between 9:00 a.m. to 5:00 p.m. will be counted as work time on Saturday and Sunday as well as on Monday through Friday. Travel time outside of the employee's regular working hours will not be counted as work time. If an employee with regular working hours from 9:00 a.m. to 5:00 p.m. takes a three-hour flight for an overnight work assignment, and the employee's flight leaves at 8:00 a.m. and lands at 11:00 a.m., then the employee should record two hours of their travel time as work time but should not record the first hour of the flight or any time commuting to the airport as work time because that travel time occurred outside of the employee's regular working hours.

- c. Employees should record actual time worked on the timecard for the days they are attending a conference, training, session, etc. (e.g., 8:00 a.m.–5:00 p.m., with a one-hour lunch or 7:00 a.m.–5:00 p.m. with a one-hour lunch).

III. Understanding Your Benefits

3.1 Health and Wellness Benefits

The City offers an array of health and wellness benefits detailed in the Employee Benefits Guide which is available on the Payroll Portal or from the HR Department.

3.2 Flex Work Schedule

The City offers several possible flex work schedules to eligible employees. Eligibility for flex work scheduling is determined on a case-by-case basis based on the City's operational needs. Flex work schedules are not appropriate for all employees or positions and are not a universal employee benefit. The type of role, attendance record, tenure with the organization, and job performance are all factors considered when deciding whether a flex work schedule is appropriate.

Flex work is defined broadly to include schedules different from the City's standard on-site, full-time workweek consisting of five consecutive eight-hour workdays with consistent start and end times for each workday.

- a. Flex work schedule options may include:
 1. Flexible start times: An employee works eight hours per workday, but there is flexibility in an employee's set scheduled starting and ending times (e.g., 8:00 a.m.–5:00 p.m., or 9:00 a.m.–6:00 p.m.).
 2. Compressed 10 Schedule: An employee works ten hours per workday, reducing the workweek to four days a week (e.g., Monday-Thursday, Wednesday-Sunday, or Friday-Tuesday).

3. Compressed 9 Schedule (9-9's): An employee works four nine-hour workdays during the week and one four-hour day (e.g., Monday through Thursday and four hours each Friday).
 4. Hybrid Work Location: An employee works remotely at a pre-approved location other than the designated physical location of the position. An employee may work partially on-site and partially off-site on a set day or number of days during the traditional work week.
 5. Remote Work Location: An employee works remotely from a location outside of the normal pre-approved on and off-site locations for up to 30 days. Employees are eligible to request a remote work location every third year outside of extenuating circumstances.
- b. The department manager in coordination with the HR Department is responsible for identifying if any of the flex work options are feasible within the department by considering the following factors:
1. Managers may review and determine if the entire department or an entire shift must convert to one or more of the above flex work scheduling options.
 2. Managers should consider how well the employee has demonstrated the skills and work habits that lead to a successful flex work schedule. The manager must assess the impact and the outcome in terms of production, quality, and absenteeism, and whether one or a combination of the above schedules is in the best interests of the department.
 3. A six-month trial period may apply to assess the impact and effectiveness of the schedule. After successful completion of the trial period, the flex work schedule will be reviewed at least annually thereafter to ensure continued success. The flex work schedule may be canceled for any reason. An employee wishing to change or cancel a flex work schedule must obtain written approval from their manager.
 4. To help ensure that the employee continues working effectively under a flex work schedule, managers should develop a flex work plan.
 5. The nature of the employee's work and responsibilities must be conducive to a flex work schedule without causing significant disruption to performance or service delivery.
- c. Use of equipment and supplies is subject to the following guidelines:
1. Additional costs for remote internet and utilities are not reimbursed.

2. All equipment provided by or purchased by the City remains the property of the City and must be returned when the employee terminates employment. Employees should promptly report any city-provided equipment malfunction to their supervisor and, when necessary, to the IT Department.
 3. The employee will establish an appropriate work environment within their home for work purposes. The City will not be responsible for costs associated with the initial setup of the employee's home office such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space.
 4. The City will supply the employee with appropriate office supplies and equipment (pens, paper, etc.).
 5. Equipment supplied by the City will be maintained by the City. Equipment supplied by the employee will be maintained by the employee. The City accepts no responsibility for damage or repairs to employee-owned equipment.
- d. Employees working remotely are subject to the following security guidelines:
1. Employees must protect the City's records and documents from unauthorized disclosure or damage and must comply with the Information Technology Policy, 4.10.
 2. Employees working remotely are expected to ensure the protection of proprietary City and customer information accessible from their home office.
 3. Employees using City provided software and hardware will adhere to the manufacturer's licensing agreements, including the prohibition against unauthorized duplication.
 4. A designated representative of the City may visit the employee's remote work site to inspect for possible work hazards and suggest modifications, perform routine maintenance of equipment and supplies, assess and monitor security arrangements of equipment and documents, and perform incident investigations. The representative may take pictures of the remote work site. The City will provide reasonable notice prior to a remote work location visit.

IV. Understanding Your Responsibilities as a City Employee

4.1 Attendance and Punctuality

Timely and regular attendance is an expectation of performance for all Park City Municipal Corporation employees. Accordingly, employees must adhere to the following guidelines.

- a. Absences: An employee is deemed absent when they are unavailable for work as assigned or scheduled and such absence was not scheduled or approved in advance.
- b. Tardiness: An employee is deemed tardy when the employee fails to report to work at the assigned/scheduled work time, leaves work prior to the end of assigned/scheduled work time without prior supervisor approval, or takes an extended meal or break period without prior supervisor approval.
- c. Voluntary Resignation: An employee who is absent for two consecutive days without giving proper notice to a supervisor is deemed to have voluntarily resigned their employment with the City. At that time, the voluntary resignation will be formally noted in the employee's personnel file.
- d. Communications about schedules: Employees must notify their supervisors or department managers if they will be late for work, will not be at work, or are requesting planned time away from work. Employees must receive advance approval if they wish to arrive early or leave early from an assigned shift. When requesting planned time away from work, employees must notify their supervisor or department manager when an absence is due to a documented or approved leave of absence (e.g., Military Leave, FMLA) to ensure appropriate tracking of leave utilization and absenteeism.
- e. Holiday Related Absences: It is a violation of this Attendance and Punctuality Policy for an employee to be routinely tardy or absent immediately before or after holiday leave.

4.2 Code of Ethics

Park City employees are expected to foster public confidence in the integrity of City government. City Code and State Law establish ethical standards that govern City employees. These standards are found in Park City Code, Title 3; the Municipal Officers and Employees Ethics Act, Utah Code Title 10, Part 3; and the Utah Public Officers' and Employees Ethics Act, Utah Code Title 67, Part 16.

These laws require employees to disclose actual or potential conflicts of interest between public and personal duties. They require employees to disclose relationships with businesses that are regulated by the City. They prohibit employees from using City employment for

personal benefit or gain. And they prohibit employees from accepting gifts. Please consult the HR Department regarding your obligations under these laws.

4.3 Workplace Conduct

Employees are expected to comply with all policies in this Handbook. These guidelines outline the basic rules governing how we perform our jobs.

- a. Appropriate employee conduct includes:
 - 1. Employees will dedicate themselves to the highest ideals of professionalism, honor, and integrity to merit the trust, respect, and confidence of the public they serve.
 - 2. Employees will dress and conduct themselves in a professional manner.
 - 3. Employees will report to work on time and as scheduled.
 - 4. Employees will abide by the provisions of all City ordinances, policies, and procedures.
 - 5. During work hours, employees will devote their time, attention, and efforts to City business.
 - 6. Employees will adhere to all safety guidelines, rules, and policies.
 - 7. Employees will demonstrate courteous and respectful behavior in all dealings with both coworkers and the public.

