

UTAH TRANSIT AUTHORITY POLICY

UTA.05.16

HIRING AND JOB CLASSIFICATION

1) Purpose

Together with the content of the Utah Transit Authority (UTA) Employee Handbook regarding selection criteria, this policy details processes to recruit and hire the best-qualified candidates.

2) Definitions

“Acceptable Job Performance” means an employee not in any formal disciplinary action within the last twelve months of employment.

“Administrative Employee” means an employee of UTA in a position that is not covered by a Collective Bargaining Agreement.

“Bargaining Unit Unionized Employee” means an employee of UTA in a position that is covered by the Collective Bargaining Agreement between UTA and the Amalgamated Transit Union (ATU), Local 382.

“Administrative Unionized Employee” means an employee of UTA in a position that is covered by the Collective Bargaining Agreements between UTA and the Teamsters Union, Local 222.

“Career Ladder” means an advancement opportunity defined in a specific job, within a Job Family.

“Collective Bargaining Agreement” (CBA) means a legally binding contract that outlines the terms and conditions of employment as negotiated between UTA and groups of employees represented by the Amalgamated Transit Union, Local 382 or the Teamsters Union, Local 222.

“Executive” means Executive Director, Vice-Presidents, and Chief Officers.

“Extended Evaluation Period” means a nine-month evaluation period after the Introductory Period that is applied to new Administrative Employees hired into a position of Transit Police Officer, Transit Communication Senior Dispatcher, Dispatcher or Trainee.

“Hiring Authority” means the next-level manager or the person who will directly supervise the employee.

“Intern” means a student or recent graduate undergoing practical training to gain required experience.

“Introductory Period” means the first ninety days of employment for all newly hired, promoted, or transferred Administrative Employees.

“*Job Family*” means several jobs that are related and distinguished by differing educational requirements, and/or knowledge, skill, and ability levels.

“*Long-Term Temporary*” means temporary employment for Administrative Employee positions for longer than one year, not to exceed five years. Excludes Administrative Unionized Employees and Bargaining Unit Unionized Employees.

“*Previous Applicant*” means someone who applied for a job and is considered for another identical job which opens within ninety days of the original job closing date.

“*Short-Term Temporary*” means temporary employment for Administrative Employee positions not to exceed one year. Excludes Administrative Unionized Employees and Bargaining Unit Unionized Employees.

“*Underutilized*” means a condition in which women and/or minorities are not employed at a rate to be expected given their availability in the relevant labor pool, as addressed in federal regulation.

3) Policy

A. Recruitment

Where possible, we seek to fill positions with qualified employees from within UTA. However, at the discretion of the Hiring Authority, positions may be simultaneously advertised externally and internally. Care is taken to ensure that job information is accessible to all persons seeking employment.

1. Positions Posted Internally

Positions ordinarily are posted and held open for a minimum of five working days, with the exception of when bargaining position bidding is conducted. In that instance, positions being bid on will be posted for 48 hours to support internal movement and hiring process integrity.

2. Positions Posted Externally

Positions ordinarily are posted and held open for a minimum of ten calendar days. The Chief People Officer may approve exceptions to the posting timeframe based on business needs.

3. Employee Applications

An Administrative and Bargaining Unit Employee must have Acceptable Job Performance to be considered for a position. An Administrative Employee who has had any formal discipline within twelve months of applying for a position may be considered for a position, but the discipline will follow them to the new position if they are selected. A Bargaining Unit Employee bidding on a position outside of his or her departmental seniority classification who has had any formal discipline within twelve months of application will be considered for a position, but the discipline will follow them to the new position if they are selected. Employees must have completed their Introductory Period before being eligible for an internal position.

4. Previous Applicants

The Hiring Authority has the option to select candidates from a pool of applicants for the same job opening for ninety days after the position has closed. In addition, there are

positions where the Hiring Authority may wish to develop a “hiring roster” that would allow the Hiring Authority to go back to that pool of qualified candidates for up to six months (e.g., mechanics, bus operators). Also, because of the lengthy hiring process in the law enforcement profession, the Chief of Police/Public Safety Manager may elect to use a hiring roster for twelve months to hire law enforcement personnel. To develop a “hiring roster,” the job posting must indicate that “UTA is developing a roster of qualified candidates for this position from which to hire from for the next six months” (twelve months for law enforcement personnel). However, if in the effective time of the hiring roster, the job is determined to be Underutilized, the applicant pool must contain applicants from the Underutilized protected class or the job will be re-announced by posting the job internally at a minimum in a manner that will address the Underutilization. Electronic information obtained and kept as part of a hiring roster will be managed in accordance with UTA policy on information security.

