Equal Employment Opportunity Program Submission Update

Briefing to the Economic Opportunity and Diversity Committee
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Overview

• What Is An EEO Program?

• Requirements for Submission?

• What Are The Program Elements of an EEO Program?

• Consultant Information

• Timeline for DART submission
What Is An EEO Program?

As defined by the Federal Transit Administration

“Detailed, results-oriented set of procedures designed to achieve prompt and full utilization of minorities and women at all levels and in all parts of [DART’s] workforce.”
What Is An EEO Program?

- Program for compliance with FTA Circular 4704.1A and Section 19 of UMTA Act 1964

- Ensures non-discrimination in employment based on race, color, religion, national origin, sex, age, genetic information, disability, veteran’s status or retaliation.

- Management tool designed to ensure equal opportunity.

- Internal analysis that identifies barriers preventing minorities, women and the disabled from becoming employees at DART.
Requirements for Submission

• Any FTA applicant, recipient, subrecipient, and contractor who meet both of the following threshold requirements must implement all of the EEO Program elements, and submit an EEO Program every four years:
  
  – Employs 100 or more transit-related employees, and
  – Requests or receives capital or operating assistance in excess of $1 million in the previous Federal fiscal year, or requests or receives planning assistance in excess of $250,000 in the previous Federal fiscal year.

• Overall Responsibility lies with the Diversity & Inclusion Department
  
  – In Collaboration and Consultation with Human Resources and Technology Departments
Program Elements

- Statement of Policy
- Plan for dissemination internally and externally
- Designation of appropriate personnel for program, including the EEO Officer
- Utilization Analysis
- Goals and timetables to correct identified underutilization
- Access agency’s employment practices
- Plan for monitoring and reporting on EEO Program
STATEMENT OF EEO POLICY

DART 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.

DART’s 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.

DART 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.

As President/Executive Director, I maintain overall responsibility and accountability for DART’s compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, I have appointed Marcus Moore, Interim Vice President, (214) 749-3251, as DART’s EEO Officer. Marcus Moore will report directly to me and acts with my authority with all levels of management, labor unions, and employees.

All DART executives, management, and supervisory personnel; however, share in the responsibility for implementing and monitoring DART’s EEO Policy and Program within their respective areas and will be assigned specific tasks to ensure compliance is achieved.

DART will evaluate its managers’ and supervisors’ performance on their successful implementation of DART’s policies and procedures, in the same way DART assesses their performance regarding other Agency goals.

DART 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.

I am 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.

Gary C. Thomas,
President/Executive Director
3/16/2020

To file an EEO Complaint or request a Reasonable Accommodation, contact the Diversity Department at (214) 749-3366.
Consultant Services

- Sole Source Purchase Order
- $6,000
- Collect, analyze and prepare documents for the submission
Next Steps

• FTA Requires DART Update every 4 years:
  – Last Update Submittal - March 29, 2018
  – Next Required Submittal - March 29, 2022

• Brief Committee on DART’s workforce goals, if any.