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# GREATER LYNCHBURG TRANSIT COMPANY



Central Virginia Transit Management Co., Inc.

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## EEO PROGRAM

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**NOTICE:** *These are the operating guidelines for the GLTC/CVTMC Equal Employment Opportunity Program. These guidelines can only be changed with approval of the GLTC Board of Directors as voted during an official meeting. Proposed edits must be submitted to the General Manager for review, thereafter he/she will submit to the Board for approval.*



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# 1.0 INTRODUCTION

The Greater Lynchburg Transit Company (GLTC), the principal public transportation carrier in the Greater Lynchburg area, is a public agency whose primary objective is to maintain and improve public transportation service for all persons within the Central Virginia area. The Greater Lynchburg Transit Company is a public corporation, whose sole stockholder is the City of Lynchburg. GLTC is governed by a nine-member citizen-volunteer Board of Directors appointed by the City Council of Lynchburg. The GLTC Board of Directors contracts with First Transit of Cincinnati, Ohio, a professional transit management firm, to provide through its subsidiary corporation, Central Virginia Transit Management Company, Inc. (CVTMCI), all personnel necessary for the operation of the transit system.

## 1.1 Policy Statement

GLTC/CVTMCI recognizes and acknowledges its responsibilities in the area of equal employment opportunity and does hereby certify, under the provisions of the management contract, that it will take all necessary action to ensure that the policies and practices contained herein are fully and completely carried out.

The purpose of this program is to ensure the promotion of equal opportunity for all persons employed or seeking employment without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class. This program is action-oriented and will be reevaluated and revised when necessary. The details of policy and commitment to equal employment are set forth in this document, including the major components listed below:

- GLTC is committed to Equal Employment Opportunities for all persons, regardless of race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class
- GLTC is committed to undertaking an affirmative action program, including goals and timetables, in order to overcome the effects of past discrimination on minorities and women
- The responsibility for the implementation of the EEO program is assigned to the EEO Officer which is designated by and will report directly to the General Manager
- All management personnel will share in this responsibility and will be assigned specific tasks to assure compliance is achieved
- Applicants and employees have the right to file complaints alleging discrimination with the appropriate official
- Performance by managers, supervisors, etc., will be evaluated on the success of the EEO program the same way as their performance on other agency's goals
- That successful achievement of EEO goals will provide benefits to the recipient/sub-recipients/contractor through greater utilization and development of previously underutilized resources

It shall be the policy of the GLTC/CVTMCI to provide equal opportunity to all applicants for employment and to administer all personnel practices such as recruiting, hiring, training, promotions, transfers, demotions, layoffs, terminations, rates of pay, and other terms, conditions, and privileges of employment in a manner which does not discriminate on the basis of race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

No practice, activity, policy or decision which discriminates against an individual or group on the basis of race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class shall be allowed to stand.

Affirmative action will be taken to identify the areas where minorities and women are under-utilized, if any, and a vigorous effort will be made to correct any employment imbalances. All decisions with regard to recruitment, hiring, promotion, training, transfers, demotions, layoffs, compensation, and terminations will be made in a manner that will further the principles of equal employment for all.

GLTC/CVTMCI is committed to developing a written nondiscrimination program that sets forth the policies, practices, and procedures and will make available for inspection by any employee or applicant upon request. If necessary, goals will be established in all categories of employment to achieve a balance that reflects the availability of minorities and women in the Lynchburg area labor market. The purpose of this commitment to goals is to meet the equal opportunity clause of GLTC's grant contract with the Federal Transit Administration. This commitment is not intended and shall not be used to discriminate against any qualified applicant or employee.

All employees have the right to work in an environment free of discriminatory conduct, insults, and ridicule. The use of sexist and racial terms by employees will not be tolerated. Sexual harassment is a form of sex discrimination. The courts and the EEOC define it as any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- Submission is made explicitly or implicitly a term or condition of employment.
- Submission or rejection is used as the basis for employment decisions.
- The conduct has the purpose or effect of substantially interfering with an individual's work or creates a hostile, intimidating, or offensive work environment.

