

# Pee Dee Regional Transportation Authority



## EEO Program (Abbreviated)

*In accordance with circular FTA C 4702.1B each recipient who has 50 to 99 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 is required to submit an EEO Program.*

June 2022

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## 1. EEO POLICY STATEMENT

The Pee Dee Regional Transportation Authority (PDRTA) has a strong commitment to the community it serves and its employees. As an equal opportunity employer, PDRTA strives to have a workforce that reflects the community it serves. PDRTA is committed to taking employment actions, including but not limited to recruitment or recruitment advertising, hiring, upgrading, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation, and treatment of employees 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.

The policies and principles of Equal Employment (EEO) also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with PDRTA.

Employees and applicants have the right to file complaints alleging discrimination with the PDRTA office or EEO Officer. 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.

Furthermore, PDRTA 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 Executive Director maintains the overall responsibility and accountability to PDRTA's compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, the Executive Director has appointed Ania Giannace Dixon, Human Resources Manager (843) 519-0884 as PDRTA's EEO Officer. Ms. Giannace Dixon reports directly to the Executive Director.

All PDRTA executives, managers and supervisors share in the responsibility for implementing and monitoring PDRTA's EEO Policy and Program within their department areas and will be assigned specific tasks to ensure compliance is achieved. PDRTA will evaluate its managers' and supervisors' performance on their successful implementation of PDRTA's policies and procedures, in the same way PDRTA assesses their performance in other agency programs.

ADOPTED AND APPROVED BY THE BOARD OF DIRECTORS

1-27-22

Date

  
James Jackson, Chairman Board of Directors

  
Don Strickland, Executive Director

## **2. PROCEDURE FOR DISSEMINATION OF POLICY**

### **A. Internal Dissemination**

1. The policy statement and nondiscrimination posters will be permanently posted and conspicuously displayed in areas available to employees and applicants for employment such as bulletin boards, lunchrooms, etc. throughout the place of employment and at the Florence Transit Center.
2. The equal employment opportunity affirmative action policy statement will be communicated to employees in the same way that other major personnel policies or decisions are communicated to employees.
3. The equal employment opportunity affirmative action policies of January 27, 2022, will be included in the company manual.
4. All executive, management, and supervisory personnel will be furnished a full copy of the affirmative action plan and any amendments.
5. Each employee will be furnished with a copy of the policy statement and have access to the affirmative action plan. This policy will be made available to all employees.
6. Orientation and training sessions will be conducted to inform all employees of PDRTA's commitment and of individual responsibility for effective implementation of the affirmative action plan.
7. PDRTA will review the equal employment opportunity affirmative action policies with minority, female, and disabled employees.
8. PDRTA will disseminate its equal employment opportunity affirmative action policies with all employees at least once a year.
9. Pictures of men, women, minorities, non-minorities, and disabled employees are featured in advertising, employee handbooks, and similar publications.

### **B. External Dissemination**

1. PDRTA will communicate our equal employment opportunity affirmative action commitment to subcontractors and suppliers, verbally or in writing.
2. PDRTA will notify all recruitment sources of our equal employment opportunity affirmative action policy and encourage them to actively recruit and refer women, minorities, and disabled persons to assist us in achieving our affirmative action objectives.
3. PDRTA will notify all current or potential sources of work force supply, including but not limited to subcontractors, employment agencies, schools, colleges, and news media of our equal employment opportunity affirmative action policies.

4. PDRTA will include the statement “Equal Opportunity Employer” or “Affirmative Action Employer” on all company stationary, employment applications, and in advertisements recruiting employees and subcontractors
5. PDRTA will communicate to prospective employees the existence and contents of our equal employment opportunity affirmative action policy.
6. PDRTA will disseminate its equal employment opportunity affirmative action policy by including it in any advertising in the news media.

### **3. DESIGNATION OF PERSONNEL RESPONSIBILITY**

Ania Giannace Dixon has been designated as Equal Employment Opportunity Officer to monitor all employment related activities to ensure that PDRTA’s equal employment opportunity policies are being conducted. Ms. Dixon’s duties may 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 timetables, and 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 chief executive officer on progress of each unit in relation to the agency’s goals;
5. Serving as liaison between the agency, Federal, State, and local governments, regulatory agencies, minority, disabled 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.

Although the EEO Officer has the primary responsibility for implementing PDRTA’s EEO plan, managers are expected to fulfill 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 services 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.

