2024

DELAWARE COUNTY TRANSIT

EEO Program (Abbreviated)

119 HENDERSON COURT
DELAWARE, OHIO 43015
740-363-3355

Delaware County Transit
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Phone: (740) 363-3355
delcotransit.com

Delaware County Transit Equal Employment Opportunity Policy Statement

Delaware County Transit is committed to fostering a diverse and inclusive work environment where all employees and applicants are treated fairly and with respect. We believe that our workforce should reflect the diversity of the communities we serve, and we are dedicated to providing equal employment opportunities for all individuals. Every employee has the right to work in an environment free from all forms of discrimination. We are, therefore, committed to a policy of equal employment opportunity.

Policy Overview

Delaware County Transit does not discriminate in employment practices on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. This policy applies to all aspects of employment, including but not limited to recruitment, hiring, training, promotions, compensation, benefits, and termination.

Commitment to Diversity and Inclusion

We are committed to creating and maintaining a work environment that promotes diversity, equity, and inclusion. Delaware County Transit values the unique perspectives and contributions of every employee and strives to create a workplace where everyone feels valued and respected.

Responsibility

All employees, managers, and supervisors are expected to uphold this policy and ensure that their actions and decisions reflect our commitment to equal employment opportunity. Delaware County Transit will provide training and resources to support compliance with this policy and to promote an understanding of diversity and inclusion.

The responsibility for the implementation of the EEO Program is assigned to Executive Director, Andy Volenik.

Procedures

Delaware County Transit has established procedures for addressing any concerns or complaints related to discrimination or harassment. We are committed to investigating all complaints promptly and taking appropriate action to address any violations of this policy.

Delaware County Transit's EEO Officer is Executive Director, Andy Volenik.

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Continuous Improvement

We are dedicated to regularly reviewing and updating our practices and policies to ensure they align with our commitment to equal employment opportunity. Delaware County Transit will continuously strive to enhance our efforts in promoting diversity and inclusion within our workforce.

For more information or if you have any questions about this policy, please contact Andy Volenik.

11/15/24

Andy Volenik
Executive Director
Delaware County Transit

Date

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Dissemination of EEO Policy

A. Internal Dissemination

1. The policy state and nondiscrimination posters will be permanently posted and conspicuously displayed in areas available to employees and applicants for employment such as bulletin board, lunch rooms, etc. throughout the place of employment.

2. The EEO policy statement will be communicated to employees in the same way that other major policies or decisions are communicated to employees e.g. official memos, policy update sign offs, etc.

3. The EEO policy of Delaware County Transit will be included in the Employee Policy Handbook.

4. Delaware County Transit will disseminate its EEO policy to all employees once a year.

External Dissemination

1. Delaware County Transit will communicate our EEO commitment to suppliers, and subcontractors, verbally or in writing.

2. Delaware County Transit will notify all recruitment sources of our EEO policy and encourage them to actively recruit and refer women, minorities, and disabled persons to assist us in achieving EEO objectives.

3. Delaware County Transit will include the statement Equal Opportunity Employer on all company stationary, purchase orders, agreements, applications and in advertisements recruiting employees and subcontractors.

4. Delaware County Transit will communicate to prospective employees the existence and contents of the our EEO Policy

Delaware County Transit will disseminate its EEO policy by including it in any advertising in the news media.

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Designation of Personnel Responsibility

Crystal James has been designated as an Equal Employment Opportunity Coordinator to monitor all employment related activities to ensure that Delaware County Transit's equal employment opportunity policies are being carried out.

Crystal James duties include but are not limited to the following:

1. Developing and recommending EEO policy, a written EEO program, and internal and external communication procedures;

2. Assisting management in collecting and analyzing employment data, identifying problem areas, setting goals and time tables, developing programs to achieve goals;

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

4. Reporting periodically to the Board on progress of each unit in relation to the agency's goals;

5. Serving as a liaison between the agency, federal, state and local governments regulatory agencies, minority, disable and women's organizations and other community groups;

6. Assuring that current legal information affecting affirmative action is disseminated to responsible officials;

7. Assisting in recruiting minority, disabled, and women applicants and establishing outreach sources for use by hiring officials;

8. Concurring in all hires and promotions;

9. Processing employment discrimination complaints.

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Although the EEO Coordinator has the primary responsibility for implementing Delaware County Transit's EEO Plan, managers are expected to carry out the following responsibilities:

1. Assisting in identifying problem areas and establishing agency and unit goals and objectives;

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

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

4. Holding regular discussions with other managers, supervisors and employees to assure the agency's policies and procedures are being followed;

5. Reviewing the qualifications of all employees to assure that minorities, disabled persons and women are given full opportunities for transfers, promotions, training, salary increases and other forms of compensation;

6. Participating in the review and/or investigation of complaints alleging discrimination;

7. Conducting and supporting career counseling for all employees;

8. Participating in periodic audits to ensure that each agency unit is in compliance.

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8/9/2024

NOTICE

EQUAL EMPLOYMENT OPPORTUNITY OFFICER

Andy Volenik is appointed the Equal Employment Opportunity (EEO) Officer for Delaware County Transit. The EEO Officer will handle all complaints alleging discrimination on the basis of race, color, religion, creed, sex, sexual orientation, age, national origin or disability, which does not prevent satisfactory performance of work.

The agency will abide by the provisions of the Civil Rights Act of 1964 and Executive Order 11246 relating to equal opportunity employment. Anyone who believes that he or she has been discriminated against should report this to the company EEO Officer.

Andy Volenik can be reached by calling 740-363-3355.

Andy Volenik
Executive Director
Delaware County Transit

Date