Fort Smith Transit

EEO Program

2015

Fort Smith Transit
Equal Employment Opportunity Policy

Fort Smith Transit's (FST) funding partner the Federal Transit Administration (FTA) does not require FST to possess or maintain an EEO Policy. However, FST maintains a voluntary EEO policy to ensure that FST applicants are employed and treated without regard to race, color, creed, national origin, sex or age. Such action shall include, but not be limited to: hiring, promotion, or upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, disciplinary actions, rates of pay or other forms of compensation, and selection for training. Fort Smith Transit will follow the City's affirmative action plan which is designed to achieve full utilization of women and minorities in all parts of the workforce. Applicants will be notified of the policy and process to file a complaint concerning discrimination.

The Transit Director is responsible for program oversight. While managing the EEO program the director will be sensitive to utilization of women and minorities, participation rates relative to the current labor market and traditional exclusions of employment opportunities. The director will work to assess specific racial group information and data for goal projection, as well as identify causes of under utilization (if any) while monitoring the program. Transit management will be evaluated for their participation in the EEO program and all employees will share equally in learning the program requirements and its significance.

Internal applicants may reference the City Handbook for policy information regarding discrimination. External applicant request(s) or concerns may be made in writing to Ken Savage, Transit Director, P.O. Box 1908, Fort Smith AR 72902. Requests or concerns may also be reported directly by phone at (479) 783-6464 or 7-1-1 (Arkansas Relay Service for hearing impaired. Requests or concerns may also be directed to the Human Resources department at 479-784-2221.

To ensure effective outreach, the department will post the program on the department's website and maintain a posting in the public meeting room near the driver's break area to highlight the procedures to file a complaint with the EEOC. The department will also place the following phrase on all of its brochures and advertisements; FST does not discriminate in admission or access to, or treatment or employment in, its program or activities.

The purpose of the EEO program is to ensure equality in all employment practices as well as program adherence with regard to the federal requirements.

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ORDINANCE NO. 79-03

AN ORDINANCE APPROVING THE HUMAN RESOURCES POLICY FOR NON-UNIFORMED EMPLOYEES (2003) AND RESCINDING PRIOR POLICIES

BE IT ORDAINED AND ENACTED BY THE BOARD OF DIRECTORS OF THE CITY OF FORT SMITH, ARKANSAS, THAT:

Section 1: The attached Human Resources Policy for Non-Uniformed Employees (2003) is hereby approved. The City Administrator and his designated agents, including the Director of Human Resources, are hereby authorized and directed to implement said Policy.

Section 2: Ordinance No. 41-93 and other ordinances or policies of the City in conflict with the Policy approved by Section 1 are hereby rescinded.

This Ordinance adopted this 7th day of October, 2003.

APPROVED:

Mayor

ATTEST:

City Clerk

Approved as to form
JSC
No Publication required

The City of Fort Smith Arkansas

October 7, 2003

Here is your copy of the Human Resources Policy Handbook for the City of Fort Smith.

The handbook is the human resource policy approved by the City Board of Directors.

Please read and keep your handbook. It covers information you need to know, and it may answer many of your questions.

While all questions cannot be answered by a handbook, ours is flexible enough to address specific questions and situations in your department.

Most of the policies are easy to read and understand. Others may seem very formal. So, please talk to your supervisor, department head, or Human Resources if you would like clarification on any of the policies.

Thank you for your interest. Hopefully, this handbook will help us all to better understand the City's human resource policy.

Sincerely,

Bill Harding, City Administrator

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B. The provisions of this policy will be applied equally to all employees and applicants without regard to race, color, religion, sex, national origin, handicap or disability, or status as a Vietnam era, special disabled or other veteran who served on active duty during a war campaign in accordance with federal laws. In addition, the City of Fort Smith will comply with all applicable State of Arkansas laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, demotion, discipline, termination, layoff, recall, transfer, leave of absence, compensation and training.