GLTC/CVTMCI will make every effort to provide reasonable accommodation to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

All management personnel share in the civil rights responsibility and will be assigned specific tasks to assure compliance is achieved. The performance by managers and supervisors will be evaluated on the success of the civil rights program in the same way as performance on other agency goals, and successful achievement of civil rights goals will provide benefits through greater utilization and development of previously underutilized resources.

These policies shall be applied to all aspects of recruiting, hiring, training, compensation, upgrading, promotion, retention, transfer, and working conditions of employees not covered by the collective bargaining agreement with Amalgamated Transit Union and shall also be applied to employees who are covered by the bargaining agreement insofar as they are not superseded by provisions of the prevailing collective bargaining agreement.

To ensure that these policies and practices are carried out the Human Resources Manager has been designated as the Equal Employment Opportunity Officer and can be reached as follows:

John Yauger Human Resources Manager  
PO Box 11286  
Lynchburg, VA 24506-1286  
434-455-5082  
[jyauger@gltonline.com](mailto:jyauger@gltonline.com)

If any employee feels that he/she has been discriminated against, he/she may file a complaint with the EEO Officer, either orally or in writing (see Civil Rights Complaint Procedures). Retaliation against an individual who files a charge or complaint of discrimination, participates in an employee discrimination proceeding, or otherwise engages in protected activities is prohibited and will not be tolerated.

As the General Manager, I am personally committed to maintaining overall responsibility and accountability for GLTC/CVTMCI's compliance with EEO Policy and Program. It is my commitment to oversee a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under guidelines of our EEO Policy and Program.



**Josh Moore**  
**General Manager**  
*Greater Lynchburg Transit Company/Central Virginia Transit Management Company, Inc.*

## **2.0 DESIGNATION OF THE EEO OFFICER**

### ***2.1 EEO Policy***

The GLTC/CVTMCI General Manager has the overall responsibility for ensuring that the Equal Employment Opportunity Policy is carried out. The General Manager will review the Company's policy periodically to ensure its completeness and effectiveness.

The General Manager has designated the employee below as the EEO Officer and this person has the day-to-day responsibility for ensuring that the EEO policy is carried out.

John Yauger - Human Resources Manager  
PO Box 11286  
Lynchburg, VA 24506-1286  
434-455-5082  
jyauger@gltonline.com

The EEO Officer reports directly to the General Manager, with open access and communication and meets on an as-needed basis. The EEO Officer is responsible for, but not limited to, the following:

- Day-to-day administration of the program to include the development, implementation, and monitoring of the program and internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where proactive action is needed
- In conjunction with Human Resources, monitor and periodically review GLTC/CVTMCI's employment practices, policies, complaint procedures, reasonable accommodations policies, performance evaluations, grievance procedures, and union agreements to assist in identifying problem areas
- Conducting a semiannual evaluation of the program and making recommendations and revisions as needed
- Serving as the official liaison between the Company, governmental agencies, regulatory agencies, and community groups representing and concerning equal employment opportunities for minorities, women, and persons with disabilities, and other
- Assist in the recruitment of minorities, women and disabled persons, as needed
- Ascertaining that information relative to the EEO program is disseminated to all managers supervisors, and employees to ensure that the policy is understood
- Ascertaining that all records are kept current and available for inspection by appropriate Federal agency representatives when requested
- Conducting meetings with prospective, current or former employees concerning charges of discrimination in employment practices
- Report semiannually to General Manager on each department progress in relation to the agency's goals and on contractor and vendor compliance
- Concurs in all hires and promotions
- Process and investigate employment discrimination complaints
- Developing and recommending the EEO policy statement and a written EEO program as adopted by the GLTC Board of Directors and as approved by FTA, to include internal and external communication procedures
- Assisting management with collecting and analyzing employment data, identifying problem areas, setting goals and timetable, and developing programs to achieve goals

