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**BRAZOS TRANSIT DISTRICT  
(BTD)**

**EQUAL OPPORTUNITY &  
AFFIRMATIVE ACTION PLAN**

June 2014

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## **Equal Employment Opportunity Policy Statement**

Brazos Transit District (BTD) is committed to providing a diverse work place free of discrimination and harassment. BTD supports affirmative action and equal employment opportunities without discrimination as to age, sex, color, race, national origin, religion or non-religion, sexual orientation, veteran status, or disability in compliance with state and federal laws. This policy is reflected in all of BTD's practices and policies regarding hiring, training, promotions, transfers, layoffs, organizing the work force, rates of pay, and other forms of compensation. To implement these practices and policies, BTD will continue to:

- Recruit, hire, train, and promote persons in all job classifications based on qualifications and abilities without regard to age, sex, color, race, national origin, religion or non-religion, sexual orientation, veteran status, or disability.
- Base decisions on employment so as to further the principle of affirmative action and equal employment opportunity.
- Insure that all personnel actions, including, but not limited to, compensation, benefits, transfers, layoffs, return from layoffs, company sponsored training, are administered without regard to age, sex, color, race, national origin, religion or non-religion, sexual orientation, veteran status, or disability.
- Insure that promotion decisions are in accord with principles of affirmative action and equal employment opportunity by imposing only valid requirements for promotion.
- Insure disciplinary actions are based entirely on employee conduct without regard to age, sex, color, race, national origin, religion or non-religion, sexual orientation, veteran status, or disability.
- Make all facilities, services, activities, and benefits available to all employees.

BTD's Equal Employment Opportunity Plan includes an affirmative action program that includes goals and timetables when workforce underutilization exists in order to overcome the effects of past discrimination affecting minorities and women.

The successful achievement of EEO goals will provide benefits to BTD through fuller utilization and development of previously underutilized human resources creating a diversified workforce throughout our service area.

Defamatory remarks regarding any individuals' age, sex, color, race, national origin, religion or non-religion, sexual orientation, veteran status, or disability will not be tolerated. Violation of this policy will be subject to prompt disciplinary action up to and including termination.

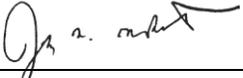
Retaliation of any type against any employee or applicant that files a complaint alleging discrimination, harassment, or are involved as witnesses in a discrimination or harassment investigation is strictly prohibited.

BTD will make reasonable accommodations to qualified applicants with disabilities and employees so that qualified individuals can perform the essential functions of a job. Employees

or applicants with a disability for which reasonable accommodation is needed should contact the Director of Training to discuss possible accommodations.

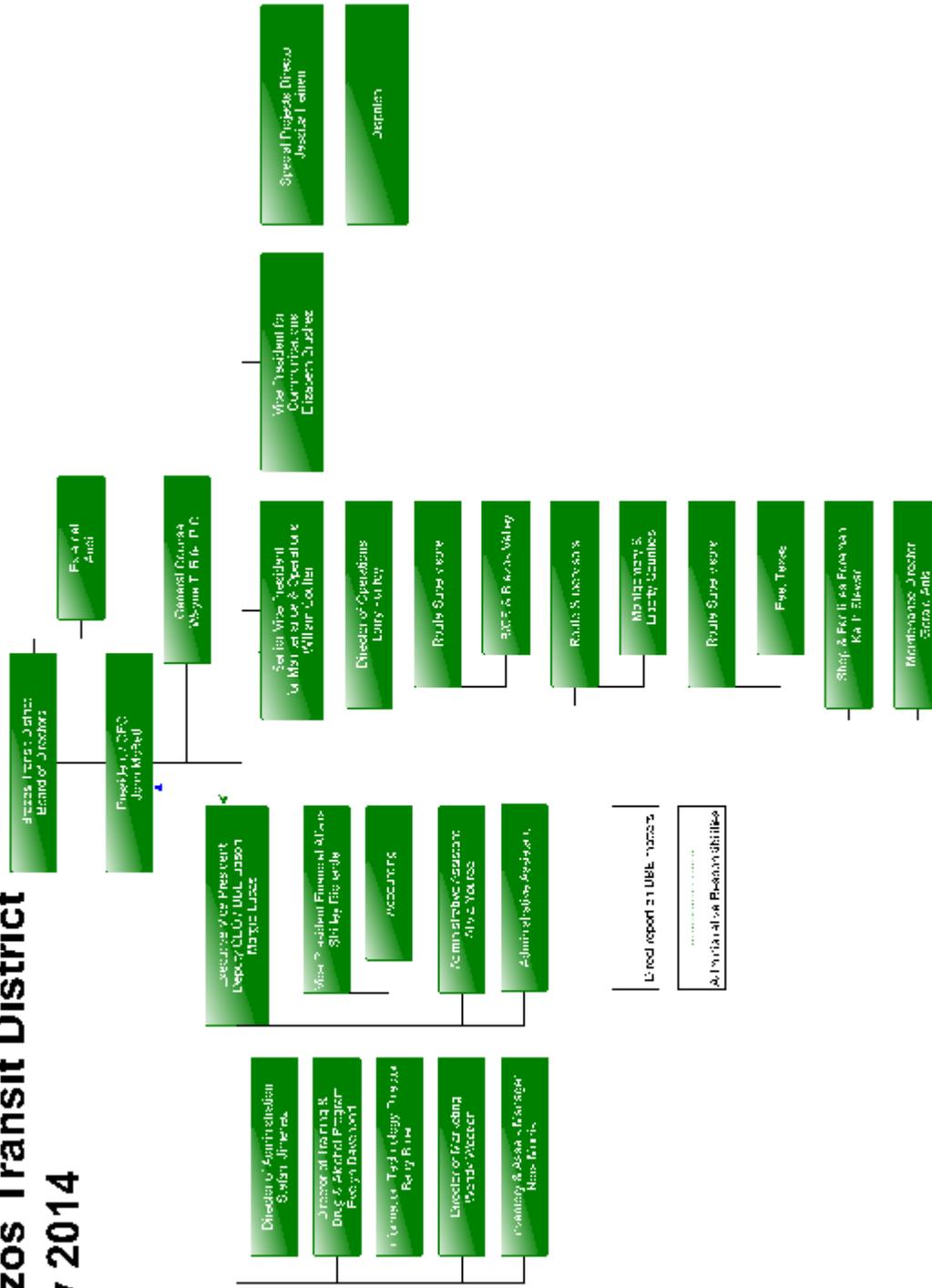
An employee or job applicant who believes that they have been a victim of discrimination, harassment or retaliation has the right to file a complaint. Margie Lucas, Executive Vice President is the designated Equal Employment Opportunity Officer for BTM. Individuals who would like to discuss and/or file a complaint alleging discrimination, harassment and or retaliation should contact Mrs. Lucas. Mrs. Lucas may be reached by phone at 979.778.0607, by e-mail to [mlucas@btd.org](mailto:mlucas@btd.org), or in person at 1759 N. Earl Rudder Freeway, Bryan, Texas. The EEO Officer should be contacted immediately when you believe you have been discriminated against.