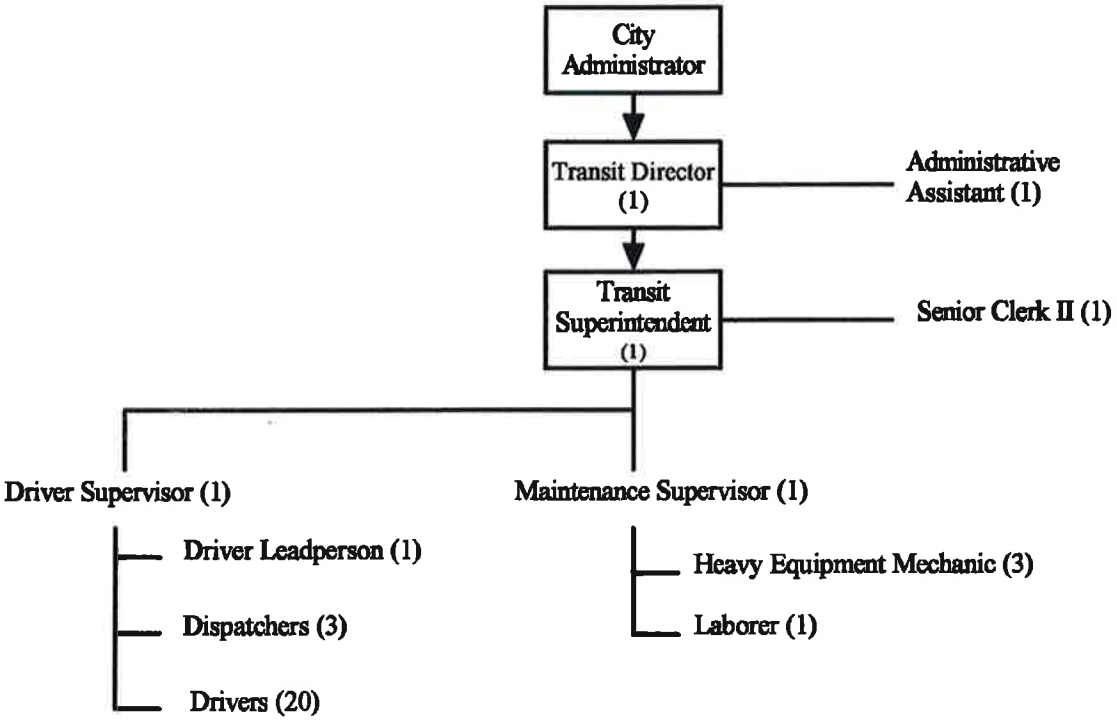
1. To further the principle of equal opportunity for all, the City of Fort Smith has voluntarily developed an affirmative action policy for minorities and women, the handicapped or disabled, and Vietnam era, special disabled or other veterans or those who served on active duty during a war campaign.

2. The City of Fort Smith expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, handicap or disability, or status as a Vietnam era, special disabled or other war campaign veteran. Improper interference with the ability of City employees to perform their expected job duties will not be tolerated.

C. All City employees must be treated equally in their terms and conditions of employment. The harassment of any employee is contrary to this and may be considered a violation of federal law and will be considered justification for disciplinary or other appropriate action. This applies to all employees, supervisors, agents and non employees who have contact with employees during working hours. The fol-

FortSmith TRANSIT

Operation Services
Public Transit



Purpose: To provide for the operations of the City's transit system to meet citizen transportation needs.

