
Equal Employment Opportunity Plan

SOUTH EAST AREA TRANSIT



South East Area Transit

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Statement of EEO Policy

South East Area Transit has a commitment to be an equal opportunity employer. We strive to be a workplace reflective of the diversity of our community. No persons are excluded from employee opportunities regarding race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other local, state or federally protected class.

South East Area Transit policy applies to all employment actions including but not limited to: recruitment, hiring, promotion, transfer, demotion, layoff, termination or other forms of compensation. Our EEO plan is available for review by any employee or applicant for employment upon request.

The EEO Program is assigned to the HR Generalist/Compliance Mgr., who reports directly to the Transit Director. Applicants and employees have the right to file complaints alleging discrimination with the EEO Officer or Transit Director. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding, or otherwise engages in protected activity is prohibited and will not be tolerated.

We will provide reasonable accommodations to applicants and employees who need them for a disability or religious observation, if it does not produce an undue hardship for South East Area Transit.

The Transit Director is responsible for the overall implementation and administration of the EEO Program. Howard Stewart is the current Transit Director. The office is located at 375 Fairbanks St, Zanesville, Ohio 43701. Phone number is 740-487-4927. The designated Equal Employment Officer is Judy Dovenbarger. EEO officer is responsible for ensuring that hiring and recruitment follow all equal employment laws, regulations, and programs as well as administrating the grievance. The office is located at: 375 Fairbanks St, Zanesville, Ohio 43701. Phone number is 740-487-4946.

South East Area Transit assigns specific tasks to managers and supervisors to ensure and achieve compliance. The performance of managers, supervisors, and others based on the success of the EEO Program in the same manner that the agency evaluates their performance in and will review these items at the employee's annually performance review.

Questions regarding the EEO Program should be discussed with either Transit Director or with the HR Generalist/Compliance Manager at 740-487-4946. South East Area Transit will not retaliate against staff or potential staff in regards to these communications.

I, Howard Stewart have a personal commitment to an equal and inclusive workplace and that all applicants will be treated with respect and actions will follow the EEO requirements.



8-10-22

Howard Stewart, Transit Director

Date

Agency Overview

South East Area Transit (SEAT) is a government entity that is here to provide service to Muskingum, Guernsey and Noble counties through deviated fixed route as well as demand response, curbside to curbside service. SEAT also offers limited service in Belmont County. Our transportation is a safe, economical and a clean way to travel around town. Riding public transportation saves money. You don't have to worry about gas prices, insurances, accidents, and you can meet new people every day. We offer services on our fixed routes ranging from South Zanesville to Maple Avenue in Muskingum County and travel between Cambridge and Byesville in Guernsey County.

Dissemination Plan

To ensure the Equal Employment Opportunity (EEO) policy statement is fully and effectively publicized and disseminated. South East Area Transit communicates its policy both internally and externally in the following manner:

The EEO policy will be publicized internally by:

- Providing written communications from Transit Director
- Posting official EEO materials and posters on bulletin boards at the following locations:
 - SEAT Administration office – 375 Fairbanks St, Zanesville OH
 - SEAT Transit Center – 224 Main St, Zanesville OH
 - SEAT Guernsey County Office – 61322 Southgate Pkwy, Cambridge OH
 - SEAT Belmont Office – 300 E. Church St, Barnesville OH
- Including the EEO policy statement on the agency website, operations manual, employee handbooks, reports, and manuals as well as during new employee orientation.
- Conducting annual meetings with HR Generalist/Compliance Manager, and Transit Director to discuss the EEO Program and its implementation
- Meeting with all employees, and or appointed board committee or task group to seek input on the program implementation
- Conducting periodic EEO training for employees and managers.
- Conducting EEO training for all new supervisors and managers within 90 days of new hire or promotion.

The EEO policy statement will be publicized externally by:

- Including the statement “South East Area Transit is an Equal Employment Opportunity Employer” in recruitment advertisements, online and on paper;
- When contacting employment agencies for possible candidates, we will provide a copy of our EEO policy statement to ensure a diverse group of applicants

Designation of Personnel

EEO Program Office Duties and Responsibilities

The EEO Officer and Transit Director are responsible for developing and updating the EEO policy statement as well as writing and updating the EEO Plan. They will assist management staff in collecting and analyzing employment data, identifying problem area, setting goal and timelines, and adjusting programs to achieve goals.

The EEO Program staff will design, implement, and monitor an internal audit system. They will also set up a reporting system to measure program effectiveness and to determine where progress has been made and if any actions or changes need to take place. A staff person will be assigned to concur in the hiring and promotion process.

All managers and supervisors share in the responsibility for implementation of the EEO Program. The agency nondiscrimination plan will be reviewed by all managers and supervisors semi-annually.

The EEO Officer and assigned program staff will work with management staff to:

- Periodically review employment practices, policies for complaints, reasonable accommodation policies, performance evaluation, grievance procedures and labor agreements. They will report at least semiannually to the Transit Director on each department's progress in relation to the agency's goals and on contractor and vendor compliance.
- Serve as the liaison between Muskingum, Guernsey, Belmont and Noble counties for minority/women/disability group in the community
- Maintain awareness of current EEO laws and ensure that information is disseminated to responsible and necessary staff.
- Investigate complaints of EEO discrimination
- Provide staff training opportunities
- Work with Transit Director and Supervisors to ensure that employees and applicants have clear description of job entrance requirements, and that employees and applicants are aware of professional development classes and training opportunities that are available.
- Audit postings of the EEO policy statement to ensure that information is posted and up to date annually.