5. Recruiters, Employment Agencies and Search Firms
 Fee agencies may be used in extraordinary circumstances and as approved by the Chief People Officer and Executive over the position being hired. Costs incurred for the use of recruiters, employment agencies, and search firm are charged to the department or service unit cost center.

B. Temporary Employment Agency

Temporary employment agencies may be used at management's discretion. Managers are responsible for ensuring the invoices are in accordance with the contracted amount established through procurement requirements.

1. Agencies
 Supply Chain has negotiated contracts with specific temporary employment agencies. Temporary employment agencies that do not have a contract with UTA may not be used.
2. Rate of Pay
 The rate of pay is determined by the contract negotiated through the procurement process.
3. Future Employment
 Temporary employees who are contracted through a temporary employment agency are eligible to apply as external applicants for jobs posted by UTA and go through the competitive recruitment process.

C. Recruitment and Selection Records

A detailed record of all recruiting efforts and the criteria used to determine who was selected for the position must be maintained and filed with the People Office and into the Records Management system. Electronic information obtained and kept as part of these records will be managed in accordance with UTA policy on information security.

D. Job Offers

1. Verbal Offer
 The Talent Acquisition department extends a verbal job offer to the selected candidate. In most instances job offers are extended upon satisfactory completion of a background check. However, in some instances offers may be extended contingent upon a

satisfactory background check. All offers of employment with UTA are contingent on a satisfactory drug test, in accordance with UTA policy on drug and alcohol testing. Job offers must be extended at a pay rate defined in UTA policy on Administrative Employee compensation.

2. Written Offer

In limited circumstances, after the verbal offer has been made and the applicant has agreed to the essential terms of employment, a written offer, prepared by the Talent Acquisition department is sent to the candidate. The written offer confirms the terms of the verbal offer and any other contingencies or essential conditions of employment. The written offer must be signed and returned by the candidate before employment begins.

E. Employment Date

The employment date for a newly hired or rehired employee is the first day of employment with UTA.

4) Review

This policy must be reviewed annually as required by Utah Code.

5) Cross-References

- UTA Employee Handbook
- Collective Bargaining Agreements between UTA and the Teamsters Union, Local 222.
- Collective Bargaining Agreement between UTA and the Amalgamated Transit Union (ATU), Local 382.
- UTA.01.05 Supplemental Drug and Alcohol
- UTA.01.15 FRA Drug and Alcohol Plan
- UTA.01.18 Federal Transit Administration – Drug and Alcohol
- UTA.01.20 Information Security
- UTA.05.04 Administrative Employee Compensation Plan
- FTA C 4704.1A – EEO Circular
- Utah Code § 17B-802 Review of Personnel Policies

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:

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Counsel for the Authority

History

Date	Action	Custodian
10/11/2005	Hiring and Job Classification Policy Adopted	
10/11/2005	5.010, 5.020, 5.060, 5.080, 5.090 Superseded	
09/06/2006	Revised 6.5.1	
11/21/2006	Revised 6.5.1	
02/17/2009	Added new classification of employees “Short Term” and “Long Term” temporary	
07/20/2009	Revised to include “rostering” revision	
07/13/2010	Revised to include 12-month roster for Transit Police Officers	
04/28/2011	Revised regarding Long-Term Temporary Employees	
04/02/2013	Revised to include 18-month roster, modify hiring of employees who have taken retirement distribution	
02/11/2014	Revised to extend employment deadlines for short term temporary employees and to re-define the term “intern”	
11/18/2014	Revised	
06/20/2018	Revised	
	Revised and Renumbered – UTA.05.16 Hiring and Job Classification	Chief People Officer
	Board Reviewed – UTA.05.16 Hiring and Job Classification	Chief People Officer