Rides Mass Transit District

EEO Compliance Statement and Plan

A. Introduction

1. Rides Mass Transit District desires to practice equal opportunity with respect to all activities concerning its employees.
   a. Management has promulgated these guidelines on a strictly voluntary basis.
   b. The existence of these guidelines however should not be construed as an admission either in whole or in part that District has engaged in any activity whereby minorities or women have been or are presently being underutilized, concentrated or discriminated against in any way in violation of federal, state or local fair employment practice laws.

2. In developing and implementing this policy, RMTD has been guided by its established pre-existing policy of providing equal employment opportunity.
   a. All targets which RMTD has established shall not be considered rigid, inflexible quotas but rather reasonable objectives to be achieved in good faith.
   b. The use of goals and timetables by RMTD shall not discriminate against an individual or group of individuals with respect to any employment opportunity for which he, she or they are qualified on the grounds that he, she or they are not the beneficiaries of affirmative action themselves since RMTD does not sanction the discriminatory treatment of any person.

B. EEO Policy Statement.

1. It is the policy of Rides Mass Transit District not to make any adverse employment decisions against minorities or women with respect to recruitment, hiring, training, promotion and other terms and conditions of employment, provided the individual is qualified to perform the work available.
2. It is the policy of Rides Mass Transit District to comply voluntarily with the concepts and practices of affirmative action.
3. An officer of RMTD will review, supervise and evaluate the Company's affirmative action program and will monitor that program and make reports periodically and on an on-going basis to management.
4. Employment decisions shall be made after considering the principles of equal employment opportunity (EEO).
5. Promotion decisions shall be consistent with the principle of EEO; qualifications for promotion shall consist of merit and ability.
6. All personnel actions and programs including but not limited to compensation, benefits, transfers, layoffs, recalls, company sponsored training, education, tuition assistance and social and recreational programs will be administered in a nondiscriminatory manner with respect to minorities and women, provided the individual is qualified to perform the work available.

C. Reaffirmation of EEO Policy Statement.

1. Rides Mass Transit District:
   a. Shall continue to provide equal employment opportunity to all qualified persons, and to continue to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, age, disability or national origin.
   b. Identify and analyze areas of its employment process so as to further the principles of equal employment opportunity.
c. Employment decisions in all areas will be made on the basis of furthering the objective of equal employment.

d. The recruitment, testing and hiring of all personnel will be without discrimination against any individual with regard to race, color, religion, sex, age, disability or national origin. Attempts will be made to contact known sources of minority and women potential applicants so as to maximize the participation of such applicants.

e. Individuals will be upgraded and promoted on the basis of their abilities, skills and experience.

f. Minority and women employees who are qualified, as well as those who are qualifiable through training will be considered for promotion.

g. Promotions will be based on valid occupational qualifications.

h. Management will attempt to effectuate transfers of minority and women employees whenever such transfers will increase the likelihood of greater job opportunity in areas where minority and female employees may have been or may now be underutilized.

i. If layoffs occur, they will be based on nondiscriminatory policies.

j. Personnel decisions affecting employees in areas such as compensation, benefits, transfers, layoffs, returns from layoff, Company-sponsored training, education, tuition assistance and social and recreational programs will be made and implemented without regard to race, color, religion, sex, age, disability or national origin.

k. RMTD will periodically review personnel actions and collect data on a continuing basis to review all actions taken.

l. All employee benefits will be administered consistent with federal law.

m. Steps will be taken so that personnel and management are fully apprised of the Company's EEO policy which will be discussed and reviewed in supervisory and management meetings.

n. Periodic reviews will be conducted to insure the effectiveness of these goals.

o. EEO posters will be and remain placed in conspicuous locations.

p. New employees will be apprised of the RMTD's equal opportunity policy at employee orientation and management training programs.

q. The EEO policy will be included in the Employee Handbook. Copies of the Employee Handbook will be distributed to all current employees and to new employees when they are hired and publicized in other printed materials where appropriate.

r. Special meetings will be conducted when appropriate and the RMTD EEO policy will be discussed in management training programs.

s. Periodic meetings may be held to re-emphasize to management and employees RMTDs' commitment to EEO.

t. Equal employment opportunity policy will be posted on bulletin boards (in English and Spanish, where appropriate) and will continue to be displayed in the future.

u. When employees are featured in advertising, employee handbooks, or similar publications, both minority and non-minority men and women will appear in the pictures.
v. Employees are encouraged to bring questions, comments or complaints with respect to the RMTD EEO/affirmative action policy, or the implementation and administration of that policy, to the Human Resources Department.