- b. Inappropriate actions include:
 - 1. Falsifying documents or providing false or intentionally misleading information.
 - 2. Neglect of duty.
 - 3. Sleeping on the job.
 - 4. Insubordination.
 - 5. Actions that discredit the name, reputation, or public mission or interest of the City regardless of whether the employee is convicted, pleads guilty, or is otherwise subject to a legal judgment.

6. Committing any action that may constitute a crime or violation of applicable law, either on-duty or off-duty, where such action adversely reflects on the employee's ability to perform assigned duties.
7. Failure to comply with federal, state, or local law, where such action adversely reflects on the employee's ability to perform assigned duties or is contrary to the public service.
8. Stealing, destroying, damaging, or defacing (or threatening to steal, destroy, damage, or deface) City property, work-related documents, work areas, or personal property of others while at work or in connection with work.
9. Refusing to comply with requests for information associated with a workplace investigation.
10. Failing to comply with safety guidelines, rules, or policies.
11. Accessing or sharing private, confidential, or protected information without authorization.
12. Engaging in abusive, combative, aggressive, violent, or threatening language or behavior.
13. Subjecting others to ridicule or undermining workplace relationships.
14. Unauthorized electronic surveillance of employees. No employee may make an audio or video recording of another employee by any means unless each of the following criteria is met:
 - A. a legitimate business purpose exists for the recording;
 - B. the recording device is in plain view; and
 - C. the employee being recorded audibly acknowledges on the recording that they have full knowledge of and consent to the recording.

The above list provides examples of inappropriate behavior; it is not a comprehensive list of inappropriate behavior.

4.4 Outside Employment

Full-Time Regular Employees must request permission to accept outside employment,

including self-employment, from their manager and the HR Department. The City Manager or their designee must approve outside employment and any material changes to outside employment status. Outside Employment Request Forms are available from the HR Department or on the Payroll Portal. The request should include any pertinent information about the outside employer, and the nature and hours of the employment. Outside employment shall not interfere with the employee's duties as a City employee.

Approval of outside employment is valid until May 15 following its approval. By May 15 of each year, all Full-Time Regular Employees must complete a new Outside Employment Request Form and have their manager, the HR Department, and the City Manager re-approve the outside employment position.

4.5 Solicitations

To protect City employees, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on "working time." "Working time" is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after a shift. Employees may also not distribute written materials during working time and in "working areas," which include all office areas. "Working areas" do not include break rooms, parking lots, or common areas shared by employees during nonworking time. Nonemployees may not solicit or distribute materials anywhere on City property at any time. Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees' rights under any applicable federal, state, or local laws, including rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

4.6 Gratuities

Employees in select positions, who are authorized by the head of their department to accept tips or other types of gratuity (anything of monetary value), must report tips on their timecard as wages commensurate with the IRS tips reporting guidelines referenced in Publication 531, *Reporting Tip Income*. Employees may not directly or indirectly solicit or accept any gift including money, services, loan, travel, entertainment, or hospitality that is above the value in Park City Code Title 3 or State Law. Gifts that would tend to improperly influence a reasonable person in their duties or that are primarily to reward the employee for official action taken are prohibited.

4.7 Youth Protection

The City has no tolerance for mistreatment of children. Employees or Volunteers reasonably suspected of abuse or against whom a complaint is received will be removed from involvement with youth programs pending investigation. Every suspicion of misconduct or allegation of abuse or other misconduct involving children shall be reported immediately to the Park City Police Department and to the HR Department. City staff shall not take it upon

themselves to investigate allegations of abuse by parents, guardians, City staff or Volunteers, or any other person, but rather must report all suspicions or allegations or complaints to Police and HR. City staff shall cooperate fully as necessary with investigations conducted by appropriate state agencies. City employees and Volunteers should always, when reasonably possible, be accompanied by another City employee or Volunteer when working with minor children.

4.8 Employment of Family Members

No member of an employee's immediate family shall be under the direct or indirect supervision of an immediate family member unless an exception has been granted by the City Manager. Exceptions are generally disfavored. The immediate family includes parents, siblings, aunts, uncles, grandparents, stepparents, children, spouse, parents-in-law, siblings-in-law, children-in-law, stepchildren, grandchildren, and domestic partners.

4.9 Working with Minor Children

The City does not allow employment of workers less than 14 years of age. The City also requires a signed note from the parents or legal guardian of employees under age 16 approving work duties. The note must be submitted to the HR Department with new hire paperwork.

Employees ages 14-17 are subject to the following restrictions:

- a. 14-15-year-old restrictions:
 1. Work must take place during non-school hours.
 2. No more than 3 hours of work is permitted on a school day.
 3. No more than 18 hours of work is permitted in a school week.
 4. No more than 8 hours of work is permitted on a non-school day.
 5. No more than 40 hours on a non-school week.
 6. Work must take place between the hours of 7:00 a.m. and 7:00 p.m. (except from June 1 through Labor Day, when evening hours are extended to 9:00 p.m.);
 7. No hazardous work is permitted, including transportation, public utilities, or operating power-driven machinery.
 8. No driving in connection with their employment.

- b. 16-17-year-old restrictions:
 - 1. No hazardous work is permitted, including transportation, public utilities, or operating power-driven machinery.
 - 2. No driving in connection with their employment.

Employees under 18 years of age are entitled to a meal period of at least 30 minutes, not later than five hours from the beginning of their shift. A rest break is required for minors of at least ten minutes for every three-hour period that is worked.

4.10 Information Technology (IT)

- a. Use of City IT Equipment: IT systems and services are provided for City business. This includes computer equipment, laptops, tablets, phones, printers, photocopiers, email services, software, internet access, wireless services, and data storage. City IT systems may not be used in a way that may be unlawful, disruptive, offensive to others, in conflict with City business operations, or harmful to morale.

Employees have no expectation of privacy when using City equipment, data, or networks. Electronic files and messages sent and received, using City systems or City-provided Internet access, including web-based messaging systems, are subject to monitoring, inspection, release, and archiving by City.

Employees are responsible for the security of the equipment and data. Employees may not store, copy, share, or transmit any confidential data, including passwords, social security numbers, bank routing information, and credit card numbers outside of appropriate City IT system.

All City records must be maintained according to City retention policies and litigation holds.

- b. Use of City Internet Services: City IT equipment, systems, network, and internet access are intended for business use. The City may monitor, inspect, release, archive, and copy all messages, content, and files on its computer system or network-enabled device at any time and without notice. Information obtained from the internet or from approved Artificial Intelligence (AI) may not be reliable and should be verified for accuracy before it is used for City business.
- c. IT Security Controls: Cybersecurity protections are essential to maintain operational continuity. The IT department reserves the right to make real-time changes to remediate threats and safeguard systems and data to meet

compliance and audit expectations. Employees must ensure that all devices comply with mandated updates to remain active on the network. Failure to comply may result in the device being disabled until compliance is achieved.

Repeated failure of simulated phishing attempts may result in required additional training, an account being disabled, or a performance plan established by the department manager in consultation with IT.

4.11 Cell Phones and other Electronic Devices

The City may provide cell phones and other electronic devices to employees. City-issued cell phones and other electronic devices are subject to the City's Information Technology Policy 4.10. If an employee incurs charges for use of City-provided electronic devices for non-City business, then the employee must reimburse the City for such charges.

Non-exempt City employees may not use City-issued cell phones and electronic devices for any work-related activities during non-working hours, unless such use is pre-approved by a supervisor.

Employees must report lost cell phones and electronic devices to the IT Department in a timely manner. Employees should not use personal devices or accounts to handle sensitive City information or business records.

Employees should not use mobile phone devices for work or personal purposes while operating any motor vehicle, unless otherwise permitted by law.

4.12 Email Standardization and Usage

Professional email transmission is important to maintaining the positive image of the City. Employees must use a white email background. All signature elements including logo, font, and color must comply with the City's style reference guide which is available from the Community Engagement team.

