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**Danville Transit**

**EQUAL EMPLOYMENT OPPORTUNITY POLICY**

**June 1, 2022**

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## Section 1 - Policy Statement

Danville Transit has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

Danville Transit Equal Employment Opportunity (EEO) policy applies to all employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay, or other forms of compensation.

All applicants and employees have the right to file complaints alleging discrimination. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated. Danville Transit is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

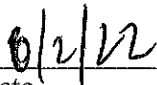
The Transportation Services Department Director for the City of Danville will maintain overall responsibility and accountability for Danville Transit's compliance with its EEO policy and plan and related functions including complaint investigation. Danville Transit does not maintain a separate Board of Directors and is governed by Danville City Council. The City of Danville maintains a City-Manager form of government.

All Danville Transit supervisory personnel share in the responsibility for implementing and monitoring Danville Transit's EEO policy and plan within their respective areas and will be assigned specific tasks to ensure compliance is achieved. Danville Transit will evaluate its supervisors' performance on their successful implementation of Danville Transit's policies and procedures, in the same way Danville Transit assesses their performance regarding other agency's goals.

Danville Transit is committed to undertaking and developing a written nondiscrimination program that sets forth the policies, practices, and procedures, to which the agency is committed and make the EEO policy and plan available for inspection by any employee or applicant for employment upon request. Danville's Transportation Services Director is personally committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO policy and plan.



Kenneth F. Larking  
Danville City Manager



Date

**Guiding Legislation:**

Equal Pay Act of 1963, 29 U.S.C. 201

Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e Age Discrimination in Employment Act of 1967, 29 U.S.C. 633a Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794

CFR Part 42, Subpart F, "Coordination of Enforcement of Nondiscrimination in Federally Assisted Programs"

CFR Part 1605, "Guidelines on Discrimination Because of Religion"

29 CFR Part 1606, "Guidelines on Discrimination Because of National Origin" 29 CFR Part 1607, "Uniform Guidelines on Employee Selection Procedures" 29 CFR Part 1620, "The Equal Pay Act"

29 CFR Part 1625, "Age Discrimination in Employment Act"

49 CFR Part 21, "Nondiscrimination in Federally Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964"

49 CFR Part 27, "Nondiscrimination on the Basis of Handicap in Financial Assistance Programs" Part II, Section 110(a) of the FTA Standard Grant Contract, dated 9-87

## **Section 2 – Dissemination**

According to the U.S. Department of Transportation's FTA C 4701.1A circular dated October 31, 2016, and revised April 1, 2017, public transit agencies receiving federal funding assistance in excess of \$1,000,000 in the previous federal fiscal year and employing 50 or more transit-related employees must prepare, implement, and evaluate a formalized EEO Plan (EEOP). Formalized communication mechanisms have been established to publicize and disseminate Danville Transit's policies to its employees, applicants, and the general public.

Formalized communication mechanisms are divided into two categories: External dissemination and internal dissemination.

### **External Dissemination**

The EEO Plan will be disseminated under the guidance of the Transportation Services Department Director.

The general guidelines for external dissemination shall be:

All advertisements for employment will contain the following statement, "Danville Transit is an Equal Employment Opportunity Employer" at the bottom of the advertisement.

The Equal Employment Opportunity Plan is posted on Danville Transit's webpage as an employee and applicant resource.

Any employee involved in organizations and/or community groups which have special contacts with minorities and women's groups are encouraged to report to the Transportation Services Director about the existence of such groups. Danville Transit will provide a copy of its EEO policy to these entities.

### **Internal Dissemination**

All new employees, both supervisory and non-supervisory, will be informed of the EEO policy and plan within 90 days of hire.

All employees will undergo EEO retraining. This training will be conducted annually.

The EEO plan, including all policies and procedures, is incorporated into the Personnel Policies. The Transportation Services Director will conduct a semiannual meeting in January and July with Senior Staff to discuss the EEO Plan and its implementation.

Meet with employees and affinity groups to seek input on the plan implementation.

EEO related posters will be posted on employee bulletin boards along with a copy of the EEO policy statement.

The Equal Employment Opportunity Plan (EEOP) is posted on Danville Transit's webpage as an employee and applicant resource.