All employees are responsible for conducting themselves in accordance with BTM's EEO Policy Statement. Managers and supervisors are responsible for the implementation of BTM's EEO/AA policy and their performance will be evaluated on the success of the implementation of the EEO/AA policy in the same way as their performance is evaluated on other BTM goals. I expect each employee to cooperate to achieve this goal and I personally stand behind this principle.

  
\_\_\_\_\_  
John McBeth, President/CEO

May 29, 2014  
Date

# Brazos Transit District May 2014



## Definitions

**Individual with a Disability** - An individual with a disability under the ADA is a person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. Major life activities are activities that an average person can perform with little or no difficulty such as walking, breathing, seeing, hearing, speaking, learning, and working.

**Qualified Individual with a Disability** - A qualified employee or applicant with a disability is someone who satisfies skill, experience, education, and other job-related requirements of the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of that position.

**Reasonable Accommodation** - Reasonable accommodation may include, but is not limited to, making existing facilities used by employees readily accessible to and usable by persons with disabilities; job restructuring; modification of work schedules; providing additional unpaid leave; reassignment to a vacant position; acquiring or modifying equipment or devices; adjusting or modifying examinations, training materials, or policies; and providing qualified readers or interpreters. Reasonable accommodation may be necessary to apply for a job, to perform job functions, or to enjoy the benefits and privileges of employment that are enjoyed by people without disabilities. An employer is not required to lower production standards to make an accommodation. An employer generally is not obligated to provide personal use items such as eyeglasses or hearing aids.

**Undue Hardship** - An employer is required to make a reasonable accommodation to a qualified individual with a disability unless doing so would impose an undue hardship on the operation of the employer's business. Undue hardship means an action that requires significant difficulty or expense when considered in relation to factors such as a business' size, financial resources, and the nature and structure of its operation.

**Prohibited Inquiries and Examinations** - Before making an offer of employment, an employer may not ask job applicants about the existence, nature, or severity of a disability. Applicants may be asked about their ability to perform job functions. A job offer may be conditioned on the results of a medical examination, but only if the examination is required for all entering employees in the same job category. Medical examinations of employees must be job-related and consistent with business necessity.

**Drug and Alcohol Use** - Employees and applicants currently engaging in the illegal use of drugs are not protected by the ADA when an employer acts on the basis of such use. Tests for illegal use of drugs are not considered medical examinations and, therefore, are not subject to the ADA's restrictions on medical examinations. Employers may hold individuals who are illegally using drugs and individuals with alcoholism to the same standards of performance as other employees.

## Purpose

The purpose of this plan is to insure that BTD will recruit, employ and promote persons most

qualified to render District business. To attract such people, employment and promotional opportunities will be given to the best qualified individuals on the basis of ability and dedication. Race, color, religion, gender, age, marital status, national origin, or disability will not be considered in determining the people best qualified for such employment and promotion.

## **Dissemination of the Plan**

### **Internal Communications**

A memo from the President/CEO will be sent annually to all employees regarding the Equal Opportunity Policy.

The EEO policy is included in all of BTD personnel policy manuals.