4.13 Social Media

City employees must coordinate with the Community Engagement Manager with respect to creating or utilizing City-maintained social media sites (such as X, Facebook, YouTube, internet blogs or chat rooms). City-authorized social media sites must have a designated staff member assigned to maintain and moderate content.

Employees may maintain personal social media sites on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. Unless the expression or expressive activity is in direct conflict with the essential City-related

interests, the City considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

Employees who identify themselves as City employees or discuss matters related to the City on their personal social media sites must include a prominent disclaimer stating that a post expresses personal views, not the views of the City, for example: “The views expressed on this website/blog are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the City or its business. Employees who post information on a social media site that is in violation of this policy or federal, state, or local law are not shielded from disciplinary action by a disclaimer.

A social media site is a public place, and employees should avoid inappropriate comments. For example, employees posting on their personal social media sites must not divulge City confidential, protected, proprietary, or private information. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments or engage in other behavior that violates this policy.

Nothing in this policy limits City employees’ rights under any applicable federal, state, or local laws, including rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

4.14 Personnel Files

City personnel files shall be maintained in a secure, centralized location under the control of the HR Department. The following individuals or entities generally have access to a personnel file: HR Department staff, a current employee who are is the subject of the file, a person acting under the current employee’s power of attorney or with a signed release from the employee, a union representative when the HR Department has written consent from the employee, supervisory staff, and the City Attorney’s office.

An employee’s medical records and records related to certain investigations may be kept separate from an employee’s central personnel file.

City personnel files are subject to the Government Records Access Management Act (GRAMA).

4.15 Personal Property

The City assumes no responsibility for damage to or loss of personal property. The City will insure tools required by mechanics in Fleet Services Department, but Fleet employees are responsible for taking reasonable steps to secure tools.

4.16 Personal Use of Public Property

Employees are expected to honestly and efficiently protect and conserve City property. Any personal use of City property by an employee that is not prohibited by law or City policy is specifically authorized by this policy. This policy does not grant employees an inherent right to use City property.

In general, incidental personal use is allowed where the incidental use provides value to the City that substantially outweighs any personal benefit received by the employee. Any use that significantly interferes with the mission or operations of the City or that significantly compromises the integrity of City property is not incidental and is not authorized.

- a. The City specifically authorizes the incidental use of:
 1. Communication Devices. Incidental use of City communication devices, including phones, computers, and tablets, that complies with City policy is permissible. See Information Technology, 4.10; Cell Phones and Other Electronic Devices, 4.11.
 2. Physical Facilities, Real Property, Equipment, and Supplies. Incidental use of City facilities and real property, such as meeting family members or friends for short periods of time, that complies with City policy is permissible.
 3. Vehicles. Employees who are authorized to use City vehicles must be aware of and comply with specific policies governing vehicle use. See Driving on City Business and Use of City Vehicles, 7.8.

V. Understanding Your Status as a City Employee

5.1 Classifications of Employment

- a. Probationary Employees: A non-public safety, Full-Time Regular City employee is classified as a Probationary Employee during the first six months of employment. Such an employee may be released from probationary status following a second quarterly review. A public safety sworn or non-sworn employee is classified as a Probationary Employee during the first 12 months of

employment. Such an employee may be released from probationary status following a fourth quarterly review. Managers must submit an Employee Position Change Form to release an employee from probation.

Department managers may recommend releasing employees from probationary status before the time referenced above for exemplary service by submitting to the City Manager an Employee Position Change Form explaining the justification for early release from probation. Only under specially approved circumstances will an employee be allowed to serve a probationary period of fewer than three months.

A probationary period may be extended beyond the initial six or twelve-month period for up to six additional months if performance, attitude, ethics, or workplace conduct issues warrant extending the probationary period. A written performance evaluation must accompany any probationary period extension. A second written evaluation will be required at the end of the extended period. Employees listed in section 8.3 are not subject to this policy.

- b. Full-Time Regular Employees: Employees who work no less than an average of 32 hours per week during any month are classified as Full-Time Regular Employees and are eligible for the City's core benefits. See the Employee Benefits Manual on the Payroll Portal or contact the HR Department for benefit details. Full-Time Regular Employees are generally expected to work a 40-hour workweek.
- c. Acting Employees: The City Manager may fill any vacancy with an Acting Employee who may serve until another employee assumes the position's duties. An Acting Employee who serves more than 30 consecutive days will receive compensation at no less than the minimum salary range for that position during the acting appointment.
- d. Part-Time Employees: Employees who work between one and 1500 hours per year (28.8 hours per week average) over 12 months are classified as Part-Time Employees. Part-Time Employees with multiple appointments in the City may not work more than 1500 hours total per 12-month period for all positions held. Employees and managers are expected to monitor the time worked to maintain totals below allowable averages.

Part-time positions are not eligible for core benefits other than those required by law. Under limited circumstances, should Part-Time Employee's hour averages rise to 30 hours per week, they may become eligible for medical or retirement benefits provided that the employee meets the definition of a full-time employee under the Affordable Care Act or the Utah State Retirement and Insurance Benefits Act.

- e. **Seasonal Employees:** Employees who are hired for a position open during a specific season defined at hire, such as parks maintenance crews, golf employees, seasonal recreation program staff members, snow removal crews, are classified as Seasonal Employees. Seasonal Employees may work full-time or part-time hours. Seasonal Employees may not work past the seasonal declared end date without permission from the HR Department.
- f. **Volunteers:** An individual who performs hours of service for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation may be classified as a Volunteer. The department must prepare a Volunteer Job Description for each position requiring volunteers. The description must be approved by the HR Department before the volunteer position is available for recruitment or filling. The department must submit to the HR Department all Volunteer Job Applications and Volunteer Acknowledgement forms before the department is authorized to offer the applicant the volunteer position.

5.2 Transfers

A transfer is the assignment of an employee to a new position. Transferred employees are subject to a probationary period. When a job vacancy is announced, any City employee may apply to transfer to the position. All qualified applicants will be considered, although no City employee is ensured of selection. Any proposed changes in pay must be effective on the first day of a City-established pay period.

5.3 Hiring Practices

Department managers must submit hiring recommendations for Full-Time Regular Employees to the HR Department. The HR Department will submit the recommendations to the City Manager for final review and approval. A Full-Time Regular Employee may only fill a budgeted position.

Department managers must submit hiring recommendations for Part-Time and Seasonal employees to the HR Department for approval. Supervisors and department managers are accountable for ensuring that Part-Time and Seasonal employees do not exceed the allowable and approved number of hours for such positions.

5.4 Performance Evaluations

The City endeavors to conduct regular performance reviews to assist in an employee's development. Employee performance reviews are part of the employee's personnel file. Full-Time Regular Employees will receive quarterly reviews.

5.5 Promotions

Promotions will be documented in writing by an employee's manager, including information about the employee's new title, responsibilities, and pay.

5.6 Resignation and Discharge

To resign in good standing, employees must give their supervisor two calendar weeks' prior notice. The department manager or supervisor shall advise the HR Department of resignations. Employees may not use any paid leave, such as vacation, funeral, and sick leave, during the final two weeks of employment without approval from the HR Department.

The City Manager may discharge any City employee at any time subject to applicable law and to the appeal procedure described in the Handbook. See Employee Transfer and Discharge Appeal Rights and Procedure, 8.3. An employee discharged by the City may be denied future employment with the City and may be ineligible for accrued vacation pay. See Vacation Leave Policy, 6.2.

If an employee is involuntarily terminated, wages will be paid within one business day of termination. Final wages for employees who voluntarily resign will be paid on the next scheduled pay date. Discharged employees must promptly return all City property to the employee's supervisor or department manager.

5.7 References

Supervisors and managers who receive requests for employment references must refer those requests to the HR Department. In response to requests for references, the HR Department will verify job titles, dates of employment, and wage information.

