

REGIONAL TRANSIT AUTHORITY

**RESOLUTION NO. 98-8
BACKGROUND AND COMMENTS**

Meeting:	Date:	Agenda Item:	Staff Contact:	Phone:
Executive Committee	4/3/98	No. 5	Lilly Aguilar, Human Resources Manager	684-1507
Board of Directors	4/9/98	TBD		

ACTION:

Board approval of Resolution No. 98-8 reaffirming commitment to the principles of equal employment opportunity and affirmative action, adopting the Policy Statement, and authorizing Executive Director to implement an agency Affirmative Action Plan consistent with the attached Equal Employment Opportunity Policy Statement and in accordance with Federal requirements.

BACKGROUND:

Motion 23 adopted interim Personnel Rules which contained the following statement regarding the Agency Equal Employment Opportunity Commitment:

“The RIA is committed to providing equal employment opportunity and ensuring non-discrimination in its internal and external matters. The Authority will administer all personnel practices such as recruitment, hiring, promotion, and other terms, conditions and privileges of employment in a manner which does not discriminate on the basis of race, gender, color, religion, national origin, disability, citizenship, age, marital or veteran status, sexual orientation, physical or mental impairment, and any other basis provided by applicable law.

Additionally, the RIA will ensure that its purchasing and contracting practices will encourage participation by minority, women, and disadvantaged business enterprises.”

The attached Equal Employment Opportunity Policy Statement reaffirms the Agency commitment.

In October 1997 we hired our fiftieth employee and, in accordance with federal requirements, began preparation of a formal Affirmative Action Plan for the agency. We engaged consultant assistance in developing the Plan and we are now at the point of adopting and implementing the Plan. The Affirmative Action Plan covers the areas listed in the attached Table of Contents.

RELEVANT BOARD POLICIES AND PREVIOUS ACTIONS TAKEN:

- Motion No. 23 dated December 13, 1996 authorizing the Executive Director to execute interim personnel policies for the agency, including affirmative action and EEO.

KEY FEATURES:

- The Policy Statement reaffirms the agencies commitment to affirmative action and equal employment opportunity
- The Affirmative Action Plan includes information as outlined in the attached Plan Table of Contents. The Plan requires that we take formal steps to notify our employees and other interested parties of the Plan, ensure diverse recruiting and notification practices, post the policy in agency public areas, conduct utilization analysis, and develop goals where applicable.
- The consultant working with us on developing the Plan has assured us that this Plan will successfully meet federal EEOC and FTA requirements.

FUNDING:

This resolution would not have budgetary impact.

CONSEQUENCES OF DELAY:

We would be out of compliance with Federal requirements, which would impact our contracts and funding.

REGIONAL TRANSIT AUTHORITY

RESOLUTION NO. 98-8

A RESOLUTION of the Board of the Regional Transit Authority for the Pierce, King and Snohomish Counties region authorizing the Executive Director to implement an Affirmative Action Plan for the Agency.

WHEREAS, Motion No. 23 authorized the Executive Director to execute interim personnel policies which included provisions regarding the Agency's Equal Employment Opportunity Commitment (Section 5.1); and

WHEREAS, under Federal law agencies employing over fifty employees are required to prepare and implement a formal affirmative action plan; and

WHEREAS, RTA employed fifty employees in October 1997 and have now completed a Plan for implementation within the timeframe required by law; and

WHEREAS, the agency continues to be committed to the principles of affirmative action and equal employment opportunity consistent with the attached policy statement:

NOW, THEREFORE, BE IT RESOLVED by the Board of the Regional Transit Authority that the attached Equal Employment Opportunity Policy Statement is approved and the Executive Director is directed and authorized to implement an Affirmative Action Plan consistent with applicable law and the policy statement which includes the areas outlined on the attached Affirmative Action Plan Table of Contents.

BE IT FURTHER RESOLVED by the Board of the Regional Transit Authority that the Executive Director and staff will provide periodic updates to the Board as necessary or required.

ADOPTED by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on the 9TH day of April 1998.



Bob Drewel
Board Chair

ATTEST:



Marcia Walker
Board Administrator

**RTA SOUND TRANSIT
EQUAL EMPLOYMENT OPPORTUNITY
POLICY STATEMENT**

RTA Sound Transit through responsible management shall recruit, hire, train, promote and compensate individuals at all job levels without regard to race, color, religion, sex, national origin, age, sexual orientation, political ideology, marital status, the presence of non-job related disabilities, or whether an individual is a disabled veteran or a veteran of the Vietnam Era.

Directors, managers and human resources professionals shall further the principle of Equal Employment Opportunity in making decisions in their respective areas of responsibility.

Directors, managers and human resources professionals shall ensure that promotion decisions are in accord with the principle of equal opportunity by imposing only valid requirements for promotional opportunities.

Directors, managers and human resources professionals shall ensure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, RTA Sound Transit sponsored training, education tuition assistance, social and recreational programs will be administered without regard to race, color, religion, sex, national origin, age, sexual orientation, political ideology, marital status, the presence of non-job related disabilities or whether an individual is a disabled veteran or a veteran of the Vietnam Era.

Directors, managers and human resources professionals shall take Affirmative Action to ensure that women, minorities, disabled veterans, veterans of the Vietnam Era and qualified individuals with disabilities are recruited, hired, and participate fully in all employment and personnel actions within the Agency.

EEOPol
2/6/98

Affirmative Action Plan - Table of Contents

Signature Cover Sheet

Confidentiality and Nondisclosure Statement

Agency Identification

Introduction/Agency History

EEO Policy/Responsibilities, 41 CFR 60-2.13, plus implementing regulations

Reaffirmation of Policy, 41 CFR 60-2.20	1
Dissemination of Policy, 41 CFR 60-2.21	3
Responsibility for Implementation, 41 CFR 60-2.22	6
Identification of Problem Areas, 41 CFR 60-2.23	9
Development and Execution of Programs, 41 CFR 60-2.24	13
Internal Audit and Reporting Systems, 41 CFR 60-2.25	16
Support of Action Programs, 41 CFR 60-2.13(i) and 41 CFR 60-2.26	17
Minorities and Women not in Workforce, 41 CFR 60-2.13(j)	18
Sex Discrimination Guidelines, 41 CFR 60-2.13(h) and 41 CFR 60-20	19
Religious and National Origin Guidelines, 41 CFR 60-50	21
AAP - Individuals with Disabilities, Vietnam Era/Disabled Veterans, 41 CFR 60-741, and 41 CFR 60-250	22

Utilization Analysis Process & Goals

Goals - Overview	
Workforce Analysis, 41 CFR 60-2.11(a)	
Job Group Analysis, 41 CFR 60-2.11(b)	
Relevant Labor Area Analysis, 41 CFR 60-2.11	
Analysis of Utilization vs. Availability, 41 CFR 60-2.11	
Short-Term/Annual Goals, 41 CFR 60-2.12	

Labor Availability Analysis, 41 CFR 60-2.11

Detailed Worksheets

Exhibits