

Riverside Transit Agency

Human Resource Policies and Procedures

Distribution: All Employees		Subject: EQUAL EMPLOYMENT OPPORTUNITY	
Effective Date: July 1, 1989	Page No. 1	Pages Of 2	File Under Section: 1 - 2
Revision/Review Date: February 22, 2018		Approved By: 	

POLICY

The Riverside Transit Agency (RTA) has a strong commitment to the community it serves and its employees. As an equal opportunity employer, RTA strives to have a workforce that reflects the community it serves. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity and expression, sexual orientation, pregnancy, childbirth, breastfeeding or related medical conditions), age (40 years of age and over), marital status, genetic information, medical condition, disability (mental and physical), military and veteran status, or other protected class.

RTA 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. RTA 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 Chief Executive Officer maintains overall responsibility and accountability for RTA's compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, the CEO has appointed the Chief Administrative Services Officer as RTA's EEO Officer. The Chief Administrative Services Officer will report directly to the CEO and acts with the CEO's authority with all levels of management, labor unions, and employees. If the actions of the Human Resources Department are in question, the Executive Assistant to the CEO would serve as the EEO Officer. Their contact information is listed below:

- Laura Camacho, Chief Administrative Services Officer, (951) 565-5080
- Tammi Ford, Executive Assistant to the CEO, (951) 565-5044

Riverside Transit Agency

Human Resource Policies and Procedures

Distribution: All Employees		Subject: EQUAL EMPLOYMENT OPPORTUNITY	
Effective Date: July 1, 1989	Page No. 2	Pages Of 2	File Under Section: 1 - 2
Revision/Review Date: February 22, 2018		Approved By: 	

All RTA executives, management, and supervisory personnel, however, share in the responsibility for implementing and monitoring RTA's EEO Policy and Program within their respective areas and will be assigned specific tasks to ensure compliance is achieved. RTA will evaluate its managers' and supervisors' performance on their successful implementation of RTA's policies and procedures, in the same way RTA assesses their performance regarding its other goals.

RTA is committed to undertaking and developing a written nondiscrimination program that sets forth the policies, practices and procedures, with goals and timetables, to which the agency is committed and make the EEO Program available for inspection by any employee or applicant for employment upon request.

The CEO 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 Program.