VI. Time Away from Work

6.1 Holiday Pay and Premium Pay

The City provides 13 paid holidays and a Floating Holiday, as defined below, to Full-Time Regular Employees:

- a. New Year's Day

- b. Martin Luther King Jr. Day
- c. Presidents' Day
- d. Memorial Day
- e. Juneteenth
- f. Independence Day
- g. Pioneer Day
- h. Labor Day (also known as Miners Day in Park City)
- i. Veteran's Day
- j. Thanksgiving
- k. Friday after Thanksgiving
- l. Christmas Eve
- m. Christmas

Full-Time Regular Employees who work 8-hour shifts will be eligible to receive 8 hours of holiday pay. Full-Time Regular Employees who are permanently assigned to work shifts of 10 or more hours will be eligible to receive 10 hours of holiday pay.

If the holiday falls on a Saturday, the City will observe the holiday on the Friday. If the holiday falls on a Sunday, the City will observe the holiday on the following Monday. Only the City Manager may change the holiday schedule.

In addition, Full-Time Regular Employees are eligible for an 8-hour "Floating Holiday," subject to a supervisor's approval. The Floating Holiday is granted on the first day of the year to eligible employees and must be taken in the calendar year it is given, or it is forfeited.

All non-exempt City employees are eligible for premium pay for working on holidays (excluding a Floating Holiday). Premium pay is equivalent of an additional one-half an employee's regular hourly pay.

6.2 Vacation Leave

- a. **Vacation Accruals:** City employees are eligible for paid vacation. Vacation time off begins to accrue on the first day of full-time regular employment. Employees are encouraged to take their vacation in blocks of time whenever possible. Vacation leave must be pre-approved by the employee's department manager.

The vacation allowance for Full-Time Regular Employees is based on length of employment with the City. In some instances, equivalent experience may count toward vacation accrual, as determined at the discretion of the HR Department. See the chart below for accrual rates.

Total Years of Service	Hours Earned Per Month	Hours Earned Per Year	Maximum Accrual
Less than 5 years	10 hours	120	320
5 years but less than 10 years	12 hours	144	320
10 years but less than 15 years	14 hours	168	320
15 years but less than 20 years	18 hours	216	320
20+ years	20 hours	240	320

Employees may accrue up to a maximum of 320 hours. Vacation hours accrue on a use it or lose it basis up to 320 hours, with unused hours rolling over from year to year. Once the employee accrues 320 hours of vacation, the employee will no longer accumulate vacation leave until the bank falls below the maximum accrual of 320 hours. Vacation does not accrue while an employee is on unpaid leave.

- b. **Requesting Leave:** Employees seeking to use vacation time must submit a request in advance to their supervisor or department manager. Approval will be based on departmental needs and staffing. The guideline is for every week of vacation requested, an employee should provide the same number of months in advance notice, (e.g., make the request for a two-week vacation two months before in advance). Vacation leave is scheduled by the hour. If an employee on a 10-hour day schedule takes a day of vacation, they will need to use 10 hours of vacation time.
- c. **Hardship Cash-Out:** Employees may request to cash out up to 50% of their accrued vacation time one time per calendar year, provided that the employee has 40 hours of vacation time remaining, subject to approval by the HR Department, at the department’s discretion. Hardship cash-outs must be for emergencies such as an illness or accident, loss of property, or another extraordinary and unforeseen circumstances. Such payments are subject to required withholdings.
- d. **Leaving the City:** Employees are not entitled to use vacation time during the final two weeks of their employment. In addition, if an employee is discharged, resigns prior to successfully completing a probationary period, or fails to resign having provided two weeks’ notice, the employee is not entitled to payment of accrued, but unused vacation.

6.3 Sick Leave

City employees may be eligible for sick leave. Sick leave is paid leave available to a Full-Time Regular Employee suffering from an injury, illness, or disability that prevents them from performing their usual duties and responsibilities. Eligible employees may be entitled to a total of 140 hours per calendar year. An employee may not carry over sick leave from one year to the next and accrued but unused sick leave is not payable upon termination.

Employees must notify their supervisor about any non-emergency, medically-necessary surgeries or procedures in advance. The request should be accompanied by a health care provider's note which must specify medical necessity, the anticipated duration of an absence, and whether the absence will be continuous or intermittent. At the end of 21 consecutive days due to the employee's illness, employees may be eligible for Short-Term Disability benefits and may opt to supplement pay with a vacation payout. See Vacation Leave Policy, 6.2.

Employees returning to work with physical restrictions must adhere to Return to Work from Medical Leave Policy, 6.7. Employees may not substitute vacation hours instead of sick leave and must exhaust all paid time off before taking unpaid leave.

Sick leave used by employees for illnesses or injuries eligible for FMLA status will also be counted toward the 12 weeks of eligibility for Family Medical Leave. Time will be recorded as Sick Leave FMLA on timesheets. See FMLA Policy, 6.6.

6.4 Family Care Leave

City employees may be eligible for family care leave. Family care leave is paid leave granted to eligible employees whose presence is medically necessary to provide primary care for their immediate family. The City may require reasonable evidence, including verification from a health care provider, that a City employee is the primary care giver and the employee's care is medically necessary. For the purposes of this policy, immediate family is defined as dependents, children, spouses, parents, domestic partners, and legal guardians. Eligible employees may be entitled to family care leave in an amount not to exceed 120 hours of family care leave per medically-necessary occurrence in a calendar year. An employee may not carry over family care leave from one year to the next and accrued but unused family care leave is not payable upon termination.

Employees must notify their supervisor about the need for family care leave in advance. The request should generally be accompanied by a health care provider's note verifying that the employee is the primary care provider for the family member, that the employee's care is medically necessary, and indicate the anticipated duration of an absence and whether care is needed continuously or intermittently. Family care leave used by employees for illnesses or injuries eligible for FMLA status will also be counted toward the 12 weeks of eligibility for Family Medical Leave.

6.5 Parental Leave

Birthing, non-birthing, and adoptive parents who are City employees may be eligible for parental leave. Paid leave up to 360 hours will be granted to Full-Time Regular Employees, for pre-partum and post-partum care and recovery, as well as providing care and assistance for the birth or adoption of the new family member. This includes pre-birth doctor's visits and sick leave due to pregnancy care, time off for adoption services, and surrogacy appointments. Once parental leave hours are exhausted, additional unpaid hours may be granted under the Family Medical Leave Act (FMLA). See FMLA Policy, 6.6. Employees may supplement unpaid time with a vacation payout. See Vacation Leave Policy, 6.2. Parental leave will run concurrently with available FMLA leave. See FMLA Policy, 6.6. Once parental leave is exhausted, an employee may be eligible for additional sick leave with approval from the employee's manager and the HR Department.

Nursing mothers who are City employees are entitled to reasonable unpaid breaks during work time for lactation purposes. A private place, other than a bathroom, will be provided.

6.6 Family and Medical Leave Act Leave

Under the FMLA, City employees are eligible for up to a total of 12 workweeks of unpaid leave during any 12-month period (26 weeks for military caregiver) under certain qualifying conditions. Details and conditions of FMLA leave are described in the federal notice "Employee Rights and Responsibilities Under the Family and Medical Leave Act," a copy of which is available here, [fmllaen.pdf \(dol.gov\)](#), and also on the Payroll Portal or through the HR Department. The City calculates the 12-month period in which leave for the above purposes may be taken on a "rolling" basis, meaning that the 12-month period is measured backward from the date an employee uses any FMLA leave.

6.7 Return to Work From Medical Leave

When an employee returns from any form of approved medical leave (such as FMLA leave, disability leave, or sick leave) with work restrictions ordered by an appropriate health care, the employee must report that information to their immediate supervisor before reporting for duty. The City will then determine whether that employee may return to their regular duties, whether modifications will be made, or if there is no modified work available.

6.8 Other Leave

- a. Unpaid Personal: City employees may be entitled to personal leave, subject to approval by the City Manager, for life's extenuating circumstances. Employees must submit written requests for personal leave to the City Manager. The City's operational needs and the employee's length of service, past performance record, and reason for the requested absence will be considered. Personal leaves

of absence are without pay and additional benefits, unless specifically pre-approved by the City Manager.

