



# Voluntary Form of Equal Employment Opportunity Plan

Approved by the Board of Directors

On August 26, 2015

## TAMC Voluntary Equal Employment Opportunity Plan

The Transportation Agency for Monterey County (“TAMC”) is an equal opportunity employer and does not discriminate based on race, color, ancestry, citizenship, medical condition, sex (including pregnancy, childbirth and related medical conditions), physical or mental disability, veteran or military status, sexual orientation, age (over 40), gender characteristics, genetic classification, national origin, religious affiliation, political affiliation, Union membership, marital status, Workers’ Compensation in California, gender identity, or any other classification protected under federal, state, or local law. It has an adopted Equal Employment Opportunity Policy, which has been in place since 2000.

TAMC is not required to adopt an Equal Employment Opportunity Plan under State and Federal laws and regulations. Notwithstanding the lack of legal requirement, TAMC wishes to promote equal employment and has decided to adopt this plan as a means of demonstrating to the public TAMC’s commitment to equal employment opportunity. This Plan covers all facets of employment, including but not limited to, recruitment, training, selection, promotions, transfers, compensation, demotions and terminations.

It is not the intent of this Plan to permit or require the lowering of bona fide job requirements or qualification standards in order to give preference to any employee or applicant for employment. Selection, hiring, placement and promotion decisions will be based on valid requirements and criteria that are job related, essential and necessary functions of the job.

TAMC will provide, when necessary, reasonable accommodations to applicants' and/or employees' disabilities, when doing so will enable them to successfully perform the essential functions of the job for which they are qualified, consistent with applicable law.

TAMC prohibits retaliatory actions against employees or applicants for employment, who make a charge of employment discrimination, testify, assist or participate, in any manner, in a hearing, proceeding or investigation of employment discrimination.

TAMC is an equal opportunity employer and believes that every employee has the right to work in surroundings which are free from all forms of unlawful discrimination. It is the policy of TAMC to be fair and impartial in all of its relations with employees and to recognize the dignity of the individual. TAMC strives to maintain an environment ensuring recognition of each employee's efforts, achievements and cooperation. Employees will be treated in a fair and non-discriminatory manner and allowed, without prejudice, to advance in the organization, as their abilities warrant and as openings

occur. TAMC will promote and afford equal treatment and service to all employees and citizens.

The following is a list of the job categories and definitions used in this Plan:

Officials/Managers- Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments. This category includes titles such as department heads, executive directors, deputy directors, etc.

Professionals - Occupations, which require specialized and theoretical knowledge, which is usually acquired through college training or through work experiences and other training which provides comparable knowledge; Includes: accountants, planners, engineers, interns etc.

Administrative Support - Occupations in which workers are responsible for internal and external communications, recording and retrieval of data and/or information and other paperwork required in an office; Includes: customer service, accounting clerks, administrative assistants, receptionists, etc.

Tables A and B provide an analysis of TAMC’s workforce, classified by job category, gender, and race/national origin. The tables show the workforce in total employment numbers and percentages, which reflect the portion of employees in each job category of a given sex and race/national origin.

These tables are based upon the Agency’s employee data as of May 2015. Employment numbers are for all employees (including part-time employees).

**Table A**

**TAMC Workforce Analysis- Number of Employees**

Job Category	TOTAL EMPL	MALE					TOTAL MALE	FEMALE					TOTAL FEMALE
		W	B	H/L	AS	AI/AN		W	B	H/L	AS	AI/AN	
Officials/Managers	3	1					1	1			1		2
Professionals	8	4					4	2	1	1			4
Admin. Support	3							1		2			3
<b>TOTALS</b>	<b>14</b>	<b>5</b>					<b>5</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>1</b>		<b>9</b>