- Maintain awareness of current EEO laws and regulations, and ensuring the laws and regulations affecting nondiscrimination are disseminated to responsible officials
- Provide EEO training to employees and managers
- In conjunction with Human Resources, advise employees and applicants of available training programs and professional development opportunities and the entrance requirements
- Audit postings of the EEO policy statement to ensure compliance information is posted and up to date

Department Managers bear the responsibility of ensuring that GLTC/CVTMCI's EEO program and policies are carried out. Managers will, as part of their job, implement GLTC/CVTMCI's EEO program by:

- Assisting in identifying problem areas and establishing agency and unit goals and objectives
- Being actively involved with local minority organizations, women's and handicapped groups, community action organizations, and community service programs designed to promote EEO
- Participating actively in periodic audits of all aspects of employment in order to identify and to remove barriers obstructing the achievement of specified goals and objectives
- Holding regular discussions with other managers, supervisors, and employees to assure the agency's policies and procedures are being followed
- Reviewing the qualification of all employees to assure that minorities, handicapped persons, 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;
- Conducting and supporting career counseling for all employees encouraging participation to support the advancement of the EEO program
- In conjunction with the EEO Officer, maintain and update the personnel database for generating reports required for the nondiscrimination program
- 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).

## ***2.2 EEO Complaint Procedures***

It is the policy of GLTC/CVTMCI to provide equal employment opportunities to all applicants and employees and to comply with all civil rights laws. If any individual believes that he or she has received unequal treatment or has been subjected to sexual harassment, these procedures shall be used in thoroughly investigating the alleged discrimination. The EEO Officer is responsible for administering the EEO Program and investigating all complaints.

The EEO Officer shall maintain a neutral position in processing complaints. All investigations shall be conducted in a fair, impartial, and objective manner based upon the facts of the case.

1. **Informal Complaint** - Informal discussions can often result in solutions to problems more quickly and effectively than formal procedures. For this reason, anyone who believes he or she has been discriminated against or harassed due to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class is encouraged to discuss the problem with his or her department head or the EEO Officer. If the individual is not satisfied with the results of the informal complaint procedure, the filing of a formal complaint is encouraged. Informal complaints must occur before formal complaints and within 45 days of the incident. Complaint forms are available from the EEO Officer and attached as an addendum.



2. **Formal Complaint** - A formal complaint may be filed with the EEO Officer and must be in writing, either by means of a letter or a complaint form which can be provided by the EEO Officer. Telephone call complaints will be followed up by mailing a complaint form to the individual for signature and statement. Assistance in completing the form is available from the EEO Officer upon request. Formal complaints must be filed within 15 days after the receipt of an informal complaint determination. Each complaint must contain the following information:

- Name and address of the charging party.
- Name of person/department against whom the charge is being made.
- A statement of facts contributing to the alleged discrimination including the date(s) of such act(s).
- A statement as to the basis for the alleged discrimination (ex: sex, age, race, etc.)
- Name of any witnesses to the alleged discrimination.

A complaint may be withdrawn by the charging party at any time in writing. The EEO Officer shall acknowledge receipt of a formal complaint and will meet with the charging party within ten (10) days of receipt of the complaint form.

## **2.21 Steps in Processing Formal Complaints**

### **1. Interview of Charging Party**

The EEO Officer will meet with the charging party within 10 days of receipt of the complaint to determine the reliability and validity of the charge. Should the complaint reveal a possible violation of the EEO guidelines and policies, the charging party will be informed that he or she will receive a copy of the written summary of the facts of the inquiry. If the EEO Officer determines that the charging party's complaint does not violate EEO guidelines and policies, written notification will be submitted to the charging party stating such. During the interview, the EEO Officer will obtain the following information from the charging party:

- Nature of alleged discrimination activity.
- Date and time of alleged discrimination.
- Person responsible for the action alleged to be discriminatory.
- Specific relief sought by charging party.
- Individuals the charging party wishes to be interviewed as witnesses.
- Any other pertinent information on the alleged discrimination activity.

