

<p><i>TITLE:</i> Equal Employment Opportunity/Affirmative Action Policy and Procedures</p>	<p><i>RESOLUTION:</i> 11-03</p>
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Section 1.0 – Affirmative Action Statement It is the policy of Amador Transit to be fair and impartial in all of its relations with employees and to recognize the dignity of the individual. In furtherance of this policy, Amador Transit (AT) maintains an environment ensuring recognition of each employee's efforts, achievements, and cooperation.

Treatment of any employee who wants to advance in the organization will be fair, impartial, and without prejudice, as openings occur and the employee abilities warrant.

This policy is established to promote and afford equal treatment to all employees and applicants for employment regardless of race, creed, religion, color, national origin, gender, age, marital status, sexual orientation, political affiliation, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a disabled person. Acts of discrimination are wasteful in terms of lost skills and talents. This policy shall apply to every aspect of employment practices, employee treatment and public contact.

Section 2.0 – Definitions

The following definitions will be used for the purposes of these policies and procedures.

Complainant: An individual that brings a complaint.

Managers and Supervisors: Staff directly in charge of a specific AT department (e.g., the General Manager, Operations Department, Maintenance Department, Dispatch, to handle personnel, staffing and other related matters.

Equal Opportunity Advisor: A position appointed or designated by the AT Board of Directors assigned the specific task of assisting all departments in implementing the Equal Employment Opportunity Program.

Section 3.0 – Equal Employment Opportunity Statement

Amador Transit is an Equal Employment Opportunity employer. It is against AT's policy for an employee to discriminate against an applicant for employment or another employee on the basis of race, creed, religion, color, national origin, gender, marital status, sexual orientation, age, political affiliation, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a

disabled person. Furthermore, no employee of the Amador Transit shall discriminate against any applicant or fellow AT employee with the status of disabled veteran or veteran of the Vietnam era. Amador Transit will make reasonable accommodations, including modification of policies and procedures in appropriate cases, for qualified individuals with disabilities if it can do so without undue hardship.

This policy applies to all employment practices as they pertain to any position for which an applicant or an employee is qualified.

All personnel actions including transfers, promotions, compensation, benefits, education, training, and all other terms and conditions of employment will be administered with the objectives of this policy of non-discrimination.

A copy of this Equal Employment Opportunity Policy and Procedures document shall be provided to all offices and employees of AT, and an additional copy shall be readily available to members of the general public.

Section 4.0 – Assignment of Responsibility

The General Manager of AT shall bear the general responsibility of carrying out this equal employment opportunity program and shall strive to meet the goals outlined in this document.

The Office Manager is designated as the Equal Opportunity Advisor by the General Manager and will be assigned the specific task of assisting all departments in implementing the Equal Employment Opportunity Program.

In addition, an Equal Opportunity Board (EOB) which shall be composed of three (3) AT personnel shall be appointed by the General Manager as needed. The EOB will assist in the resolution of grievances that may be filed by employees who believe they may have been treated unfairly in employment because of race, creed, religion, color, national origin, age, gender, marital status, political affiliation, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a disabled person.

Finally, all AT Managers and Supervisors shall be responsible for creating an employment environment that provides equal opportunities to all applicants and employees in their respective division, department or work area.

Section 5.0 – Employment Process

Section 5.1 – Recruitment

After an AT Department has received approval to hire through the proper procedure, a request for job announcement will be forwarded to the Office Manager.

Announcements for positions available for public application will be at the Customer Service station where copies of the job description, information on the recruitment

procedure and an application for employment will be made available.

Advertisements for applicants will not indicate a preference for a male or female, unless there is a bona fide gender requirement as determined by the General Manager and is consistent with law.

Announcements of job openings will be placed only with those employment agencies that strictly adhere to equal employment practices.

Section 5.2 – Selection Process

Application forms will be reviewed and revised as required to eliminate questions that may discriminate or induce bias contrary to law and policy.

Interviewers shall base employment decisions only on valid job-related factors as set forth in position requirements.

Selection will be based initially upon the possession of the required skills and qualifications as outlined in the approved job description. The Departmental Manager's evaluation of those skills, as well as interpersonal skills possessed by the candidate, will also be an important element of the process. The candidate that is deemed to be the best overall match to AT's needs, based on the above criteria, will be selected.

Section 6.0 – Complaint Process

The success of the Equal Employment Opportunity program depends largely on the attitude of the community as well as the employee. Opinion as to what constitutes fair and equal opportunity and treatment may vary widely, and grievances may result. The following steps shall be taken immediately for any grievance arising from the employee-supervisor and AT-community relationships:

Section 6.1 – Reporting the Grievance

The employee, applicant, or citizen (complainant) shall bring their grievance to the attention of the Department Manager who will investigate as necessary to determine the cause of the complaint and work with the complainant to affect an equitable solution. Every effort shall be made to resolve the difficulty at this level. When a grievance is against a Department Manager, the complainant may file the complaint directly with the General Manager. The Office Manager will keep AT's insurance pool informed of potential liability issues.

Section 6.2 – Investigation

At the option of either party, the Equal Opportunity Advisor shall interview both parties and conduct additional investigations when necessary. Reports and recommendations shall then be made to the General Manager for resolution.

Section 6.3 – Resolution of Grievance

In the event that mutual agreement cannot be achieved and binding resolution is required by AT, signed statements detailing the grievance and specific investigation action shall be obtained by the Equal Opportunity Advisor from the complainant, AT employees and the Department Manager. The Equal Opportunity Advisor shall forward these statements,

along with their own investigation report and recommendations, to the General Manager for resolution.

Section 6.4 – EOB

The General Manager may elect, as deemed necessary and as circumstances so dictate, to refer the grievance to the Equal Opportunity Board (EOB). Members of the EOB directly involved in the grievance shall not be voting members of this board and shall be temporarily replaced. Proceedings of the EOB shall be documented, and their decision shall be final and binding, subject to review only by the California State Human Rights Commission or through the Federal Equal Employment Opportunity Commission. The Equal Opportunity Advisor as a matter of permanent record shall maintain all reports, decisions and other documentation generated by the grievance procedure.

Section 6.5 – Confidentiality

Confidentiality will be maintained to as high a level as possible given the nature of the matter and the needs of AT and its employees to process the grievance.

Section 7.0 – Monitoring and Evaluations

AT will conduct an annual survey summarizing all relevant details, including the number of minority and female employees per department and job classification to determine locations where Affirmative Action programs are especially desirable. Data regarding utilization of various groups will be evaluated by the Office Manager to ensure effectiveness of the Equal Employment Opportunity program.

Section 8.0 – Affirmative Action Program Goals

AT will develop specific goals to improve utilization of minorities, males and females in each area where underutilization has been identified. An annual review of human resources management will be performed, including recruitment, selection, promotion, compensation, assessment and discipline of employees to ensure that the Affirmative Action Program is supported by AT management.

Section 9.0 – Individual Acts

Amador Transit hereby repudiates the acts of any employee or Department Manager or Supervisor that is inconsistent with the policies enumerated in this document. Such acts, if committed, are the acts of an individual who is then solely responsible for any repercussions resulting from such activities. AT has provided a grievance procedure for use by persons who believe they are injured by such acts. Injured parties are encouraged to use this grievance procedure.