Management and Supervisory Staff Responsibilities

All managers and supervisors, are responsible for ensuring South East Area Transit EEO Program policies and procedures are followed including:

- Participating in periodic audits and working to identify and remove barriers
- At management meetings, have opportunity to discuss policy and EEO concerns
- Assist EEO Officer in maintaining and updating the personnel database for generating reports required for the nondiscrimination program
- Cooperating with the EEO Officer in review of information and investigation and complaints
- Encouraging employee participation to support the advancement of the EEO Program by Striving for professional development, training, and career growth opportunities, posting promotional

opportunities, job shadowing, mentoring.

Conflict of Interest

Should a conflict of interest occur with respect to the EEO Officer's role and the Human Resources function in an investigation complaint, the Transit Director may assign a designee to investigate a complaint to maintain the integrity of the EEO complaint process. Outside counsel may be employed to represent the agency in an EEO complaint. Findings must be reported directly to the Transit Director.

Employment Practices

Our statistical analysis contains:

- The number of applicants for employment in each job category and the number hired, cross-referenced by sex and race.
- The number of employees in each job category who applied for promotion or transfer and the number in each job category promoted or transferred, cross referenced by sex and race.
- The number and types of disciplinary actions (e.g., indefinite suspension, loss of pay, demotion), tailored to the language used in union contracts and agency policies and procedures.
- The number of voluntary/involuntary terminations, cross referenced by sex and race.
- Job category training that fosters promotion potential, cross referenced by sex and race.
- Individuals with Disabilities and Veterans, the number of applicants for employment and promotions in each job category and the number hired and promoted, cross referenced by sex and race.

2022 is the first year for the EEO plan. Because of that, no prior year data is available. Annually, by the end of the first quarter, a EEO Plan Statistical Analysis Report will be done and the data updated in this section of the plan.

Recruitment and Selection

- Select people based on skill, training, ability, attitude, and character without discrimination with regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability.
- An interview will be conducted the HR Generalist/Compliance Manager and Department Director or their designee. The HR Generalist/Compliance Manager will ensure no questions are asked that can be used for possible discrimination.
- All employees are required to have a pre-employment drug & alcohol test as well as BCI and FBI background checks. Employees are split into two categories; safety-sensitive and non-safety-sensitive employees. The safety-sensitive employees are given a DOT mandated test and the non-safety-sensitive are given a Non-DOT test. Drivers must pass a DOT physical for insurance purposes. Safety-sensitive employees who have been employed by a DOT employer in the past two years must have a prior employer drug & alcohol test result document completed in their file before performing safety-sensitive work.
- Starting salaries are based upon labor agreement for bargaining unit positions. A compensation schedule for Non-Bargaining unit employees was created by surveys and research involving similar transit authorities across the State of Ohio. This schedule was approved by the SEAT Board of Trustees. Authority was granted to the Transit Director by the SEAT Board of Trustees to assign a

pay to an employee, based upon the approved compensation schedule and his/her qualifications and skills.

- All new employees will be given an orientation by the HR Generalist/Compliance Manager on their first week of employment. After that initial orientation, training is conducted within their own department.
- All new positions are posted internally before external applicants are considered. If the position is a change in classification, a personnel action form will be completed and signed by both the employee and the Transit Director and placed in the personnel file.
- Training opportunities are offered to all employees, at their request.
- Compensation and benefits are based upon the labor agreement for bargaining unit positions.
- Discipline is based upon a determination of the supervisor as to whether or not the infraction/violation needs to be escalated to a higher level of discipline, using our progressive discipline program. All disciplinary actions must be approved by the Transit Director before discipline occurs. All bargaining unit positions are granted the opportunity to have union representation with them during the disciplinary action.

Monitoring and Reporting Plan

Our monitoring system includes:

- Monitoring of this plan will be performed by completion of the EEO Plan Statistical Analysis Report.
- Upon award of any contracting opportunities, a request for the EEO Plan will be made to the proposed award recipient.
- An EEO Statement will be included in any Labor Agreements.
- The HR Generalist/Compliance Manager will maintain an EEO complaint file. All complaints will be kept in a secured location within the HR Generalist/Compliance Manager's office.

Our reporting system includes:

- Quarterly meetings will be held between the Transit Director and the EEO Officer to discuss the progress of the EEO Program and the results EEO Plan Statistical Analysis Report and Complaint file that is maintained by the HR Generalist/Compliance Manager.
- All program EEO -related meetings held between the EEO Officer and management, will include updates on statistics dealing with recruitment, promotions, transfers and disciplinary actions, as well as complaints finalized, as permitted by confidentiality rules.
- The EEO Officer will review job descriptions annually to ensure they are compliant with EEO rules and regulations. Any changes to the job description will be approved by the Transit Director. If a Department Director wishes to make a change in a job description, they will meet with the HR Generalist/Compliance Manager to discuss the proposed changes. Once the proper wording has been decided upon, the revised job description will be submitted to the Transit Director for his/her approval.

Attachment 1- EEO Posting Locations

The following is a list of the locations of where official EEO materials and posters including (Federal and State Labor Laws) are located:

- SEAT Administration office – 375 Fairbanks St, Zanesville OH (Front Hallway)
- SEAT Transit Center – 224 Main St, Zanesville OH (Front Office by Receptionist Desk)
- SEAT Guernsey County Office – 61322 Southgate Pkwy, Cambridge OH (Employee Break Room)
- SEAT Belmont Office – 300 E. Church St, Barnesville OH (Front Office)

Attachment 2 – SEAT Organizational Chart