- b. **Military:** The City provides leave for military service in accordance with applicable law. Any employee who needs time off for military service should immediately notify the HR Department and the employee's supervisor. If an employee is unable to provide notice, a family member should notify the employee's supervisor as soon as possible.
- c. **Juror and Witness:** City employees are eligible for juror and witness leave under applicable law. Employees must present any summons or subpoena to their supervisor as soon as possible after receiving the notice. If an employee is released after four hours or less of service, the employee must report to work for the remainder of that workday. Employees are not required to use available leave to perform juror and witness service. Full-time regular employees will be paid their regular hourly wage for the hours served. Full-time regular employees shall endorse their fees received from the court, minus mileage, to Park City Municipal's Finance window, to receive their regular hourly wage.
- d. **Bereavement:** Bereavement leave will be granted for a maximum of five days or up to 40 hours with pay in the event of the death in an employee's parents, grandparents, siblings, stepparents, children, step-children, spouse, or domestic partner and in-laws of the same relations as above. In the event of a non-immediate family member, a maximum of one day with pay may be granted at the discretion of the department manager.

VII. Workplace Safety and Productivity

7.1 Safety

The City's goal is to make every reasonable effort to keep public and work areas free of hazardous conditions. Each employee's responsibility is to work safely and take all reasonable steps to prevent accidents or injuries. If an employee is injured in connection with employment, regardless of the severity of the injury, the employee must immediately notify their supervisor, seek necessary medical attention and complete a Workers' Compensation form found on the City's Payroll Portal or from department supervisors. That form must be forwarded to the HR Department. It is the supervisor's responsibility to notify the HR Department of the injury.

7.2 Background Checks and Criminal Matters

The City values a safe environment for our constituents and employees and reserves the right to conduct employee background checks when appropriate. All background checks will be

conducted in compliance with the Fair Credit Reporting Act (FCRA) and other applicable laws. For certain positions, background checks will be conducted on all job applicants. These positions have been pre-determined due to tasks such as working with proprietary, confidential, or sensitive information, or security or financial responsibilities. A background check will only be used for evaluating the applicant for employment. However, the City reserves the right to conduct a criminal background check for a current employee if circumstances indicate criminal activity by the employee may have occurred.

Background checks for public safety positions are performed in-house by public safety personnel and follow a separate procedure. Please see the Public Safety Policy Manual for further details.

Employees in safety sensitive positions, including law enforcement, must advise the HR Department if the employee is arrested for, makes a plea of guilty or no contest to, or is convicted of a felony crime or other criminal conduct that reasonably bears upon the legitimate business objectiveness of the City. The City reserves the right to evaluate the continued employment of any employee who is arrested for, makes a plea of guilty or no contest to, or is convicted of a felony crime, in accordance with applicable law.

7.3 Workplace Violence

Park City provides a safe workplace for all employees. All employees and volunteers should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, horseplay, or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on any characteristic protected by federal, state, or local law. Conduct in violation of this policy includes directly or indirectly causing physical injury, threatening physical or psychological harm, creating a reasonable fear of injury or harm, or intentionally damaging property.

Employees may only carry a firearm in the workplace or while conducting work on behalf of the City as expressly permitted under Utah law. Peace Officers and Law Enforcement Officials may carry weapons as authorized by Utah law.

Employees must immediately report violations of this policy to a supervisor, the department manager, or the HR Department. Employees are encouraged to bring their disputes or differences with other employees to the attention of their supervisors or the HR Department before the situation escalates.

At any time, if employees or the public are threatened or may be in danger, please contact the Park City Police Department or dial 911 immediately.

7.4 Smoking

All government buildings are designated as “smoke-free” under the Utah Clean Air Act. Smoking includes tobacco, marijuana, and e-cigarettes. Smoking out of doors must conform to the rules set forth in the Utah Clean Air Act. Smoking is prohibited during the operation of City equipment or while driving City vehicles.

7.5 Drug and Alcohol

The City is committed to establishing a workplace where drug and alcohol use does not disrupt the work environment. Accordingly, all City employees are subject to the following policy governing drug and alcohol use and testing.

- a. Definitions:
 1. “Alcohol” means ethyl alcohol or ethanol.
 2. “Illegal Drugs” means any drug made illegal under federal, state, or local law. Because marijuana (even with a prescription) is illegal under federal law, it is considered an Illegal Drug under this policy.
 3. “Controlled Substance” means any substance that is not an Illegal Drug and that is recognized as a drug in the United States Pharmacopeia, the National Formulary, the Homeopathic Pharmacopeia, or other drug compendia, or supplement to any of those compendia.
- b. General Policy: Employees must report to work in a condition fit to safely and effectively perform their assigned duties. Therefore, employees are prohibited from the following, while on duty, or while operating a City-owned vehicle:
 1. The illegal or unauthorized use, possession, transportation, manufacture, sale or other distribution of Illegal Drugs or Controlled Substances.
 2. The possession or consumption of alcohol.
 3. Being under the influence of or impaired by alcohol or an Illegal Drug or Controlled Substance.

Subject to the terms of this policy, the use of Illegal Drugs or Controlled Substances prescribed to an employee by a licensed physician, and used by the employee, in accordance with Utah state law, is not necessarily prohibited by this policy, unless the City reasonably concludes that the employee is impaired by the use of such substances while on the job or on City property or that the City reasonably concludes that such use is incompatible with an employee’s position, job duties or job responsibilities.

Any employee who is unfit to work due to the effects, symptoms or side effects of Alcohol, Illegal Drugs or Controlled Substances, or otherwise violates this Policy will be subject to disciplinary action up to and including termination. The City will not, however, discipline employees for voluntarily reporting or otherwise seeking help for drug or alcohol problems before becoming subject to discipline or termination under this policy.

7.6 Drug Testing

All drug and alcohol testing will be conducted by a licensed independent medical clinic or laboratory, which will follow testing standards established by the state or federal government. Testing will be conducted under procedures established by the clinic/laboratory to ensure the privacy of the employee, while also protecting against tampering with or alteration of the test results. The City retains the right to require testing under the following circumstances:

- a. New applicants for employment. Any new applicant for employment may be subject to testing for purposes of maintaining safety and service quality. All offers for employment are contingent on the confirmation of a negative test result.
- b. Reasonable suspicion of employee impairment. Employees may be subject to testing based on observations by supervisors of apparent workplace use, possession, or impairment. The HR Department must be consulted before sending an employee for reasonable suspicion testing.
- c. Investigation of workplace accidents or theft. Employees may be subject to testing as part of the investigation of any workplace accident, or incident of workplace theft, where the City has reason to believe that employee intoxication or impairment may be a contributing factor in the accident or incident.

Employees will be paid for time spent in alcohol/drug testing and may be suspended pending the results of the drug/alcohol test. The City will pay all costs of testing, including transportation.

Employees who refuse to submit to a test or who adulterate, dilute, or otherwise tamper with a test specimen may be subject to disciplinary action up to and including termination. If a prospective employee refuses to give written consent to a drug screening test or adulterates, dilutes, or otherwise tampers with a test specimen, such refusal or tampering may result in the applicant's disqualification from consideration for employment.

The City will endeavor to make reasonable accommodations when appropriate.

7.7 Fitness for Duty Medical Examinations

The City may require that any applicant complete a “fitness for duty” medical examination or functional analysis testing to determine whether an applicant can perform essential job functions with or without reasonable accommodation. City required examinations will be conducted by a City-approved provider and at the City’s expense.