### **2. Notification and Interview of Department Head and/or Individual Charged**

No later than ten (10) days from receipt of the complaint form, the EEO Officer will notify the proper department head and/or individual that a complaint of alleged discrimination has been filed. During the interview with the department head and/or individual, the EEO Officer will describe the nature of the complaint, the identity of the charging party and the events and facts which led to the complaint. The department head will make available all personnel records, memoranda, data, or any other evidence requested by the EEO Officer. Copies of confidential information will not be made a part of the written findings.

### **3. EEO Officer's Findings**

The EEO Officer will thoroughly examine all data and information gathered on the case in investigating the alleged discrimination. A written report will be prepared upon the conclusion of the investigation, no longer than thirty (30) days following receipt of the complaint form. The report will include the following items:

- Summary of charge.
- Summary of the complaint describing the nature of the alleged discriminatory activity stated by charging party.
- Summary of the response by the department head and/or person being charged with alleged discriminatory action.
- Summary of the investigation by the EEO Officer including any background on the condition of the complaint, persons involved, written statements, data, or any other exhibits.
- Conclusion of EEO Officer.
- Recommendation of action, if any.

This written report will be given to the General Manager for a final determination and resolution of the complaint. Upon the completion of the General Manager's evaluation, and no later than ten (10) days following receipt of the EEO Officer's report, copies of the final report will be submitted to:

- Charging Party
  - Charging Party's attorney
  - Department Head and/or individual being charged
  - EEO and Civil Rights Officer
  - Civil Rights Agencies (as appropriate)
4. There shall be no retaliation of any kind for an individual filing a complaint, giving testimony, or participating in the investigation of an alleged discrimination activity. Any such reprisal activity will be investigated by the EEO Officer.
  5. These procedures shall be applied to all aspects of recruiting, hiring, training, compensation, upgrading, promotion, retention, transfer, termination and working conditions of employees not covered by the collective bargaining agreement with Amalgamated Transit Union and applied to employees who are covered by the bargaining agreement insofar as they are not superseded by provisions of the prevailing collective bargaining agreement.
  6. An individual may file his/her complaint at any time with the agencies listed below, in addition to filing the complaint with GLTC/CVTMCI. If an individual is not satisfied with the GLTC/CVTMCI complaint review process, he/she may file a complaint with:
    - US Department of Transportation, Washington DC
    - Federal Transit Administration, Washington DC
    - Equal Employment Opportunity Commission, Washington DC or any regional office
  7. In the event the charges are against the EEO Officer, the duties of the EEO Officer will be filled by the General Manager.

## **2.22 Time Line for Formal Civil Rights Complaints**

1. EEO Officer receives a formal complaint within 45 days of alleged incident.
2. EEO Officer acknowledges receipt and meets with charging party within 30 days of receipt of the formal complaint.
3. EEO Officer notifies Department Head and/or alleged individual that a complaint has been filed within 15 days of receipt of the formal complaint.
4. EEO Officer issues written report of findings within 180 days of receipt of the formal complaint.
5. General Manager reviews report and makes final determination and resolution of the complaint within 10 days following receipt of the EEO Officer's report.

## **3.0 DISSEMINATION OF POLICY/INTERNAL MONITORING OF PROGRAM**

Dissemination of this policy shall be the responsibility of the EEO Officer who, in addition to assuming the responsibility of the day-to-day administration of the program, will also communicate the mandates of the program to the Company's personnel, as well as recruiting sources.