PUBLIC TRANSIT
(continued)

PROGRAM 6550

SCHEDULE OF PERSONNEL	PAY GRADE	FY13	FY14	FY14	FY15
Director	21	1	1	1	1
Transit Superintendent	15	1	1	1	1
Mechanic Supervisor	11	1	1	1	1
Driver Supervisor	11	1	1	1	1
Administrative Secretary	7	1	1	1	1
Heavy Equipment Mechanic (Note 1)	6	2	2	2	2
Driver Leadperson	6	1	1	1	1
Dispatcher	5	3	3	3	2
Senior Clerk II	5	1	1	1	1
Driver	4	22	21	21	21
Maintenance Person	4	1	1	1	1
Maintenance Laborer	3	1	0	0	0
EMPLOYEE POSITIONS		36	34	34	33

Funding Allocation:
100% General Fund

Note 1: Transit has plans to acquire a radio system integration through lease purchase during 2014. The purchase will be made over a three year period beginning in 2015 at approximately $90,820 per year.

Fort Smith Transit
Utilization of Females and Minorities
Non-Uniformed Employees
2015

% of City Transit Work Force

	Total Females	Total Minorities
Officials & Managers	**6%**	
Professionals	**3%**	
Technicians	**0%**	
Office & Clerical	**3%**	
Skilled	**38%**	**10%**
Semi-Skilled		
Unskilled		

EEO Statistics

EEO Number of People for Fort Smith Transit

Geography	Occupational Category	Sex	Total	White non-Hispanic	Hispanic	Black non-Hispanic	AIAN non-Hispanic	Asian non-Hispanic	NHOPI non-Hispanic	Black & White non-Hispanic	AIAN & White non-Hispanic	AIAN & Black non-Hispanic	Asian & White non-Hispanic	Balance 2+ Races, non-Hispanic
Fort Smith Transit Statistics #	Total Employed at Work	Total	31	26	2	3					1			
		Male	17	14	2	1								
		Female	15	11		2					1			

EEO Percentages for Fort Smith Transit

Geography	Occupational Category	Sex	Total	White non-Hispanic	Hispanic	Black non-Hispanic	AIAN non-Hispanic	Asian non-Hispanic	NHOPI non-Hispanic	Black & White non-Hispanic	AIAN & White non-Hispanic	AIAN & Black non-Hispanic	Asian & White non-Hispanic	Balance 2+ Races, non-Hispanic
Fort Smith Transit Statistics %	Total Employed at Work	Total	100%	84%	6%	9%					3%			
		Male	55%	45%	6%	3%								
		Female	45%	39%		6%					3%			

Thank you for your feedback! The new delivers the following improvements: Search by zip code, improved table display, browse more data feature, download data, and more.

Fort Smith (city), Arkansas

People QuickFacts	Fort Smith	Arkansas
Population, 2014 estimate	87,351	2,966,369
Population, 2013 estimate	87,489	2,958,765
Population, 2010 (April 1) estimates base	86,261	2,915,958
Population, percent change - April 1, 2010 to July 1, 2014	1.3%	1.7%
Population, percent change - April 1, 2010 to July 1, 2013	1.4%	1.5%
Population, 2010	86,209	2,915,918
Persons under 5 years, percent, 2010	7.6%	6.8%
Persons under 18 years, percent, 2010	25.5%	24.4%
Persons 65 years and over, percent, 2010	12.7%	14.4%
Female persons, percent, 2010	51.3%	50.9%
White alone, percent, 2010 (a)	69.3%	77.0%
Black or African American alone, percent, 2010 (a)	9.0%	15.4%
American Indian and Alaska Native alone, percent, 2010 (a)	1.8%	0.8%
Asian alone, percent, 2010 (a)	5.3%	1.2%
Native Hawaiian and Other Pacific Islander alone, percent, 2010 (a)	0.1%	0.2%
Two or More Races, percent, 2010	4.2%	2.0%
Hispanic or Latino, percent, 2010 (b)	16.5%	6.4%
White alone, not Hispanic or Latino, percent, 2010	64.6%	74.5%
Living in same house 1 year & over, percent, 2009-2013	82.1%	83.6%
Foreign born persons, percent, 2009-2013	12.3%	4.5%
Language other than English spoken at home, pct age 5+, 2009-2013	19.0%	7.2%
High school graduate or higher, percent of persons age 25+, 2009-2013	79.7%	83.7%
Bachelor's degree or higher, percent of persons age 25+, 2009-2013	20.3%	20.1%
Veterans, 2009-2013	6,136	237,311
Mean travel time to work (minutes), workers age 16+, 2009-2013	15.0	21.3
Housing units, 2010	37,899	1,316,299
Homeownership rate, 2009-2013	54.1%	66.7%
Housing units in multi-unit structures, percent, 2009-2013	29.8%	15.7%
Median value of owner-occupied housing units, 2009-2013	$112,700	$107,300
Households, 2009-2013	34,355	1,129,723
Persons per household, 2009-2013	2.49	2.53
Per capita money income in past 12 months (2013 dollars), 2009-2013	$22,704	$22,170
Median household income, 2009-2013	$36,618	$40,768
Persons below poverty level, percent, 2009-2013	25.0%	19.2%