### **Section 3 - Designation of Responsibility**

The Transportation Services Director is recognized as the point of final authority and responsibility for Danville Transit's EEO Plan. The Director will serve as the EEO Officer and has immediate and continuing administrative responsibility and authority, which is delegated by Danville's City Manager, in matters related to Danville Transit's total equal employment affirmative action obligations. Each Danville Transit Senior Staff team member will be responsible within his/her respective duties for EEO plan implementation and progress.

#### EEO Officer

The EEO Officer will coordinate and administer the day-to-day operation of the EEO Plan. The responsibilities of the EEO Officer include, but are not limited to, the following:

Developing the EEO policy statement and a written EEO plan.

Assisting management in collecting and analyzing employment data, identifying problem areas, setting goals and timetables, and developing programs to achieve goals.

Designing, implementing, and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where proactive action is needed.

Reviewing the agency's nondiscrimination plan with all managers and supervisors to ensure that the policy is understood.

Concurring in the hiring and promotion process.

In conjunction with human resources, periodically reviewing employment practices policies (e.g., hiring, promotions, and training), complaint policies, reasonable accommodation policies, performance evaluations, and grievance procedures.

Reporting at least semiannually to the City Manager on progress in relation to the agency's goals and on contractor and vendor compliance.

Serving as liaison between the agency; Federal, states, county, and local governments, regulatory agencies; and community groups representing minorities, women, and persons with disabilities, and others.

Maintaining awareness of current EEO laws and regulations, and ensuring the laws and regulations affecting nondiscrimination are disseminated to responsible officials. Investigating complaints of EEO discrimination.

Providing EEO training for employees.

In conjunction with human resources, advising employees and applicants of available training programs and professional development opportunities and the entrance requirements.

Conducting EEO training for all new supervisors or managers within 90 days of their appointment.

### **Section 3 - Designation of Responsibility (continued)**

Maintaining agendas and sign-in sheets for meetings conducted when the EEO policy and its implementation are explained.

Auditing postings of the EEO policy statement to ensure compliance information is posted and up to date.

EEO Officer and all individuals investigating EEO complaints must have EEO investigative training provided by a qualified instructor.

Auditing postings of the EEO policy statement to ensure compliance information is posted and up to date.

Senior Staff (as defined by the Transportation Services Director)

Ensuring that hiring, training, promotion, and development opportunities at all levels of his or her area of responsibility are made without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

Assisting in identifying problem areas.

Reviewing qualifications of employees in areas of responsibility to ensure minorities and women are given full opportunity for transfers and promotions.

Participating in periodic audits to ensure that each agency unit complies.

Taking action to prevent discriminatory behavior in their areas of responsibility, including, but not limited to, sexual harassment.

Ensuring that posters and notices are properly displayed in areas of responsibility.

Ensuring that management and supervisory personnel in their areas of responsibility comply with the spirit and policies of the EEO.

Reporting any claim of discrimination to the City of Danville's City Manager and Human Resource Director.

Cooperating with compliance reviews, government funding agencies, government investigation agencies, and/or the Office of Civil Rights and Labor Relations relative to the discharge of their duties.

Cooperating with the EEO Officer in review of information and investigation of complaints.

Participating actively in periodic audits of all aspects of employment to identify and remove barriers to obstructing the achievement of specified goals and objectives.

Being actively involved with local minority organizations, women's groups, community action organizations, and community service programs designed to promote EEO.

Encouraging employee participation to support the advancement of the EEO Program (e.g., professional development and career growth opportunities, posting promotional opportunities, shadowing, mentoring).

#### **Section 4 - Utilization Analysis**

N/A: Section not required

Per FTA's Equal Employment Opportunities (EEO) Circular 4704.1A which went into effect on October 31, 2016, any FTA applicant, recipient, sub-recipient, and contractor who employs between 50-99 transit-related employees and requests or receives capital or operating assistance in excess of \$1 million in the previous Federal fiscal year must prepare and maintain an abbreviated EEO program. An abbreviated EEO Program includes the Statement of Policy, Dissemination Plan, Designation of Personnel, Assessment of Employment Practices, Monitoring and Reporting System, EEO Complaint Process, and a Policy Execution section but does not include a Utilization Analysis with Goals and Timetables. Therefore, Danville Transit is not required to complete this section.