7.8 Driving on City Business and Use of City Vehicles

- a. Designation of Ownership: All vehicles owned and operated by the City shall, in a conspicuous place on both sides of the vehicle, display an identification mark designating the vehicle as the property of the City. This policy does not require such a display on vehicles that are exempt under state law.
- b. Motor Vehicle Driving Records: As a means of promoting a safe work environment, driver’s license checks will be performed for all applicants after a conditional offer of employment has been made and for all employees if driving may be necessary to conduct City business. Criteria that may indicate an unacceptable driving record includes:
 - 1. Three or more moving violations in past 24 months.
 - 2. Reckless driving in the past 24 months.
 - 3. Two or more at-fault accidents in the past 36 months.
 - 4. DUI or impaired driving in the past 72 months.
 - 5. Leaving the scene of an accident in the past 72 months.
 - 6. Any combination of the above.
- c. Employees who operate a vehicle on City business must notify their supervisors within one day if they are arrested for DUI, impaired driving, or if they have had their driver’s license suspended or revoked.
- d. Should an unacceptable driving record render the employee “uninsurable” by the City’s insurance carrier, they will be unable to drive any vehicle for City business. Employees with an unacceptable driving record, a revoked license, or who are uninsurable may be subject to disciplinary action, including termination of employment.
- e. On-Duty Use of City Vehicles: City vehicles are to be used for official City business purposes only and shall carry no passengers in them other than as needed for official City business. An employee authorized to drive a City vehicle

must have a valid State issued driver's license and other licensure as required to perform their job functions. City employees may use City vehicles for transportation needs when available and appropriate while performing City business. If a City vehicle is not available, or it is not practical to use a City vehicle, the department manager may approve the use of a personal vehicle thereby authorizing reimbursement to the individual for such use. Reimbursement will be based on the current IRS mileage reimbursement rate. In the event of an accident, the employee's personal automobile liability and property damage insurance coverage applies first.

- f. Off-Duty Use of City Vehicles: Authorization for off-duty use of a City vehicle may be granted to a Full-Time Regular Employee by the department manager and approved by the City Manager based on a demonstrated need for such vehicle to be taken home to serve the public interest. The demonstrated need must be based on one of these criteria:
1. The vehicle is assigned as a qualified take-home vehicle to a sworn and certified law enforcement officer of the Park City Police Department pursuant to the department's take home vehicle policy;
 2. The nature of the employee's work requires immediate response to emergency situations, regardless of frequency, that require the use of specific safety or emergency equipment that cannot be reasonably carried in the employee's personal vehicle;
 3. Due to an isolated incident of use when, because of the lateness of the hour or other circumstances, it is impractical or impossible to return such vehicle to City custody at the end of an on-duty shift;
 4. Due to emergency circumstances, the ability of the employee to access their primary location of employment is compromised such that the employee may be unable to reasonably retrieve such vehicle from, or return such vehicle to, City custody. The employee in such circumstance must obtain prior written consent from their Department Manager describing the limited time period during which the employee is authorized to take the vehicle home, along with a description of the circumstances necessitating the temporary authorization; or
 5. Authorization is otherwise recommended by the Department Manager and approved by the City Manager.
- g. Liability Coverage: Liability Coverage provided by the City for an employee's authorized off-duty use of a City vehicle is limited to circumstances wherein the City vehicle is being used by an employee to commute to and from the

employee's place of work with the City and the employee is not performing duties or services for the City.

- h. **Maintenance:** It shall be the duty and responsibility of the driver or operator of a City vehicle to see that it is properly serviced, maintained, and cleaned. This includes having the appropriate servicing performed on the vehicle at appropriate intervals as set forth by the Fleet Services Department.
- i. **Accident Involvement and Damage Reporting Requirements:** If a City vehicle is involved in an accident, an employee must comply with Utah law and reporting requirements. Within 24 hours the driver must report the accident to the employee's supervisor, the City Attorney's Office, and the Fleet Services Department. Fleet Services will not conduct a vehicle repair without authorization from the City Attorney's Office.

7.9 Uniforms

Departments may have additional rules specific to their uniforms. Each department has guidelines for specific clothing and personal protective equipment (PPE) that is required for each role.

- a. **Distribution and Maintenance:** Uniforms are issued in accordance with Department guidelines. In order to best represent the City, it is the responsibility of each employee to maintain their uniform to ensure it is free from stains, holes, rips, and tears. Damaged or lost uniforms should be reported to the department manager.
- b. **Uniform Allowance or Reimbursement:** Departments will decide to either reimburse an employee for the purchase of a uniform or have the Department purchase the uniform.
- c. **Exceptions and Accommodations:** In situations where accommodation for medical or religious beliefs is required, please reach out to the HR department to request accommodation.
- d. **Uniform Return Upon Termination:** Uniforms that contain Park City logo and other City-owned clothing, should be returned to the Department on or prior to the last day of employment.
 - o Seasonality may have an impact on the type of uniform and PPE required, please refer to department guidelines.

VIII. Disciplinary Action and Appeal Procedures

8.1 Disciplinary Action

We have confidence in City employees' commitment to excelling at work. However, occasions sometimes arise when the City must address an employee's performance. Generally, the City attempts to provide employees with notice of performance deficiencies and an opportunity to improve or correct deficiencies. The following steps are a guide for addressing an employee's performance. The City does not need to apply each step or follow them in a particular order.

- a. **Verbal Counseling:** A supervisor may verbally counsel an employee by advising the employee of the issue and describing the action necessary to correct it. The supervisor should prepare a written record of verbal counseling and submit the record to the HR Department.
- b. **1st Written Counseling:** In the event of continued deficiencies, a supervisor may counsel an employee in writing by advising the employee of the issue and describing the action necessary to correct it. The supervisor should submit the written counseling to the HR Department.
- c. **2nd Written Counseling:** In the event of ongoing deficiencies, a supervisor may counsel an employee in writing by advising the employee of the issue and describing the action necessary to correct it. The supervisor should submit the written counseling to the HR Department.
- d. **Termination:** In the event deficiencies are not corrected, the City may end its employment relationship with the employee. Discharged employees may have rights of appeal. See Employee Transfer and Discharge Appeal Rights and Procedure Policy, 8.3.

An employee's performance or misconduct may lead to any level of disciplinary action, up to and including termination.

Employees must sign written counseling notices verifying they have received the counseling, even if they do not agree with the contents of the notice. If an employee refuses to do so, a supervisor shall have another supervisor confirm the refusal, and both supervisors will sign the notice indicating the employee's refusal.

8.2 Discharge and Pre-Termination Meeting

While the City hopes to enjoy a productive relationship with all employees, sometimes it is necessary to consider whether an employee will remain employed. Full-Time Regular Employees who have satisfactorily completed their probationary period may only be terminated pursuant to this policy. Only the City Manager or designee may discharge a Full-Time Regular employee. A Full-Time Regular Employee subject to termination may elect to

participate in up to two pre-termination meetings. First, before a proposed termination is finalized, a Full-Time Regular Employee shall have the right to discuss the reasons for their discharge in a pre-termination meeting with their department manager. Second, before a proposed termination is finalized, a Full-Time Regular Employee shall also have the right to discuss the reason for their discharge in a pre-termination meeting with the City Manager.

8.3 Employee Transfer and Discharge Appeal Rights and Procedure

Except as otherwise provided in Utah Code Section 10-3-1105 as amended, a Full-Time Regular Employee who has satisfactorily completed their probationary period, who is discharged, suspended for more than two days without pay, or involuntarily transferred from one position to another with less remuneration for any disciplinary reason, shall have the right to appeal the suspension without pay, involuntary transfer or discharge to a Transfer and Discharge Hearing Officer as set forth in State Law. At-will employees (including Part-Time, Seasonal, Probationary, and certain appointed employees) are not subject to this policy and have no appeal right.

Appeals to the Employee Transfer and Discharge Hearing Officer shall be taken by filing written notice of the appeal with the City Recorder within ten calendar days of the discharge, suspension without pay, or involuntary transfer. Upon the filing of the appeal, the City Recorder shall refer a copy of the same to the Hearing Officer. Upon receipt of the referral from the City Recorder, the Hearing Officer shall conduct a public hearing, take and receive evidence and fully hear and determine the matter which relates to the reason for the discharge, suspension, or transfer. The Employee may appear in person and be represented by counsel (at the expense of the employee) or another representative, confront the witness whose testimony is to be considered, and to examine the evidence to be considered by the Hearing Officer.

