

UTAH TRANSIT AUTHORITY POLICY

UTA.05.10

EMPLOYMENT DECISIONS REGARDING SERIOUS WORK INFRACTIONS

1) Purpose

Utah Transit Authority (UTA) wants all employees to be successful, however, UTA recognizes that from time to time employees will be involved in Serious Work Infractions. When UTA becomes aware of a Serious Work Infraction, UTA desires to ensure that employees responsible for making decisions regarding Serious Work Infractions receive ample support prior to taking an employment action. UTA further desires to ensure that there is adequate review of the facts and circumstances surrounding the infraction, adequate review of the proposed employment action, and adequate documentation of the proposed employment action before the executive or manager takes an employment action.

2) Definitions

“*Serious Work Infraction*” means a violation of a UTA policy, expectation, standard operating procedure, or work rule, the consequences of which may be termination.

“*UTA Legal Services*” means an Assistant Attorney General or outside counsel assigned to provide legal services to UTA as directed by the Utah Attorney General’s Office.

3) Policy

A. Authority to Make Decisions Regarding Serious Work Infractions

Management is authorized to make decisions regarding Serious Work Infractions, including decisions regarding the appropriate employment action, for those employees who report to them.

B. Review of Decisions Regarding Serious Work Infractions

Management who supervises the employee is ultimately responsible for making the decision regarding the employment action for a Serious Work Infraction. The Human Resources department and UTA Legal Services are resources available to assist management in making informed and supportable decisions. Additionally, resources from the Civil Rights Compliance Manager and Human Resources department are available when applicable. Before taking an employment action in response to a Serious Work Infraction, management will review with the Human Resources department and UTA Legal services the facts and circumstances surrounding the infraction and the proposed employment action, including any proposed decision to terminate the employee. If the Serious Work Infraction involves, appears to involve, or is alleged to involve, a policy or procedure relating to civil rights or the UTA Employee Handbook, or Equal Employment Opportunity, management will also review the facts and circumstances surrounding the infraction and the proposed employment action with the Civil Rights Compliance Manager.

C. Documentation of Decisions Regarding a Serious Work Infraction

At the request of UTA Legal Services, management will compose a memorandum outlining the reason for the proposed employment action.

D. Separation and Release Agreement

Management may request that UTA Legal Services prepare a separation and release agreement for an employee in connection with a termination.

4) Review

This policy must be reviewed annually as required by Utah Code

5) Cross-References

- UTA Employee Handbook
- Equal Employment Opportunity
- Utah Code § 17B-1-802

This UTA policy was reviewed by UTA’s Chief People Officer on 05/29/2026, and approved by the Executive Director on _____. This policy takes effect on the latter date.

Jay Fox
Executive Director

Approved as to form and content:

DocuSigned by:
Mike Bell

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Counsel for the Authority

History

Date	Action	Owner
11/11/2014	Revised - 6.1.7 Employment Decisions Regarding Serious Work Infractions	
	Revised and Renumbered – UTA.05.10 Employment Decisions Regarding Serious Work Infraction	Chief People Officer
	Board Reviewed – UTA.05.10 Employment Decisions Regarding Serious Work Infraction	Chief People Officer