**Section 5 - Goals and Timetables**

N/A: Section not required

Per FTA's Equal Employment Opportunities (EEO) Circular 4704.1A which went into effect on October 31, 2016, any FTA applicant, recipient, sub-recipient, and contractor who employs between 50-99 transit-related employees and requests or receives capital or operating assistance in excess of \$1million in the previous Federal fiscal year must prepare and maintain an abbreviated EEO program. An abbreviated EEO Program includes the Statement of Policy, Dissemination Plan, Designation of Personnel, Assessment of Employment Practices, Monitoring and Reporting System, EEO Complaint Process, and a Policy Execution section but does not include a Utilization Analysis with Goals and Timetables. Therefore, Danville Transit is not required to complete this section.



## **Section 6 - Assessment of Employment Practices**

Danville Transit is fully committed to a workforce that reflects the community we serve. Danville Transit will not tolerate any person being unlawfully excluded from employment or promotion opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

### **Testing**

Potential bus driver candidates must pass a drug screening and physical before employment. After completing Danville Transit driver training, a supervisor rides with new bus operators to ensure they are properly trained and feel comfortable with providing service. All new drivers who have been approved to drive in writing by supervisors then meet with the Transportation Services Director to ensure they are knowledgeable of Danville Transit's policies and work rules as well as Danville's policies and procedures.

### **Promotions and Transfers**

Danville Transit encourages its current employees to advance within the organization. Additionally, bus operators are encouraged to learn, and offered training, to work in the office. This cross-training increases the employee's skills and makes them more marketable and competitive for promotions and transfer opportunities.

### **Training**

Beyond required training to perform the duties required of each position, Danville Transit works within its budget to offer additional training opportunities. Bus operators are encouraged to learn, and offered training, to work in the office. This cross training increases the employee's skills and makes them more marketable and competitive for future opportunities as they become available. Office staff and drivers identified for increased responsibilities are offered to complete formal supervisory training based on their existing skills and abilities. Through outreach efforts Danville Transit works with female and minority groups to identify skills needed to fill vacancies and options to gain those skills.

### **Compensation and Benefits**

It is Danville Transit's policy to administer wages and salaries based on the duties of the job performed and the individual's prior work experience, education, performance, and training. The Transportation Services Director shall, prior to the preparation of yearly budget estimates, make an analysis and recommendation on the pay plan. This analysis may include such items as changes in prevailing rates of pay in comparable positions in the public sector, and in the local private sector; recruitment and retention experience; and internal pay relationships among classes.

### **Disciplinary Procedures and Termination Practices**

Danville Transit recognizes the need for clearly defined disciplinary procedures and termination practices. Therefore, these procedures and practices are defined in the City of Danville's personnel handbook.

The Statistical Impact of Employment Practices on Minorities and Women will be documented as required for hires, promotions, training, termination and discipline.

**Section 6 - Assessment of Employment Practices (Continued)**

Individuals with Disabilities and Veterans - statistical data that show any potential impact of an agency's employment practices on persons with disabilities and veterans including:  
number of applicants for employment and promotions in each job category  
the number hired and promoted, cross-referenced by sex and race.

## **Section 7 - Monitoring and Reporting**

The Transportation Services Director or his/her designee will conduct a semiannual meeting in January and July with Senior Staff. These meetings serve to discuss the EEO Program and its implementation and meet with employees and affinity groups to seek input on the program implementation. These semiannual meetings will enable Danville Transit to evaluate its EEO Program and take any necessary corrective action regarding the development and execution of programs, goals, and timetables. Following the conclusion of these semiannual meetings, the Transportation Services Director Officer will report the outcomes to Danville's City Manager and the Transportation Advisory Committee.

## **Section 8 - EEO Complaint Process**

Any employee or applicant alleging to be subjected to discrimination, unfair practice, or retaliation on the basis of any of the protected classifications noted in the EEO Policy Statement may file a written complaint within 180 days of the alleged violation to the Transportation Services Director, located at P.O. Box 3300, Danville, Virginia 24543 or by telephone at 434-799-5110. Upon filing the complaint of alleged discrimination, the Transportation Services Director will proceed with an investigation to determine if there has been a violation of this policy.