The Hearing Officer may subpoena witnesses and compel the production of evidence, but the scope of the inquiry is limited to determining if the facts support the allegations made against the employee and that the disciplinary decision is proportionate to the alleged misconduct and consistent with discipline imposed against other similarly situated employees with appeal rights. The Hearing Officer is not required to follow the Utah Rules of Civil Procedure or the Utah Rules of Evidence.

The decision of the Hearing Officer shall be certified to the City Recorder no later than 15 days after the day on which the hearing is held, except as provided in Section 10-1106(5)(a)(iii). The City Recorder shall certify the decision to the employee affected and the head of the department from whose order the appeal was taken. If a Hearing Officer finds in favor of the employee, the Hearing Officer shall provide that the employee receive the employee's salary for the period of time during which the employee is discharged or suspected without pay less any amounts the employee earned from other employment during this period of time or any deficiency in salary for the period during which the employee was transferred to a position of less remuneration. The decision of the Hearing Officer may be reviewed by the Court of Appeals by filing with that court a petition for review within 30 days of the decision.

The following employees are not subject to the procedures set forth in this section 8.3:

- *Budget & Strategic Planning Director*
- *Chief Building Official*
- *Chief of Police*
- *Community Engagement Manager*
- *City Attorney*
- *City Engineer*
- *City Manager*
- *City Recorder*
- *City Treasurer/Accounting Manager*
- *Deputy City Attorney*
- *Deputy City Manager*
- *Director of Economic Development & Analytics*
- *Emergency Manager*
- *Environmental Sustainability Manager*
- *Executive Assistant*
- *Finance Director (Manager)*
- *Golf Course Manager*
- *Housing Director*
- *Human Resources Director*
- *Ice Rink General Manager*
- *IT & Customer Service Director*
- *Library Director*
- *Police Captain*
- *Planning Director*
- *Public Utilities Director*
- *Public Works Director*
- *Recreation Director*
- *Transportation Director*



APPENDIX D

To the

Park City Transportation Department

2024 Equal Employment Opportunity Plan:

CIVIL RIGHTS COMPLAINT FORMS



PARK CITY MUNICIPAL CORPORATION TRANSPORTATION DEPARTMENT CIVIL RIGHTS COMPLAINT FORM

Park City Transportation Department (PCTD) is committed to ensuring that no person is excluded from participation in or denied the benefits of its transit services or programs on the basis of race, color, religion, national origin, gender, gender identity, age, physical or mental disability, veteran, and/or other protected class as afforded by Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990 (ADA), the Disadvantaged Business Enterprise (DBE) program, and the External Equal Employment Opportunity (EEO) program. Any person who believes she, he, or they have, individually, or as a member of any specific class of persons, been subjected to discrimination may file a complaint with PCT.

Please mail or email your completed form to:

Park City Transportation Department
Title VI Program Administrator
P. O. Box 1480
Park City, Utah 84114-1520
PCTcompliance@parkcity.org

A complainant may also file a complaint directly with the Federal Transit Administration by email at FTACivilRightsCommunications@dot.gov or by mail at the following address: Federal Transit Administration, Office of Civil Rights Attention: Complaint Team, East Building, 5th Floor-TCR 1200 New Jersey Ave. SE Washington, DC 20590

This information is available in alternative formats and languages, free of charge, upon request. If you have questions about how to prepare a complaint using this form, please contact Park City Transportation Department at **(435) 615-5301** Monday thru Friday 8:00am to 5:00pm. After hours leave a message at **(435) 615-5350**.

Note: Apart from the form, *on separate pages*, please describe your complaint. You should include specific details such as names, dates, times, route numbers, witnesses, and any other information that would assist us in our investigation of your allegations. Please also provide any other documentation that is relevant to this complaint, including any related correspondence from the contractor, consultant, or transit provider.

Important: We cannot accept your complaint without a signature, so please sign on the last page of the form after printing.

More information about rural public transit-related civil rights requirements may be found on the UDOT Rural Transit website: <https://www.udot.utah.gov/connect/business/civil-rights/>

Section I:

I believe that I have been (or someone else has been) discriminated against on the basis of (check all that apply):
 Race Color National Origin Disability Not Applicable Other (Please specify)

Date of Alleged Discrimination (Month/Day/Year): _____

I believe the following entity is the subject of this complaint:
 Contractor Consultant Park City Municipal Corporation Park City Transportation Department
 UDOT Rural Public Transit

I believe that a contractor, consultant, PCMC, PCTD, or UDOT has failed to comply with the following program requirements:
 Title VI ADA
 Disadvantaged Business Enterprise External Equal Employment Opportunity
 Not Applicable Other (Please specify)

On separate pages, please describe your complaint. Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. You should include specific details such as names, dates, times, route numbers, witnesses, and any other information that would assist us in our investigation of your allegations. Please also provide any other documentation that is relevant to this complaint, including any related correspondence.

Section II:

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone (Home): _____ Telephone (Cell): _____

E-Mail Address: _____

Accessible Format Requirements?	<input type="checkbox"/> Large Print	<input type="checkbox"/> Audio Recording
	<input type="checkbox"/> TDD/TTY	<input type="checkbox"/> Not Applicable
	<input type="checkbox"/> Other (Please describe): _____	

Section III:

Are you filing this complaint on your own behalf? Yes* No

**If you answered "yes" to this question, go to Section IV.*

If not, please supply the name and relationship of the person for whom you are complaining. _____

Please explain why you have filed for a third party: _____

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party. Yes No

Section IV:

Have you previously filed a Discrimination Complaint with PCMC, PCTD, or UDOT? Yes No

If yes, please provide any case reference information regarding your previous complaint. <hr/> <hr/>		
Have you filed this complaint with any other Federal, State, or local (transit) agency, or with any Federal or State court? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, check all that apply: <input type="checkbox"/> Federal Agency <input type="checkbox"/> State Agency <input type="checkbox"/> Federal Court <input type="checkbox"/> Local Agency <input type="checkbox"/> State Court <input type="checkbox"/> Other:		
If yes, please attach a copy of any response you received to your previous complaint.		
Have you filed a lawsuit regarding this complaint with any Federal or State court?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please provide information about a contact person at the agency/court where the complaint or lawsuit was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:		
Complaint or Court Case Number:		
Section V:		
Name of individual complaint is against:		
Contact person:		
Title:		
Location:		
Telephone Number (if available):		
Section VI:		
May we release your identity and a copy of your complaint to the contractor, consultant, PCMC, PCTD, or UDOT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Note: We may be unable to investigate your allegations without permission to release your identity and complaint.		

You may attach any written materials or other information that you think is relevant to your complaint. Your signature and date are **required** below:

Signature

Date

A copy of this form can be found online at: <https://www.parkcity.org/departments/transit-bus/about-park-city-transit>

If information is needed in another language, use the above contact information to request language assistance. Este formulario también está disponible en español. Para información en español utilice la misma información de contacto anterior.



CORPORACIÓN MUNICIPAL DE PARK CITY

DEPARTAMENTO DE TRANSPORTE

FORMULARIO DE QUEJA DE DERECHOS CIVILES

Park City Transportation Department (PCTD) se compromete a garantizar que ninguna persona sea excluida o se le niegue la participación o los beneficios de sus servicios o programas de transporte por motivos de raza, color, religión, origen nacional, género, identidad de género, edad, discapacidad física o mental, condición de veterano y/u otra clase protegida, según lo dispuesto por el Título VI de la Ley de Derechos Civiles de 1964, la Ley de Estadounidenses con Discapacidades de 1990 (ADA), el Programa de Empresas Comerciales Desfavorecidas y el programa Externo de Igualdad de Oportunidades en el Empleo. Cualquier persona que crea que ha sido, individualmente o como miembro de una clase específica de personas, objeto de discriminación, puede presentar una queja ante PCT.