A review shall be held semiannually with each department head to evaluate and discuss the implementation of the policy and program. All employees are kept informed as to the policy and each new employee is advised as part of the employee orientation process. All new supervisors and managers will go through training on the EEO program within 90 days of their appointment. A copy of the policy statement is included in the employee handbook and is posted permanently on Company bulletin boards in conspicuous locations accessible to all employees and visitors along with other official EEO materials (federal and state labor law posters).

The EEO policy will be distributed to recruitment entities when outreach and advertising are conducted. All recruitment ads will state that GLTC/CVTMCI is an "equal employment opportunity employer".

The Equal Opportunity clause will be placed in or attached to all purchase orders, leases, and contracts covered by Executive Order 11236, as amended and implementing regulations. All advertising for employment shall make note of the fact that the Company is an Equal Opportunity Employer.

On a quarterly basis, information regarding the number of employees hired, promoted, resigning, retiring or discharged will be compiled by race, gender and job classification. The EEO Officer will review with the General Manager a summary of the program and any corrective action necessary will be taken at that time.

The evaluation process will highlight the policies and objectives accomplished as well as pinpoint any areas that need improvement. This evaluation will allow the EEO Officer to amend and reset existing objectives, identify areas of under-utilization and develop new objectives/goals, if necessary.

### ***3.1 Action Plan***

As part of the Internal Monitoring of Program the EEO Officer and Managers will be monitoring and recording: employment practices, work environment, internal and external complaints, internal and external communications and the performance of the EEO Program as a whole. The EEO Officer will document all complaints and resolutions, will track and document current workforce and hiring statistics, will document the dissemination of internal and external communications pertaining to the EEO Program and will maintain a database for future projections. The EEO Officer will give semiannual updates to the General Manager and Managers and semiannually to the GLTC Board of Directors.

#### **3.11 The Plan**

This Company shall take specific affirmative actions to ensure equal opportunity. Our compliance with this policy and plan shall be based upon our efforts to achieve maximum results from our actions and we shall document our efforts fully. We will not use goals, timetables or affirmative action standards to discriminate against any person because of their race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

This Company will implement specific affirmative action steps, including the following actions to ensure

equal employment opportunity:

1. Ensure and maintain a working environment free of harassment, intimidation, and coercion at all times and in all facilities at which our employees are assigned to work. We shall specifically ensure that all managers and supervisors are aware of and carry out our obligations to maintain such a working environment.
2. Establish and maintain a current list of minority and female recruitment sources, provide written notification to minority and female recruitment sources and to community organizations when we have employment opportunities available, and maintain a record of the organization's responses.
3. Disseminate the company EEO policy by providing notice to the union, including it in the personnel manual, publicizing it on the GLTC website specifically reviewing the policy with all management personnel and with all employees at least once a year, and by posting the company EEO policy on bulletin boards accessible to all employees.
4. Review, at least annually, the Company's EEO policy and affirmative action with all employees having any responsibility for hiring, assignment, layoff, termination or other employment decisions. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter.
5. Disseminate the Company EEO policy externally by including it in any advertising in the news media, specifically including any available minority and female news media.
6. Direct our recruitment efforts, both oral and written, to minority, female and community organizations, to schools with minority and female students and to female recruitment and training organizations serving our recruitment area and our employment needs.
7. We will encourage present minority and female employees to recruit other minority persons and women.
8. Conduct at least annually, an inventory and evaluation of all minority and female personnel for promotional opportunities and encourage these employees to prepare for, through appropriate training, etc. such opportunities.
9. Ensure that seniority practices, job classifications, work assignments, and other personnel practices, do not have a discriminatory effect by continually monitoring all personnel and employment-related activities to ensure that the EEO policy and our obligations under these specifications are being carried out.
10. Conduct a review, at least annually, of all supervisors' adherence to and performance under the company EEO policies and affirmative action obligations.

### **3.12 Records**

The company will keep records to monitor all employment-related activities to ensure that the company's EEO policy is being carried out.