A written memorandum will be sent annually to all supervisors informing them of their general responsibilities regarding the affirmative action program.

Special meetings will be held annually with supervisory personnel to discuss progress and problems relative to the program.

Required equal employment opportunity posters, BTD EEO policy, EEO contact information, along with periodic notices regarding the program will be posted in conspicuous places in the offices and facilities of BTD.

### **External Communications**

All employment advertisements will contain the words "An Equal Opportunity/Affirmative Action Employer."

All employment applications will contain the following clause:

BTB is an equal opportunity employer and will not discriminate against an applicant/employee because of age, sex, color, race, national origin, religion or non-religion, sexual orientation, veteran status, or disability unless based upon a bona fide occupational qualification. BTB will make reasonable accommodations to qualified applicants/employees with disabilities so that qualified individuals can perform the essential functions of a job. Contact the Director of Training to discuss possible accommodations. If you believe you have been discriminated against, you should notify the Equal Employment Officer or the Equal Employment Opportunity Commission. BTB is a Drug & Alcohol Free Workplace.

All job postings along with the EEO/AA Program and Annual Policy statement will be listed on the external website located at [www.btd.org](http://www.btd.org).

A notification letter will be sent to all vendors, suppliers, and supply contractors with whom BTB does business informing them of the affirmative action commitment and soliciting their cooperation.

Notification regarding our EEO policy with the statement that postings are available at [www.btd.org](http://www.btd.org) will be sent to:

**Lulac - Mike Flores**  
mikemigelflores@yahoo.com  
979-739-9707 or 512-251-4300  
beetlespestcontrol@yahoo.com

**Automotive Trade School**  
Universal Technical Institute  
721 Lockhaven Drive  
Houston, Texas 77073-5515

**WorkForce Solutions Brazos Valley**  
P.O. Drawer 4128  
Bryan, Texas 77802  
Phone: 979.595.2801 / Fax: 979.595.2810

**WorkForce Solutions Angelina County**  
210 N. John Redditt  
Lufkin, TX 75904  
Phone 936-639-1351

**WorkForce Solutions Nacogdoches County**  
2103 South Street  
Nacogdoches, TX 75964  
Phone 936-560-1441

**WorkForce Solutions Polk County**  
205 E. Polk  
Livingston, TX 77351  
Phone 936-327-5421

**Brazos Valley Community Action Agency, Inc**  
www.bvcaa.org  
Eric Todd, Chief Executive Officer  
[etodd@bvcaa.org](mailto:etodd@bvcaa.org)  
1500 University Drive East  
College Station, Texas 77840  
Phone: 979-846-1100

**Twin City Mission**  
www.twincitymission.org  
Doug Weedon, CEO  
PO Box 3490  
Bryan, Texas 77805-3490  
Phone: 979-822-7511 / Fax: 979-822-2674

**BV-MHMR**  
www.mhmrabv.org  
Bill Kelly, Executive Director  
1504 Texas Avenue  
Bryan, Texas 77802  
Phone: 979-361-9840 / Fax: 979-361-9806

#### **Temporary Agencies**

**WillStaff Worldwide**  
1101 University Drive East  
College Station, Texas 77840  
Phone: 979-268-4242 / Fax: 979-268-8821

#### **Newspapers**

**The Eagle**  
Bryan-College Station Communications  
1729 Briarcrest Drive  
P.O. Box 3000  
Bryan, TX 77802  
979-776-4444

**The Lufkin Daily News**  
Jennifer Bess, Business Manager  
300 Ellis at Herndon  
Lufkin, Texas 75901  
Nacogdoches Daily Sentinel

**Conroe Courier**  
Andy DuBois, Executive Editor  
100 Avenue A  
Conroe, TX 77301  
Phone: 936.521.3300

**Polk County Enterprise**  
P.O. Box 1276  
Livingston, Texas 77351  
Phone: 936-327-4357

The following is the annual notification that will be sent to the agencies listed above.



**ADMINISTRATIVE  
OFFICE**

1759 N. Earl Rudder Frwy  
Bryan, Texas 77803

Phone (979) 778-0607  
Fax (979) 778-3606

**Central Maintenance**  
Phone (979) 778-4498  
Fax (979) 778-2042

**REGIONAL  
OFFICES**

**Lufkin**  
1014 N. John Redditt  
Lufkin, Texas 75904

Phone (936) 639-3055  
Fax (936) 634-3172

**The Woodlands**  
701 West Ridge  
Spring, TX 77380

Phone (281) 363-0882  
Fax (281) 292-0696

[www.btd.org](http://www.btd.org)

# The District

A Political Subdivision of the Great State of Texas

Providing Rural & Urban Public Transportation in Central & East Texas Since 1974.

## EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

The District is committed to providing a diverse work place free of discrimination and harassment. The District supports affirmative action and equal employment opportunities without discrimination as to age, sex, color, race, national origin, religion or non-religion, sexual orientation, veteran status, or disability in compliance with state and federal laws. This policy is reflected in all of The District's practices and policies regarding hiring, training, promotions, transfers, layoffs, organizing the work force, rates of pay, and other forms of compensation. To implement these practices and policies, The District will continue to:

- Recruit, hire, train, and promote persons in all job classifications based on qualifications and abilities without regard to age, sex, color, race, national origin, religion or non-religion, sexual orientation, veteran status, or disability.
- Base decisions on employment so as to further the principle of affirmative action and equal employment opportunity.
- Insure that all personnel actions, including, but not limited to, compensation, benefits, transfers, layoffs, return from layoffs, company sponsored training, are administered without regard to age, sex, color, race, national origin, religion or non-religion, sexual orientation, veteran status, or disability.
- Insure that promotion decisions are in accord with principles of affirmative action and equal employment opportunity by imposing only valid requirements for promotion.
- Insure disciplinary actions are based entirely on employee conduct without regard to age, sex, color, race, national origin, religion or non-religion, sexual orientation, veteran status, or disability.
- Make all facilities, services, activities, and benefits available to all employees.

The District will make reasonable accommodations to qualified applicants with disabilities and employees so that qualified individuals can perform the essential functions of a job. Employees or applicants with a disability for which reasonable accommodation is needed should contact the Director of Human Resources to discuss possible accommodations.

An employee/applicant who believes that they have been a victim of discrimination, harassment or retaliation has the right to file a complaint. Margie Lucas, Executive Vice President is the designated Equal Employment Opportunity Officer for The District. Individuals who would like to discuss and/or file a complaint alleging discrimination, harassment and or retaliation should contact Mrs. Lucas by phone at 979-778-0607, e-mailed at [mlucas@btd.org](mailto:mlucas@btd.org), or in person at 1759 N. Earl Rudder Freeway, Bryan, Texas. The EEO Officer should be contacted immediately when you believe you have been discriminated against.

**For a current list of our job postings visit  
us on the web at [www.btd.org](http://www.btd.org)**

# **Designation of Personnel**

## **General Responsibility**

The actions of every employee are important to achieving the plan's objectives. Disciplinary action will be taken against any employee found to be deliberately obstructing implementation of the plan.

BTD will make reasonable accommodations to qualified applicants with disabilities and employees so that qualified individuals can perform the essential functions of a job. Employees or applicants with a disability for which reasonable accommodation is needed should contact the Director of Training to discuss possible accommodations.

Every supervisor is critically important to program success. Performance in meeting affirmative action objectives will be carefully included in all future performance reviews.

## **Appointment of Equal Employment Opportunity Officer**

Margie Lucas, Executive Vice President is the designated Equal Employment Opportunity Officer for BTD. Individuals who would like to discuss and/or file a complaint alleging discrimination, harassment and or retaliation should contact Mrs. Lucas. Mrs. Lucas may be reached by phone at 979.778.0607, by e-mail at [mlucas@btd.org](mailto:mlucas@btd.org), or in person at 1759 N. Earl Rudder Freeway, Bryan, Texas.

The Equal Employment Opportunity Officer has the responsibility to:

1. Develop and recommend EEO policy, a written EEO program, and internal and external communication procedures.
2. Assist management in collecting and analyze employment data, identify problem areas, set goals and timetables develop programs to achieve goals.
3. Design, implement, and monitor internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where further action is needed.
4. Report periodically to the CEO on progress of each unit in relations to the BTD's goals.
5. Serve as liaison between BTD, Federal, State, and local government, regulatory agencies, minority, handicapped and women's organizations, and other community groups.
6. Assure that current legal information affective affirmation action is disseminated to responsible officials.
7. Assist in recruiting minority, handicapped and women applicants and establishing outreach sources for use by hiring officials.
8. Concur in all hires and promotions.
9. Process employment discrimination complaints.

Under the direction of the EEO Officer the Director of Training has the responsibility to:

1. Assist in identifying problem areas and establishing local goals and objectives.
2. Being actively involved with local minority organizations, women's and hiccapped groups, community action organization and community service programs designed to promote EEO.
3. Participate actively in periodic audios of all aspects of employment in order to identify and to remove barriers obstruction the achievement of specified goals and objectives.
4. Hold regular discussions with other managers, supervisors, and employees to assure BTD's policies are procedures are being followed.
5. Review the qualifications of all employees to assure that minorities, handicapped persons, and women are given full opportunities for transfers, promotions, training, salary increases, and other forms of compensation.
6. Participate in the review and or investigation of complaints alleging discrimination.
7. Conduct and support career counseling for all employees.
8. Participate in periodic audits to ensure that BTD unit is in compliance (EEO posters are properly displayed on all employee bulletin boards).

BTB department and division heads will be responsible for:

- Analyzing their work force relative to identifying possible utilization of women, minorities, older workers, veterans, or the disabled.
- Setting goals and timetables for bringing their unit into compliance with the overall affirmative action program.
- Actively promoting a positive climate in the department or division concerning affirmative action.

## **Assessment of Employment Practices**

### **Review and Revision of Personnel Practices**

#### **Recruitment**

All job positions that come available will be posted on the Brazos Transit District web site ([www.btd.org](http://www.btd.org)), placed in the local newspaper and will be posted at all of BTB facilities naming the posting description and job qualifications. All job postings will contain the following statement: "An Equal Opportunity/Affirmative Action Employer."