Envíe por correo o correo electrónico su formulario completo a:

Park City Transportation Department
Administrador del Programa Título VI
P. O. Box 1480
Park City, Utah 84114-1520
PCTcompliance@parkcity.org

Un denunciante también puede presentar una queja directamente ante la Administración Federal de Tránsito por correo electrónico a FTACivilRightsCommunications@dot.gov o por correo a la siguiente dirección: Administración Federal de Tránsito, Oficina de Derechos Civiles, Atención: Equipo de Quejas, East Building, 5th Floor-TCR 1200 New Jersey Ave. SE Washington, DC 20590

Esta información está disponible en formatos e idiomas alternativos, de forma gratuita, previa solicitud. Si tiene preguntas sobre cómo preparar una queja utilizando este formulario, comuníquese con Park City Transportation Department al **(435) 615-5301** de lunes a viernes de 8:00 a. m. a 5:00 p. m. Fuera del horario de atención, deje un mensaje al **(435) 615-5350**.

Nota: Aparte del formulario, *en páginas separadas*, por favor describa su queja. Debe incluir detalles específicos como nombres, fechas, horarios, números de ruta, testigos y cualquier otra información que nos ayude en la investigación de sus alegaciones. Por favor, proporcione también cualquier otra documentación que sea relevante para esta queja, incluyendo cualquier correspondencia relacionada del contratista, consultor o proveedor de

Importante: No podemos aceptar su queja sin una firma, así que por favor firme en la última página del formulario después de imprimirlo.

Puede encontrar más información sobre los requisitos de derechos civiles relacionados con el transporte público rural en el sitio web de Transporte Rural de UDOT: <https://www.udot.utah.gov/connect/business/civil-rights/>.

Sección I:		
Considero que he sido (o que otra persona ha sido) discriminado/a por motivo de (marque todas las opciones que correspondan): <input type="checkbox"/> Raza <input type="checkbox"/> Color <input type="checkbox"/> Origen nacional <input type="checkbox"/> Discapacidad <input type="checkbox"/> No Aplica <input type="checkbox"/> Otro (Por favor especifique) _____ _____		
Fecha de la supuesta discriminación (Mes/Día/Año):		
Creo que la siguiente entidad es objeto de esta queja: <input type="checkbox"/> Contratista <input type="checkbox"/> Consultor <input type="checkbox"/> Corporación Municipal de Park City <input type="checkbox"/> PCTD <input type="checkbox"/> UDOT Transito Publico Rural		
Considero que un contratista, consultor, PCMC, PCTD o UDOT no ha cumplido con los siguientes requisitos del programa: <input type="checkbox"/> Título VI <input type="checkbox"/> ADA <input type="checkbox"/> Empresas Comerciales Desfavorecidas <input type="checkbox"/> Igualdad de Oportunidades en el Empleo Externo <input type="checkbox"/> No Aplicable <input type="checkbox"/> Otro (Por favor, especifique) _____ _____		
En páginas separadas , por favor describa su queja. Explique lo más claramente posible qué sucedió y por qué considera que fue víctima de discriminación. Describa a todas las personas involucradas. Incluya el nombre e información de contacto de la(s) persona(s) que lo discriminaron (si se conocen), así como los nombres e información de contacto de cualquier testigo. Debe incluir detalles específicos como nombres, fechas, horas, números de ruta, testigos y cualquier otra información que nos ayude en nuestra investigación de sus alegaciones. Por favor, también proporcione cualquier otra documentación relevante para esta queja, incluida cualquier correspondencia relacionada.		
Sección II:		
Nombre:		
Dirección:		
Ciudad:	Estado:	Código postal:
Teléfono (Casa):	Teléfono (Celular):	
Correo Electrónico:		
¿Requisitos de Formato Accesible?	<input type="checkbox"/> Impresión en letra grande	<input type="checkbox"/> Grabación de Audio
	<input type="checkbox"/> TDD/TTY	<input type="checkbox"/> No Aplica
	<input type="checkbox"/> Otro (Por favor describa):	
Sección III:		
¿Es esta queja presentada por usted mismo?	<input type="checkbox"/> Sí*	<input type="checkbox"/> No
<i>*Si respondió "sí" a esta pregunta, vaya a la Sección IV.</i>		
Si no, proporcione el nombre y la relación de la persona por la que está presentando la queja.		
Por favor, explique por qué ha presentado la queja en nombre de un tercero:		
Por favor, confirme que ha obtenido el permiso de la parte agraviada si está presentando la queja en nombre de un tercero.	<input type="checkbox"/> Sí	<input type="checkbox"/> No
Sección IV:		
¿Ha presentado anteriormente una Queja por Discriminación ante PCMC, PCT o UDOT?	<input type="checkbox"/> Sí	<input type="checkbox"/> No

En caso afirmativo, proporcione cualquier información de referencia del caso con respecto a su queja anterior. _____ _____		
¿Ha presentado esta queja ante alguna otra agencia federal, estatal o local (de transporte), o ante algún tribunal federal o estatal? <input type="checkbox"/> Si <input type="checkbox"/> No Si la respuesta es sí, marque todas las que correspondan: <input type="checkbox"/> Agencia Federal <input type="checkbox"/> Agencia Estatal <input type="checkbox"/> Tribunal Federal <input type="checkbox"/> Agencia Local <input type="checkbox"/> Tribunal Estatal <input type="checkbox"/> Otro: En caso afirmativo, adjunte una copia de cualquier respuesta que haya recibido a su queja anterior.		
¿Ha presentado una demanda relacionada con esta queja en algún tribunal federal o estatal?	<input type="checkbox"/> Si	<input type="checkbox"/> No
Por favor, proporcione información sobre una persona de contacto en la agencia/corte donde se presentó la queja o demanda.		
Nombre:		
Cargo:		
Agencia:		
Dirección:		
Teléfono:		
Número de queja o caso judicial:		
Sección V:		
Nombre del individuo contra quien se presenta la queja:		
Persona de Contacto:		
Cargo:		
Ubicación:		
Número de teléfono (si está disponible):		
Sección VI:		
¿Podemos divulgar su identidad y una copia de su queja al contratista, consultor, PCMC, PCTD o UDOT?	<input type="checkbox"/> Si	<input type="checkbox"/> No
Nota: Es posible que no podamos investigar sus denuncias sin su permiso para divulgar su identidad y queja.		

Puede adjuntar cualquier material escrito u otra información que considere relevante para su queja. **Se requiere** su firma y la fecha a continuación:

Firma

Fecha

Una copia de este formulario se puede encontrar en línea en: <https://www.parkcity.org/departments/transit-bus/about-park-city-transit>

Si necesita información en otro idioma, utilice la información de contacto de arriba para solicitar asistencia en el idioma.

This form is also available in English. For information in English, please use the same contact information provided above.

RESPONSIBLE OFFICIALS APPROVAL

This Equal Employment Opportunity Plan has been reviewed and approved by the following governing officials responsible for policy decisions within Park City Transportation Department, a department of Park City Municipal Corporation.

Effective Date 10/3/2024

DocuSigned by:
Matt Dias 10/2/2024
Matt Dias, City Manager

ATTEST
Signed by:
Sarah Pearce 9/12/2024
Sarah Pearce, EEO Officer and Deputy City Manager

ATTEST
Signed by:
Timothy Sanderson 9/12/2024
Timothy Sanderson, Transportation Director

ATTEST
Signed by:
sarah mangano 10/2/2024
Sarah Mangano, Human Resources Director

ATTEST:
DocuSigned by:
[Signature] 10/3/2024
City Recorder's Office

APPROVED AS TO FORM:
Signed by:
Margaret Plane 9/12/2024
City Attorney's Office