## **4.0 ASSESSMENT OF PRESENT EMPLOYMENT PRACTICES**

### ***4.1 Recruitment***

Generally, the Company first advertises internally for qualified applicants. If there are no qualified internal applicants, then an advertisement is placed on the GLTC website (gltconline.com), and other online sources.

### ***4.2 Hiring***

Applications are first reviewed by the HR Manager who makes a recommendation to the Department Head on whether an interview should be conducted. Applicants who meet the qualifications and guidelines for a job opening are contacted by the Department Head to schedule a personal interview. Past job experience, continuity, relative experience, and education background, if required, are some of the factors in selecting applicants for a personal interview. Those persons found to be most qualified, based upon past job experience, performance, reliability, and other specific job skills are then selected for the open position.

### ***4.3 Promotions***

Promotion policies for hourly employees are covered in the Collective Bargaining Agreements. Promotions for salaried positions are based upon merit considerations, including past job performance, relative experience, and education if required. Personnel files are maintained on all persons to objectively evaluate merit promotions.

### ***4.4 Layoffs***

The procedure for layoffs is covered in the labor union contract. Displaced employees may displace another employee with less seniority.

### ***4.5 Involuntary Terminations***

The Company utilizes progressive disciplinary actions. Work rule violations that warrant discharge are described in Appendix A: GLTC/CVTMCI Discipline Code section of the Employee Handbook/Personnel Policies & Procedures booklet that is given to all employees upon hiring. Procedures for appeals to any disciplinary action (including discharge) are specified in the labor union contract.

## **5.0 UTILIZATION ANALYSIS**

### ***5.1 Department Overview***

(As of 4/21/2022)

#### **Managerial/Administrative**

Fourteen (14) individuals directly oversee departments and/or supervise other employees and are broken down as follows:

- Eight (8) African American males
- Four (4) African American females
- Two (2) Caucasian males
- Two (2) Caucasian females

#### **Administrative Support/Clerical**

Nine (9) individuals work in an administrative or clerical position and are broken down as follows:

- Six (6) African American females
- Two (2) Caucasian Females
- One (1) Caucasian Male

#### **Maintenance Technicians**

Seven (7) individuals are employed as maintenance technicians and are broken down as follows:

- Three (3) African American males
- Three (3) Caucasian males
- One (1) American Indian

GLTC has never had a woman apply for the position of maintenance technician. In an effort to overcome this lack of female applicants, the Company has conducted outreach to multiple local organizations. We will continue to partner with these organizations to seek qualified female applicants for mechanical positions.

#### **Utility Workers/Serviceers**

Nine (9) individuals are employed in the Utility/Serviceer role and are broken down as follows:

- Eight (8) African American males
- One (1) African American female

#### **Transit Operators**

Forty-Seven (47) individuals are employed as transit operators and are broken down as follows:

- Nineteen (19) African American males
- Fifteen (15) African American females
- Eight (8) Caucasian males
- Seven (5) Caucasian females
- One (1) Asian male

#### **Total Employment**

An analysis of the Company's workforce indicates a broad base of employment opportunities for many persons, particularly minorities and is indicative of our commitment to equal opportunity employment. Of the 86 total employees, 72.1 % are African Americans and 38.4 % are female. A review of the Company's workforce in comparison to the Lynchburg Metropolitan Statistical Area figures show that GLTC/CVTMCI's minorities' percentages meet or exceed all categories.

**Subrecipients/Contractors**

GLTC currently contracts with First Transit to provide the General Manager and Assistant General Manager positions.



