

Philip D. Murphy, Governor
Sheila Y. Oliver, Lieutenant Governor
Diane Gutierrez-Scaccetti, Commissioner
Kevin S. Corbett, President & CEO



One Penn Plaza East
Newark, NJ 07105-2246
973-491-7000

May 31, 2022

Mr. Jerome Johnson, General Chairman
SMART-Transportation Division Local 60
8 Wilson Avenue, 3rd floor
Newark, NJ 07105

Re: EEO Course Requirement

Dear Mr. Johnson,

At NJ TRANSIT, we are committed to fostering a respectful, safe, and inclusive working environment for all employees, one that is free from any discrimination or unlawful harassment. Further, all employees must comply with the applicable federal and state laws prohibiting discrimination and sexual and other discriminatory harassment in the workplace. They must also comply with NJ TRANSIT's Non-Discrimination Policy 6.01.

As part of our commitment to a safe and welcoming workplace, we have been advised that NJ TRANSIT is requiring all employees to complete a harassment and discrimination prevention training. The purpose of this course is to educate our employees on the definitions of harassment, discrimination, and retaliation, to provide examples on prohibited behavior, and to provide essential information on how to report harassment if an employee believes they have witnessed or experienced such behavior.

This training course is a one-hour computer-based training program. Employees can stop and start the course at their leisure; however, employees must complete the course by December 31, 2022. Please note that the required training is titled "Preventing Discrimination and Sexual Harassment." In addition to the required one (1) hour course, there is an optional course entitled "Unconscious Bias" which takes about twenty (20) minutes to complete.

In anticipation that many employees will be unable to take this required course during their regular working hours, arrangements have been made to compensate employees at two and one-half (2 ½) hours of their straight time payrate for completing the course and activating their company-furnished email address. Payment will be made after successfully completing the requirements set forth herein. Please note that this payment is for the required course ("Preventing Discrimination and Sexual Harassment") only, and, in the event the employee completes the additional course ("Unconscious Bias"), employees will only receive two and one half (2 ½) hours pay. Employees that have completed the required training but have not received the two and one-half (2 ½) hours of pay should contact Satori Samuda, Director, EEO/AA at Ssamuda@njtransit.com.

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Employees that are unable to complete the course during their normal workday will be required by NJT to complete the course outside of their regular work hours. Employees subject to Hours of Service regulations, must arrange to take the course at times which will not interfere with proper Hours of Service rest for their next regular work assignment. Employees who do not have a company email address should activate the email address recently provided to them by the Human Resources Department. Employees that have issues accessing their new company email should contact the IT Help Desk at helpdesk@njtransit.com or by telephone at 973-491-HELP (4357).

As in years past, this training will be provided by our outside vendor, Traliant. This company supports the latest versions of Internet Explorer, Chrome, Firefox, and Edge. This training course is accessible from company desktops and personal tablets, laptops, and cell phones.

Should employees have questions specific to this course concerning the training, username, passwords, and/or troubleshooting, they should contact eeoantiharassmenttr@njtransit.com.

If you concur with this agreement, please sign in the space provided. Thank you for your cooperation in this important matter.

Very truly yours,



James A. Devine
DGM- Labor Relations and Administration

I Concur:



Mr. Jerome Johnson, General Chairman
SMART-Transportation Division Local 60

Cc: J. A. Sincaglia
S. Dolan
N. Din
S. Samuda
Labor Relations Staff