w. Management has communicated and will continue to publicize that it does not tolerate or permit harassment of any employee because of race, color, religion, sex, age, disability or national origin.

x. All recruitment sources will be reminded of the RMTD's commitment to EEO and affirmative action. All applicants will be treated without regard to race, color, religion, sex, age, disability or national origin. Recruitment sources will be advised that RMTD actively seeks qualified women and minorities for employment.

y. Equal Opportunity Clauses shall be incorporated in all purchase orders, leases, contracts, etc. where practical.

z. When RMTD advertises in newspapers for prospective employees, the advertisement includes the EEO solicitation "We are an Equal Opportunity Employer."

aa. No advertisements in newspapers will be placed in sex-segregated "Help Wanted" columns.

bb. Written notification of our EEO policy will be sent to all subcontractors, vendors and suppliers, and they will be requested to take appropriate action.

2. Actions by supervisory personnel inconsistent with this policy will not be tolerated and may lead to discharge.

3.

a. The Human Resource Manager has been appointed Director of Equal Employment Opportunity Programs and has the primary management responsibility for ensuring full compliance with this policy.

b. Janet Perkins' appointment has been communicated to all management employees, and as well as to the appropriate employees and his identity shall appear on all internal and external communications on the Company's equal opportunity programs.

c. The responsibilities of the Program Director include but are not necessarily limited to the following:

   (i) Developing, modifying and maintaining effective policies and procedures.

   (ii) Evaluating EEO progress and developing alternative approaches where necessary, including establishing goals and timetables that are reasonable, attainable and consistent with RMTD's affirmative action commitment.

   (iii) Designing and implementing audit and reporting systems which will permit continuous monitoring of EEO progress and provide management with requisite data in that regard. Such systems will be used to:

       (a) Measure the plan's effectiveness.

       (b) Determine the degree to which the RMTD's objectives and goals have been achieved.

       (c) Indicate any need for additional action.

   (iv) Serving as our representative in dealings with federal, state or local enforcement agencies.
(v) Serve as a liaison with minority organizations, women’s organizations and community action groups concerned with the employment opportunities of minorities and women.

(vi) Continually educate management in the area of equal employment opportunity.

(vii) Receive EEO-related charges or complaints.

(viii) Periodically audit training programs and hiring and promotion patterns so that any impediments to achieving the goals and timetables are removed.

(ix) Regularly discuss policies with local managers, supervisors and other employees, where appropriate, to ensure that the Company’s policies are being implemented.

(x) Selectively review the qualifications of employees who are transferred or promoted to ensure that minorities and women are being given full opportunity with respect to such personnel actions.

(xi) Communicate with local supervisors and other local management employees to apprise them of the fact that their work performance is being evaluated in part on the basis of their EEO performance.

(xii) Assist supervisors in taking action to prevent harassment of any employees either because of their placement though affirmative action efforts or because of their race, color, sex, age, disability, religion or national origin.

D. Identification of potential problem areas.

1. Particular attention should be paid to employee training and to those categories where minority groups and women may be underutilized.

2. Hiring statistics should reveal no adverse impact regarding minorities and females.

3. The selection process, including position descriptions, job titles, application forms, interview procedures, the use and administration of tests, referral procedures, and final selection process, training, transfers and promotions should be analyzed to ensure that such personnel practices are being uniformly applied without regard to race, color, religion, sex, age, disability or national origin and that none of the selection procedures has an adverse impact on minorities or women, statistically or otherwise.

4. RMTC’s transfer and training experience reflects no adverse impact on minorities or women and all physical facilities, sponsored recreation and social events, and special programs, including educational assistance, are applied and made available on a nondiscriminatory basis.

E. Remedial action.

1. Where underutilization in any job group exists, goals and timetables have been established.

2. Application forms and related pre-employment inquiry forms have been drafted in compliance with applicable federal, state and local EEO laws.

3. Position descriptions are reviewed periodically and properly identify job-related requirements.

4. Where specific selection procedures for jobs are used, they are job-related.

5. Minorities and women are not excluded from any Company-sponsored activities or programs, and such programs are fully integrated.

6. No de facto segregation exists at the Company.

7. No artificial barriers or restrictive seniority provisions that result in overt or inadvertent discrimination exist at the Company.

8. Transportation, both public and private, is not a problem with respect to minority employment.

9. Subcontractors and suppliers the District uses have been advised of their EEO responsibilities.


11. EEO posters provided by the federal government are prominently displayed in appropriate places at the Company.

12. A thorough analysis of the compensation, promotion, selection and other policies and practices of the Company indicates that no affected class exists among the Company's work force.