Efforts to employ women, minority, older workers, veterans, or the disabled for part time positions will be made to encourage their interest in full time employment opportunities with BTB.

## **Job Analysis and Restructuring**

Position descriptions will be reviewed annually to accurately reflect the function and duties of the jobs described. Position descriptions will be set at the minimum level needed for entrance into the job.

Career ladders and logical lines of progression within and between job classes will be identified to facilitate the training and promotion of women, minorities, older workers, veterans, or the disabled.

## **Promotions, Job Assignments, and Termination**

No applicant will be denied a promotion or job assignment on the basis of gender, age, race, disability, or any other prohibited criteria. Applicants will be given a trial on the job to prove their capability if they are otherwise eligible for the promotion or assignment.

Records will be kept indicating the movement of minorities and women within the jurisdiction relative to promotion, job assignments, layoff, and recall.

Employees will be terminated only for just cause or their own volition.

## **Training**

Whenever any training activity is sponsored, special attention and consideration will be given to securing the participation of women, minorities, older workers, veterans, or the disabled.

Where jobs can be learned in a short period of time, formal on-the-job training programs will be instituted to facilitate the movement of women, minority, older workers, veterans, or the disabled into these positions with minimum qualifications.

Where formal training is necessary to qualify for a job, in-house training programs will be established whenever feasible.

Work scheduled will be adjusted so as to permit the participation in relaxant training programs.

Records will be maintained as to the numbers and percentages of women, minority, older workers, or the disabled applying for and participating in all training programs.

## **Compensation and Fringe Benefits**

Pay rates will be reviewed particularly in light of the results of the job analysis, reclassification, and redesign efforts described in previous sections.

Within competitive market conditions pay rates will be equalized where jobs require substantially equal skill, effort, and responsibility.

All fringe benefit programs will be reviewed and revised where necessary to assure that they are equally available to every employee. Particular attention will be paid to the availability of fringe benefits to all employees, especially in areas such as disability, health insurance, leave for

childbirth, retirement systems, and insurance programs.

Working conditions will be reviewed to ensure that for each job or job classification substantially similar conditions prevail. Specifically this will include review of work schedules, opportunities for overtime work, scheduling of vacations, and other similar items.

### Facilities

Our current facilities will be examined annually to ascertain if they in any way discriminate on the basis of race, color, religion, gender, age, marital status, national origin, or physical disability. Appropriate steps will be taken to correct any inequities. All property owned by BTD meets all ADA requirements.

Competitive Promotions: The following employees applied for positions along with other applicants and were interviewed along with other eligible applicants. Employees selected for the positions were found to be the best qualified. Criteria for the routes supervisors also include past performance and the rapport established with other drivers and management.

Original Position	Promoted Position	White Male	Black Male	Hispanic Male	White Female	Black Female	Hispanic Female
Shop Foreman	Maintenance Director			1			
Operator	Route Supervisor	1					
Landscaper	Shop Attendant		1				
Facility Maintenance	Shop & Facilities Maintenance	1					
<b>Total</b>		<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

Records reviewed of the applicant and employment periods were reviewed from June 1, 2011 through May 29, 2014. No patterns or practices were identified in our employment practices in regards to pay, promotions, terminations. Analysis of salary/pay rates have shown that there are no compensation inequities based on gender, race, or ethnicity.

Position	Involuntary Terminations						Resigned					
	White Male	Black Male	Hispanic Male	White Female	Black Female	Hispanic Female	White Male	Black Male	Hispanic Male	White Female	Black Female	Hispanic Female
Dispatcher				2	1							1
Mechanic	7	1	1				7	3	1			

Route Supervisor		1		1	1							
Vice President												
Directors - Marketing, Operations & Dispatch	1						1					
Shop Attendant	1	2	1				1	1				
Office Manager & Financial Liaison				4	1	2			2			
Operator/Boat Operators	15	15	2	10	6	3	22	6	2	12	7	4
<b>Total</b>	<b>24</b>	<b>19</b>	<b>4</b>	<b>17</b>	<b>9</b>	<b>5</b>	<b>31</b>	<b>10</b>	<b>3</b>	<b>14</b>	<b>7</b>	<b>5</b>

We have reviewed the applicant pool and saw no disparities in regards to hiring or promotions, although we are underutilized in the employment of Hispanics. We do not receive many Hispanic applications so outreach efforts are now being made to reach more of the Hispanic population.

Position	Total Applicants	Men Black	Men Hispanic	Men White	Women Black	Women Hispanic	Women White	Total Hired	Minority Hired	Women Hired
Dispatcher	13	0	1	0	7	3	2	2	1	2
Administrative Assistant/Receptionist	24	0	1	2	6	3	11	2	0	2
Operator / Boat Operator	321	54	18	52	52	19	56	105	44	49
Terminal Monitor	6	0	1	1	3	0	1	2	2	1
Accountant	1	0	0	0	0	0	1	1	0	1
Mechanic	45	8	9	28	0	0	1	15	7	0

In reviewing the complaints there are no disparities in the warnings and probation.