## 5.2 Department Analysis by Race & Gender

(As of 04/21/2022)

CM – Caucasian Male

AAM – African American Male

HISPM – Hispanic Male

ASIANM – Asian Male

CF – Caucasian Female

AAF – African American Female

HISPF – Hispanic Female

### Transportation Department – Operators

AAM	Austin	Gregory
AAM	Barbier	Emilio
AAM	Beasley	Junis
CF	Betterton	Rachel
AAM	Beverly	William
CM	Blakenship	William
AAF	Bond	Lisa
AAM	Bowling 3rd	Phillip
AAM	Brown	DeLante
CF	Bryan	Delores
CM	Carvalho	Paul
AAF	Colbert	Pushall
CF	Evans	Sandra
CM	Ferguson	Clint
AAF	Gaines	Mateka
AAF	Gardner	Crystal
AAF	Gilmore	Fran
AAF	Goins	Deborah
AAM	Grant	Michael
AAM	Green	Anthony
AAF	Hairston	Moveeta
AAM	Harmon	Oscar
CM	Harris	Nathan

AAM	Hightower	Elton
AAF	Hollins	Danica
AAF	Hughes	Carleda
AAM	Jones	Charles
AAF	Lawrence	Deneen
CF	Leblanc	Darnelle
CF	Lewis	Kimberly
ASIANM	Lim	Jung
AAF	Lofty	Joyce
AAF	McClattie	Johnethia
AAM	Miles	Harold
AAM	Poindexter	Lonniel
CM	Pollard	Caleb
AAF	Robertson	Kimberly
AAM	Robinson	Edward
AAF	Ross	Angelene
AAM	Rosser	Zacharia
AAM	Slaughter	Bobby
AAF	Smith	Janay
CM	Walker, Jr.	Patrick
CM	Welfare	Eric
AAM	Williams	Christopher
AAM	Williams	Robert
CM	Zeien	Michael

Maintenance Department		
CM	Amshey	John
AAM	Beasley, Jr	Junius
CM	Birch	Johnnie
AIM	Branham	Jeremy
AAM	Brown	Demond
AAM	Brown	Bobby
AAM	Brown	Aubrey
CM	Burks	Jonathan
CM	DePalmer	Michael
AAM	Farrow	Howard
AAM	Harvey	Malik
AAF	Jones	Sonya
AAM	Mack	Frank
AAM	Myers	Jarvis
AAM	Payne, Jr.	Kenneth
AAM	Powell	George
AAM	Ross	Dameon
AAM	White	Ernest

Administrative Staff		
AAF	Bledsoe-Owings	Kimberly
AAF	Brooks	Lisa
CF	Droog	Dawn
AAM	Gardner, Jr.	Jeremiah
CF	Herrick	Csilla
CF	Klien	Donna
AAM	Lacy	Kevin
AAF	Lockley	Chevelle
AAF	Lovitt	Doressa
CF	Martin	Millie
CM	Overstreet	Warren
AAF	Paige	Melissa
AAM	Poindexter	Scotchman
AAM	Poindexter	Christopher
AAM	Robey	Allen
AAF	Sparrow	Rosa
AAM	Watts	Wendell
AAM	Watts, II	Wendell
AAF	Williams	China
AAF	Wilson	Wanda
AAF	Woodruff	Jacqueline
CM	Yauger	John

## **5.3 Salaries**

(As of December 31, 2022)

Salaries for positions covered under the collective bargaining agreement with Amalgamated Transit Union. These salaries are set based upon the collective bargaining agreement

### **Transportation Department:**

- Top Bus Operator - \$ 19.71 per hour\*
- Top Paratransit Operator - \$ 18.72 per hour\*
- \* Progression based on tenure

### **Maintenance:**

- Mechanic - \$ 25.62 per hour (130% of Top Bus Operator rate)
- Parts Clerk - \$ 19.71 per hour (100% of Top Bus Operator rate)
- Technician Helper - \$ 19.71 per hour (100% of Top Bus Operator rate)
- Utility Person - \$ 14.78 per hour (75% of Top Bus Operator rate)