If for some reason an employee or applicant does not want to bring a complaint to the Transportation Services Director, then the employee should contact the City of Danville's Human Resource Director concerning the complaint. The Transportation Services Director can be contacted by writing to P.O. Box 3300, Danville, Virginia 24543 or by telephone at 434-799-5241. The Human Resources Director will communicate and provide the results of his or her investigation to the Transportation Services Director.

Confidentiality will be maintained to the extent practical to conduct a full investigation to decide. All employees are required to fully cooperate during the course of an investigation.

If it is determined that a violation of this Policy has occurred, Danville Transit will take immediate action to remedy the situation. Any employee who is found to have violated this policy may be subject to disciplinary action, up to and including termination.

**Section 9 - Policy Execution**

This Equal Employment Opportunity policy has been executed this day, June 7, 2022

Marc Adelman, Transportation Services Director, EEO Officer Danville Transit  
Name and Title

## Appendix A - Description of Job Categories

### Officials and Administrators

Occupations requiring administrative personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments of special phases of an agency's operation does not include sworn administrators. Examples: Executives, middle management, plan managers, department managers, superintendents, salaried supervisors who are members of management, purchasing agents, and buyers.

### Professionals

An occupation requiring either a college degree or experience of such a kind provides a comparable background does not include sworn professionals. Examples: Attorneys, accountants, auditors, airplane pilots, navigators, architects, artists, chemist, designers, dietitians, editors, engineers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations workers, physical scientist, physicians, social scientist, and teachers, research assistants, medical aides, child support worker, welfare service aides, library assistants and clerks, and ambulance attendants.

### Technicians

Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through two years of post-high school education, such as may be obtained through a junior college, technical institute, or through equivalent on the job training. Examples: Computer programmers, computer operators, drafting aides, electricians, engineering aides, junior engineer, mathematical aides, licensed practical or vocational nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, medical technicians, dental technicians, electronic technicians, and physical science technicians.

### Protective Service Workers

All sworn and non-sworn occupations relating to the protection of people and property.

Examples: Police officers, firefighters, security guards, fire protection guards, animal control workers, detectives, sworn investigators, bailiffs, correctional officers, wardens, marshals, sheriffs, deputies, harbor-patrol officers, and park rangers. Protective Service Breakdown:

- a) Officials -all sworn officers beyond entry-level (Sergeants, Lieutenants, Captains, etc.)
- b) Patrol officers - all entry-level officers.

### Paraprofessionals

Occupations requiring basic semi-professional skills, which may be obtained through a year of post high school education, such as, may be obtained through a junior college or through equivalent on the job training. Examples: Paralegals, legal assistants, bookkeepers, insurance agents, real estate agents, and personnel assistants.

## Appendix A - Description of Job Categories (continued)

### Administrative Support (Including Clerical and Sales)

Includes all clerical type work, regardless of the level of difficulty, where the duties are predominantly non-manual, although some manual work not directly involved with altering or transporting the products is included. Examples: Cashiers, bill collectors, account collectors, messengers, office helpers, office machine operators, shipping and receiving clerks, stenographers, typist, secretaries, and receptionist.

### Skilled Craft Workers

Manual workers who typically operate machine or processing equipment or perform other factory type duties of a skill level that can be mastered after an extensive period of training. Examples: Mechanics, repairers, skilled machine operators, typesetters, engravers, motion picture projectionists, stationary engineers, tailors, apprentices, delivery workers, motor operators, photographic process workers, truck and tractor drivers, welders, flame cutters, plumbers, bricklayers, carpenters, machinists, metalworkers, and auto attendants.

### Service-Maintenance

Occupations in which workers perform duties, which result in or contribute to the comfort, convenience, or hygiene of the general public or which contribute to the upkeep and care of buildings, facilities, or grounds of public property. Examples: Bus drivers, cleaners, cafeteria workers, maintenance workers, and garbage laborers.