Position	Oral Warning						Written Warning						Disciplinary Probation					
	White Male	Black Male	Hispanic Male	White Female	Black Female	Hispanic Female	White Male	Black Male	Hispanic Male	White Female	Black Female	Hispanic Female	White Male	Black Male	Hispanic Male	White Female	Black Female	Hispanic Female
Operator /	1	5	1	2	4	2	22	8	2	9	16	2	5	4	1	1	1	1

Boat Operator																		
Dispatcher									3							1		
Mechanic							3	3	3									
Route Supervisor								1			2							
Maint. Clerk																		
Shop Attendant		1											1					
Directors																2		
Staff Accountant									1									
<b>Total</b>	<b>1</b>	<b>6</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>25</b>	<b>12</b>	<b>5</b>	<b>13</b>	<b>18</b>	<b>2</b>	<b>5</b>	<b>5</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>1</b>

## Work Force and Labor Market Analysis

BTD will conduct a census of its employees by job class and submit to assess current utilization patterns for women, minorities, older workers, veterans, or the disabled. As a part of this survey BTD will also seek to identify currently promotable or transferable women, minority, older workers, veterans, or the disabled.

BTD will conduct a study of relevant labor markets to determine the availability of women, minority, older workers, veterans, or the disabled with skills and qualifications particularly as they relate to its labor needs.

BTD will review the training capabilities of area educational institutions as a step toward increasing the availability of qualified women, minority, older workers, or the disabled.

## Goals and Timelines

Every BTD division workforce will be analyzed annually goals for the employment of women and minorities. Departments will also be required to identify specific steps they are taking to improve the promotability of current women, minority, older workers, or disabled employees and to identify any that are ready for possible promotion in other areas of the agency.

Department goals and timetables will be reviewed by the EEO Officer to assure compliance with the overall goals and timetables for BTD. Goals should reflect the results that reasonably could be expected from putting forth every good faith effort to make the Company's affirmative action program work.

The EEO Officer will annually review the progress of BTD affirmative action program and make necessary revisions to the goals, timetables, and priorities established.

Annually the Director of Training will summarize the contents of the register. The contents of the register will be summarized according to the positions for which employment applications were received, and the applicant flow and will be compared with the availability analysis figures.

BTD will annually analyze all position descriptions & titles, application forms, interview procedures, final selection processes, and similar matters to determine whether they are interfering with the hiring and advancement of qualified minorities and women.

### **Previous Goals**

#### **Short Term Goals - 1 Year**

BTD intends to hire 1 Hispanic Male bus mechanic as a position becomes available. This goal was achieved.

BTD intends to hire or promote 1 Hispanic Male in the Managerial/Supervisory Category as positions become available. At this time we are not intending to open any new positions, but the Route Supervisor positions have the highest turnover in this category therefore that is the main job position we will be looking at. This goal was achieved by promoting a Shop Foreman to a Maintenance Director.

#### **Long Term Goals - 3 Years**

Unless we receive more funding the management positions won't be replaced. If more funding becomes available or as employees leave we will attempt to increase our Hispanic workforce to at least **10%**. An underutilization of Hispanic employees is in every class except Dispatch and Secretaries/Admin Assistants. We will attempt to hire Hispanic male in a Supervisory position. We will also attempt to hire a Hispanic Male in Maintenance and Repair as well as a Hispanic Male Mechanic.

### **New Goals**

#### **Short Term Goals – 1 Year**

BTD will seek to hire or promote Hispanic Males or Females to supervisory positions when positions become available.

#### **Long Term Goals – 3 Years**

As stated in the previous plan, BTD experienced major reduction in funding which resulted in a reduction in the workforce. Until funding is restored to previous levels or additional funding is secured, additional positions will not be created and filled. However, BTD will attempt to increase and sustain our Hispanic workforce at a minimum of 10%.

## **Monitoring and Reporting**

The EEO Officer and the Director of Training will formally meet semiannually (June and December) to monitor the progress of EEO/AA program. Items to be reviewed will include EEO goal achievement, hiring, promotions, involuntary terminations, complaints, written warnings, and disciplinary actions, and areas that need improvement. A memo of the results of the

meetings will be distributed to senior management detailing the goals attained and the areas that need improvement.

The EEO officer will conduct annual salary analyses to ensure there are no compensation inequities based on gender, race, or ethnicity.

A memo will be sent to Senior Managers and Supervisors with the results of the monitoring and the analysis of the EEO program. The memo will contain the progress that was made or the problems that were found so that corrective action can be taken in the areas needed.

## **EEO Complaint Process**

Individuals who would like to discuss and/or file a complaint alleging discrimination, harassment and or retaliation should contact the EEO Officer. The EEO Officer may be reached by phone at 979-778-0607, e-mailed at mlucas@btd.org, or in person at 1759 N. Earl Rudder Freeway, Bryan, Texas. The EEO Officer should be contacted immediately when you believe you have been discriminated against.

The following procedures will be used to process discrimination complaints.

### **Counseling**

The first step in resolving discrimination complaints is counseling. The purpose of counseling is to determine whether there is a problem, and if there is, to correct it as soon as possible. Emphasis at this point is on early resolution.