Business QuickFacts	Fort Smith	Arkansas
Total number of firms, 2007	8,096	238,994
Black-owned firms, percent, 2007	3.2%	5.5%
American Indian- and Alaska Native-owned firms, percent, 2007	1.4%	1.1%
Asian-owned firms, percent, 2007	4.3%	1.4%

Native Hawaiian and Other Pacific Islander-owned firms, percent, 2007	F	0.1%
Hispanic-owned firms, percent, 2007	2.9%	2.3%
Women-owned firms, percent, 2007	S	24.5%
Manufacturers shipments, 2007 ($1000)	5,080,415	60,735,582
Merchant wholesaler sales, 2007 ($1000)	1,216,075	29,659,789
Retail sales, 2007 ($1000)	1,667,367	32,974,282
Retail sales per capita, 2007	$19,790	$11,602
Accommodation and food services sales, 2007 ($1000)	197,015	3,559,795

Geography QuickFacts	**Fort Smith**	**Arkansas**
Land area in square miles, 2010	61.97	52,035.48
Persons per square mile, 2010	1,391.2	56.0
FIPS Code	24550	05
Counties		

(a) Includes persons reporting only one race.
(b) Hispanics may be of any race, so also are included in applicable race categories.

D: Suppressed to avoid disclosure of confidential information
F: Fewer than 25 firms
FN: Footnote on this item for this area in place of data
NA: Not available
S: Suppressed; does not meet publication standards
X: Not applicable
Z: Value greater than zero but less than half unit of measure shown

Source U.S. Census Bureau: State and County QuickFacts. Data derived from Population Estimates, American Community Survey, Census of Population and Housing, County Business Patterns, Economic Census, Survey of Business Owners, Building Permits, Census of Governments
Last Revised: Thursday, 06-Aug-2015 09:20:27 EDT

EEO Census/FST Comparison

EEO Percentages for Fort Smith Transit

Geography	Occupational Category	Sex	Total	White non-Hispanic	Hispanic	Black non-Hispanic	AIAN non-Hispanic	Asian non-Hispanic	NHOPI non-Hispanic	Black & White non-Hispanic	AIAN & White non-Hispanic	AIAN & Black non-Hispanic	Asian & White non-Hispanic	Balance 2+ Races, non-Hispanic
Fort Smith QuickFacts U.S. Census	Total Employed at Work	Total	100%	69%	16%	9%		5%			2%			4%
		Male	49%											
		Female	51%											

Geography	Occupational Category	Sex	Total	White non-Hispanic	Hispanic	Black non-Hispanic	AIAN non-Hispanic	Asian non-Hispanic	NHOPI non-Hispanic	Black & White non-Hispanic	AIAN & White non-Hispanic	AIAN & Black non-Hispanic	Asian & White non-Hispanic	Balance 2+ Races, non-Hispanic
Fort Smith Transit Stats/Target	Total Employed at Work	Total	100%	84%	6%	9%		0%			3%			
		Male	55%		Target Category			Target Category						Target Category
		Female	45%		Target Category			Target Category						Target Category