Source: [www.eeoc.gov](http://www.eeoc.gov)

**Appendix B - EEO Job Categories at Danville Transit**

**Job Group 1 - Officials and Managers**

Transportation Services Director

Division Director

Senior Administrative Assistant

Transportation Supervisor

**Job Group 2 - Professionals**

**Job Group 3 - Technicians**

**Job Group 5 - Paraprofessionals**

**Job Group 6 -Administrative Support Workers**

Transportation Dispatcher

Account Clerk Dispatchers

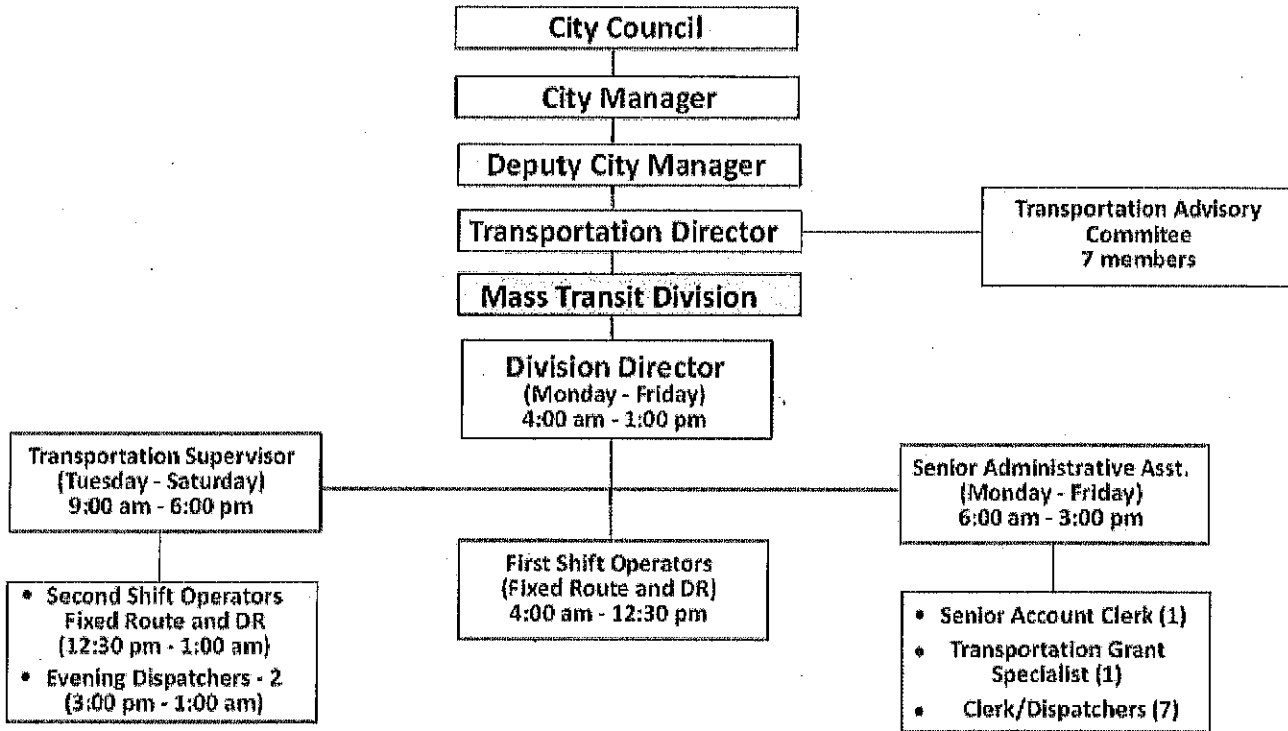
**Job Group 7 -Skilled Craft Workers**

**Job Group 8 -Service-Maintenance Workers**

Bus Drivers



**Appendix C - Organizational Chart**



Danville Transit's mechanic is supervised  
by the Department of Public Works

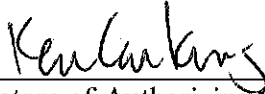
Note:

Total Transit Workforce of 50 employees as of 6/3/2022.

**Total 50 consisting of 20 males of which 9 are White Male, 10 are Black Male, 1 Asian. 30 females of which 9 are White Female, 20 are Black Female and one Hispanic/Latino.**

**Appendix D- Danville City Council Acknowledgement**

I hereby acknowledge the receipt of the Danville Transit's EEO Policy and Program. Danville City Council reviewed and approved the EEO Policy and Program. We are committed to ensuring that no person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.



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Signature of Authorizing Official  
Kenneth F. Larking, City Manager