The EEO Officer is responsible for clarifying the problem(s), and attempting to resolve it to everyone's satisfaction. The EEO Officer will:

- § Clarify the issues
- § Identify whether the problems are covered by the EEO Office's Discrimination Complaint Process
- § Outline alternative procedures
- § Identify options
- § Attempt to work out a resolution agreeable to all concerned, if possible
- § Provide information on external enforcement agencies (i.e., the EEOC, the Texas Commission on Human Rights, FTA and the DOT).

The EEO Officer will also inform the Complainant(s) of the Brazos Transit District Employee Handbook which addresses our policy on Equal Employment Opportunity. The EEO Officer will inform the Complainant(s) that if he/she decides to pursue their complaint based on discrimination with the EEO Office, the discrimination allegations will be processed according to these procedures.

The Complainant(s) must sign the EEO Discrimination Complaint Form issued by the EEO Officer before an informal process can begin. The EEO Officer has fifteen (15) working days to counsel and make efforts to resolve the issue informally. However, if at the end of this time period, there is no resolution in sight, the Complainant(s) will be informed of their right to proceed with a formal complaint, if they wish to continue to pursue their allegations and have the EEO Officer begin a formal investigation. Complainant may proceed to file a formal complaint within 5 working days.

### **Filing a Formal Complaint**

The Complainant(s) must sign the Internal Discrimination Complaint Form issued by the EEO Officer before a formal investigation can begin. The Complainant(s) should be prepared to support any allegations claimed to be discriminatory by furnishing all pieces of pertinent evidence: letters, memos, dates, times, and/or witnesses to the alleged claim in the complaint. A mere allegation of discrimination may not be sufficient in order to make a determination. Be aware that the investigative part of the process is designed to establish the facts once clear basic information is provided.

### **Rejecting a Complaint**

If the EEO Officer decides to reject a complaint, the Complainant(s) will be notified in writing within ten (10) working days after filing a formal complaint.

It is within the authority of the EEO Officer to reject any claim, if the officer determines that the allegations are not within the realm of the discrimination guidelines. If the EEO Officer makes this determination, then such notice of rejection will be final and cannot be appealed unless new evidence can be presented to the EEO Officer and such evidence falls within the discrimination guidelines of sex, color, race, national origin, religion or non-religion, sexual orientation, veteran status, or disability.

### **Investigation**

If a formal complaint is accepted, the EEO Officer will investigate it. The investigation will be completed within twenty-five (25) working days of receiving formal. An investigation may be extended beyond the twenty-five (25) working days if it is deemed necessary in order to conduct a more thorough and in-depth investigation. The EEO Officer will conduct interviews, take affidavits as needed from Complainant(s) and other apparent witnesses, and will gather any other pertinent information from various sources.

In order to properly investigate any allegation of discrimination, it will be imperative that any employee with relevant knowledge assist in the investigation. Such participation may be in the form of verbal communications, written statements or providing other records that may be determined to be of a relevant matter. All employees deemed to have relevant knowledge of the allegations shall participate to the best of his or her ability during these investigations.

### **Informal Resolution**

During and at the conclusion of the investigation, the EEO Officer when feasible and consistent with Brazos Transit District policies and procedures, will continue to attempt to resolve the

complaint on an informal basis. Prior to a resolution discussion with the Complainant(s), any resolution offer developed must be discussed with the appropriate department head(s) whose department(s) would be impacted. The Complainant(s) must sign and date any resolution offered that has been accepted. Such acceptance constitutes settlement of the complaint, however, any resolution offered and acceptance does not constitute an admission of any wrong doing by Brazos Transit District or any of its agents.

One of the major objectives of the complaint process is fairness and early resolution of complaints. Consequently, Brazos Transit District regards the efforts made by all parties in early resolution attempts as extremely important and crucial to the integrity and intent of this process.

### **Complaint Disposition**

At the conclusion of the investigation, the EEO Officer will issue findings of fact and conclusion and will make recommendations for corrective action if required or other resolutions. The Complainant will be contacted to receive and sign-off their acknowledgment of receipt of the EEO Officer's disposition of their complaint. Thereafter, the accused person(s) will be notified of the EEO Officer's recommendations.

### **Appeal of Disposition**

If the Complainant(s) is not in agreement with the EEO Officer's findings and determination contained in the disposition, he or she may appeal the EEO Officer's decision in writing within ten (10) working days to the President/CEO.

The President/CEO will then investigate the alleged violation and review relevant facts and upon completion of the investigation, the President/CEO will issue a decision within ten (10) working days in consultation with the EEO Officer.

If the Complainant(s) is not in agreement with the President/CEO's finding and determination, he or she may appeal the President/CEO's decision in writing within seven (7) working days to the Brazos Transit District Board of Directors.

Complainant(s) will be advised that if the final decision is unacceptable, appeal may be made to the EEOC, Texas Commission on Human Rights, or FTA.

### **Special Provision**

If any allegation of discrimination arises with the EEO Officer and/or against the EEO Officer, such allegations will be referred to the President/CEO to process and investigate accordingly. Any attempts of resolution will be according to the above stated procedures.