### **Administrative Staff (not covered under the collective bargaining agreement):**

- HR Manager - \$ 54,600
- Customer Experience/Marketing Manager - \$ 50,000
- Finance/Grants Manager - \$ 54,600
- IT Manager - \$ 54,600
- Operations Manager - \$ 54,600
- Maintenance Manager - \$ 60,299
- Payroll/Accounts Payable Technician - \$ 17.91 per hour
- Purchasing/Accounts Receivable Technician - \$ 17.91 per hour
- Operations Supervisors - \$ 21.05 per hour (average)
- Paratransit Dispatchers - \$ 17.40 per hour (average)
- Customer Service Representatives - \$ 12.50 per hour (average)

## 5.4 Current Workforce and Availability Analysis

**All Categories Employees: Total 86 persons**

- African American – 72.1 %
- Caucasian – 26.7 %
- Asian – .01 %
- American Indian – .01 %

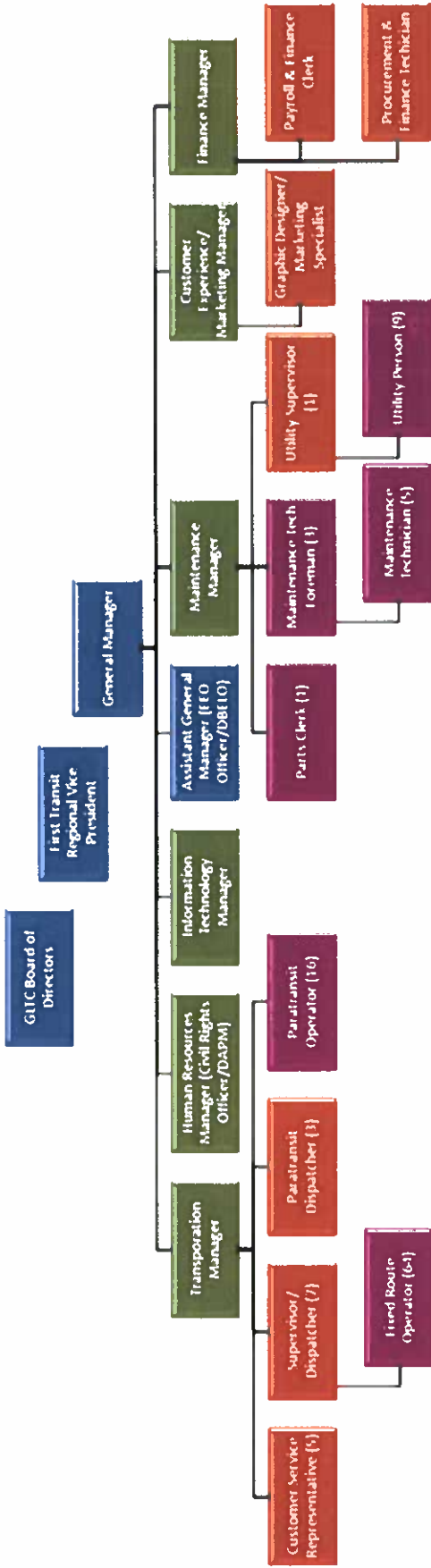
	Total Male	African American	Caucasian	American Indian	Asian		Total Female	African American	Caucasian
Manager / Supervisor	10	8	2	0	0		4	2	2
Administrative/Clerical	1	0	1	0	0		8	6	2
Utility/Cleaner	8	8	0	0	0		1	1	0
Mechanic	7	3	3	1	0		0	0	0
Transportation	27	19	8	0	1		20	15	5
<b>Total</b>	<b>53</b>	<b>38</b>	<b>14</b>	<b>1</b>	<b>1</b>		<b>33</b>	<b>24</b>	<b>9</b>

# APPENDIX A: Organizational Chart



## Greater Lynchburg Transit Company

GLTC Organization Chart January, 2018



Blue	First Transit Personnel/GLTC Board of Directors
Green	Senior Management Staff
Red	Leadership/Admin Staff (Non-Union)
Purple	Union Staff