**Table B**

**TAMC Workforce Analysis-Percentage Shares**

Job Category	MALE					TOTAL MALE	FEMALE					TOTAL FEMALE
	W	B	H/L	AS	AI/AN		W	B	H/L	AS	AI/AN	
Officials/Managers	33.3%					33.3%	33.3%			33.3%		<b>66.7%</b>
Professionals	50.0%					50.0%	25.0%	12.5%	12.5%			<b>50.0%</b>
Admin. Support						0.0%	33.3%		66.7%			<b>100%</b>
<b>TOTALS</b>	<b>35.7%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>35.7%</b>	<b>28.6%</b>	<b>7.1%</b>	<b>21.4%</b>	<b>7.1%</b>	<b>0%</b>	<b>64.3%</b>

- W**                      **White**
- B**                      **Black or African American**
- H/L**                    **Hispanic or Latino Ethnicity**
- AS**                     **Asian/Pacific Islander**
- AI/AN**                **American Indian or Alaska**
- Native**

## **Analysis**

Table B shows that 64.3% of the Agency's staff is female and 35.7% are male. Two-thirds (two individuals) of the Agency's Officials/Managers are women and 1/3 (one individual) is Asian/Pacific Islander. The professionals are evenly divided between males and females. All male professionals are white, while half of the women are White, one is Black/African American and one is Hispanic Latino. All of the Administrative Support staff are women, of whom 2/3 (two individuals) are Hispanic/Latino and 1/3 (one individual) is White. Nine (or 64.3%) of the Agency staff are White and five (or 35.7%) are non-white.

## **Responsibility for Implementation**

The Executive Director of the Agency has the overall responsibility for ensuring that TAMC provides Equal Employment Opportunity. The Director of Finance & Administration, who reports directly to the Executive Director, is designated as the Equal Employment Officer. A continuing review will be conducted to ensure that promotions and job opportunity decisions are made in accordance with the Equal Employment Opportunity policies and that these decisions are based upon valid relevant factors with respect to ability, performance, potential and bona fide occupational qualification.

The following steps will be taken to achieve these objectives:

- Send job opening announcements to partner agencies, community and state colleges, minority organizations, persons with disabilities groups, women's organizations, civil rights organizations; post on the Agency website, and advertise in the local newspaper to maximize outreach to all potential applicants.
- Periodically review Transportation Agency for Monterey County recruitment and hiring methods, practices and policies, ensuring that protected groups have an equal opportunity for employment with the Transportation Agency for Monterey County.
- Review all performance evaluations to foster fairness and equity across departments, and supervisors.
- Continually evaluate the employee selection process including the application forms, interviewing procedures, and the final selection process to strengthen job relatedness and validity.
- Continue to review all job descriptions to ensure no unnecessary barriers exist that would adversely affect protected groups.

### **External Outreach**

- All applications for employment will contain an Equal Employment Opportunity (EEO) policy statement.
- The Agency website will contain the statement "Equal Opportunity Employer" and employment advertisements will also contain the statement. Pictures showing a diverse workforce shall be shown.
- The EEOP will be posted on the Agency website to ensure easy access by the community.
- Job announcements will be distributed to the recruiting sources identified above, encouraging them to refer qualified applicants.

### **Internal Communications**

- "Equal Employment Opportunity is the Law" posters will be posted on appropriate employee bulletin boards.
- Supervisors and employees involved in recruiting will be trained in the EEO policies and procedures and applicable laws.
- A memo will be posted on employee bulletin boards regarding how to obtain a copy of the EEOP at any time.
- Board members, department heads and supervisory personnel will be given a copy of the EEOP to ensure they are familiar with the EEOP.

## **Monitoring**

The Director of Finance & Administration will maintain statistics on the following information:

- Applications, received by race and gender, provided this information is available through a voluntary Affirmative Action form or visual observation.
- New employees by job category, race, and gender.
- Interviews by race and gender.
- Terminations by job classification, race, gender, and the reason for termination.
- Tables A and B will be updated annually by the Director of Finance & Administration for review by the Board.