### **Tracking**

All EEO completed EEO complaints are to be forward to the Director of Administration so that the complaint can be added to the EEO handbook.

### **Contractors**

BTD will maintain a current and updated EEO Program annually from contractors along with the

hiring, termination, promotions, training, etc.

# The District

## EEO Discrimination Complaint Form

This information on this form is to be completed for all alleged discrimination and sexual harassment complaints. The completed copy is to be signed by the complainant. Upon completion, please forward to the EEO officer.

Complainant's Name:		Work Phone:		Home Phone:	
Department/Division:		Job Title:		Date of Hire:	
Employee ID #:		Supervisor's Name:		Date of the alleged discriminatory practice:	
Are you currently employed by The District?: Yes      No		Supervisor's Name:		Date of the alleged discriminatory practice:	
The discrimination occurred in connection with: Interview      Hiring Selection      Promotion      Layoff      Transfer      Disciplinary Action Compensation      Training      Other (specify)					
Basis of the alleged discriminatory practice: Race      Sex      Color      National Origin      Religion      Age      Disability Retaliation      Sexual Harassment      Other (specify)					
Have you made an effort to resolve this issue with your supervisor?: Yes      No			If no, do you give the EEO Officer your permission to speak to your supervisor?: Yes      No		
If yes, what action if any was taken?:					
Person(s) who you believe discriminated against you:					
Name		Title		Location	
Facts of the alleged discrimination are (attach additional sheets if necessary):					
Resolution you are seeking:					
Complainant's Signature			Date		
EEO Officer's Signature			Date		

**EEO Complaints**

During this period we had no EEO complaints.

# Annual Workforce Analysis

2012

## Brazos Transit District Workforce Analysis 2011

May 31, 2010 - June 1, 2011			White non-Hispanic		Hispanic		Black non-Hispanic	
			Male	Female	Male	Female	Male	Female
Chief Executives /Financial Mgr /First-Line Supervisors Mgr of Mechanics /First-Line Supervisors Mgr of Office and Administrative Support Workers /Human Resources, Training, & Labor Relations / Mgrs, All Other / Supervisors, Transportation / Transportation, Mgrs / General & Operations Mgr	Total	20	8	7	0	0	2	3
	BTD %	100.00%	40.00%	35.00%	0.00%	0.00%	10.00%	15.00%
	County %	96.74%	49.37%	32.21%	6.43%	3.50%	3.39%	1.84%
Network & Computer Administrators / Purchasing Agents / Accountants	Total	6	3	2	0	0	0	1
	BTD %	100.00%	75.00%	25.00%	0.00%	0.00%	0.00%	0.00%
	County %	97.19%	38.44%	47.28%	1.71%	4.88%	0.61%	4.27%
Operators & Boat Operators	Total	130	47	29	3	7	29	15
	BTD %	100.00%	36.15%	22.31%	2.31%	5.38%	22.31%	11.54%
	County %	99.63%	27.19%	48.40%	4.43%	1.83%	7.27%	10.51%
Payroll and Time-keeping Clerks	Total	1	0	1	0	0	0	0
	BTD %	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
	County %	100.00%	5.13%	64.10%		17.95%		12.82%
Maintenance & Repair workers	Total	1	1	0	0	0	0	0
	BTD %	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	County %	99.12%	71.59%	5.51%	9.91%		9.91%	2.20%
Dispatchers	Total	10	0	5	0	3	0	2
	BTD %	100.00%	0.00%	50.00%	0.00%	30.00%		20.00%
	County %	93.94%	24.24%	63.64%	0.00%	0.00%	6.06%	0.00%
Secretaries/Administrative Assistants & Office & Admin support workers	Total	9	0	6	0	2	0	1
	BTD %	100.00%	0.00%	66.67%	0.00%	22.22%	0.00%	11.11%
	County %	98.31%	10.56%	72.08%	0.54%	8.42%	0.29%	6.42%
Bus and Truck Mechanics	Total	20	17	0	0	0	3	0
	BTD %	100.00%	85.00%	0.00%	0.00%	0.00%	15.00%	0.00%
	County %	97.24%	86.78%	1.15%	5.63%	0.46%	3.22%	0.00%
Grounds Maintenance Workers & Vehicles & Equipment Cleaners	Total	8	1	0	2	0	5	0
	BTD %	100.00%	12.50%	0.00%	25.00%	0.00%	62.50%	0.00%
	County %	97.33%	51.72%	2.51%	23.35%	2.87%	16.88%	0.00%
<b>Employee Total</b>		<b>205</b>	<b>77</b>	<b>50</b>	<b>5</b>	<b>12</b>	<b>39</b>	<b>22</b>
<b>Total Males</b>		<b>59.02%</b>	<b>121</b>	<b>77</b>	<b>5</b>		<b>39</b>	
<b>Total Females</b>		<b>40.98%</b>	<b>84</b>	<b>50</b>		<b>12</b>		<b>22</b>
<b>Percentages</b>		<b>100.00%</b>	<b>37.56%</b>	<b>24.39%</b>	<b>2.44%</b>	<b>5.85%</b>	<b>19.02%</b>	<b>10.73%</b>

# Annual Workforce Analysis