NOTICE OF EEO OFFICER

January 27, 2022

NOTICE

EQUAL EMPLOYMENT OPPORTUNITY OFFICER

Ania Giannace Dixon is appointed the Equal Employment Opportunity (EEO) Officer for PDRTA. The EEO officer will manage 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.

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

Ania Giannace Dixon can be reached by calling 843-519-0884.

ADOPTED AND APPROVED BY THE BOARD OF DIRECTORS

1-27-22

Date

  
James Jackson, Chairman Board of Directors

  
Don Strickland, Executive Director

## **4. ASSESSMENT OF EMPLOYMENT PRACTICES**

### **A. Job Posting and Applicant Recruitment**

Comprehensive posting and recruitment procedures are necessary to ensure that persons applying for positions reasonably reflect the community's population distribution. The Authority gives first consideration for job openings to existing employees. This is accomplished through internal posting as well as through information available from the Human Resources and Personnel Administration staff and personnel files.

Open positions are placed on designated bulletin boards at the administrative offices and emailed to each employee. These postings contain the job title, a brief description of the position, the division where the opening occurs, the grade (level), the wage rate or salary scale, and the date of the posting. For a minimum of five (5) full working days only current employees are eligible for consideration.

After the internal posting period expires and the position is not filled with a current employee, external applications are considered for the position. Positions for which applicants from the public are accepted are posted in the Human Resources and Personnel Administration department.

Advertisements, when warranted, are placed in the local newspapers, the Morning News, the local oriented newspaper, professional journals, and other publications needed to ensure a broad spectrum of applicants. Advertising states the Authority is an Equal Employment Opportunity/Affirmative Action Employer.

Counseling as well as basic information about job postings and potential job openings is available in the Human Resources and Personnel Administration department.

Close liaison with college/university work-study programs and high school co-op programs is maintained as a continuing potential source of minority and female applicants. The Manager of Human Resources maintains a close liaison with various community and civic organizations, universities, and placement services for recruitment purposes.

### **B. Selection Procedure**

PDRTA's selection procedure is designed to ensure non-discrimination in hiring, transfers, and promotions. It is specifically concerned with preventing selections based on stereotypical characterizations, i.e., preference of supervisors, co-workers or clients of the Authority, and other non-merit factors such as marital status, handicap, etc. Specific procedures have been designed to accomplish this goal.



They include the following:

1. The **Pool of Candidates** has been expanded through a comprehensive posting and recruitment process. Current employees and the general public are informed of employment opportunities through the following outlets:

South Carolina Employment Security Commission (statewide)

Colleges/Universities/Technical School

Florence-Darlington Technical College

Francis Marion University

Northeastern Technical College

Poynor Adult Education

Media Groups

Cumulus Media (Florence, SC)

The Cheraw Chronicle (Cheraw, SC)

SCNOW Morning News (Florence, SC)

The Hartsville Messenger (Hartsville, SC)

The Dillon Herald (Dillon, SC)

Other

Social media: Facebook, LinkedIn, Instagram

[www.pdrta.org](http://www.pdrta.org)

[www.indeed.com](http://www.indeed.com)

2. The **Application Form**, with procedures, has been designed to evaluate job related criteria. Questions relating to the applicant's criminal conviction record have been removed from the application form. However, in evaluating information relating to the applicant's criminal conviction record, the Authority gives full consideration to the relationship between the nature of the conviction and applicant's fitness for the job for which they are applying.

In order to reduce pay disparities for protected classes under EEO law, questions relating to salary history have been removed from the application form.

3. **Testing** instruments used by PDRTA include a bus operator road test and written aptitude test that allows for considerable self-evaluation of job skill level of the applicant. Typing examination for clerical applicants may be performed depending on the position for which they are applying.

The completion of the application form and the applicant interview are also part of the selection procedure for all applicants. Once hired, the probationary period is used as an additional mechanism to examine the suitability for the available position.

4. **Interviewing** – The Human Resources Manager may conduct an initial interview with driver applicants upon receiving their application. The initial interview is based on job-formulated inquiries. After selected applicants successfully complete the written aptitude test, a qualified set of applicants shall be referred by Human Resources to the department with the available position with recommendations, if any. Operations management identifies the most qualified candidates to move to the next phase of selection- the interview.

The final interviews are conducted by the Human Resources Manager and two department managers within the department with the open position. PDRTA personnel involved in the hiring process is trained on the appropriate interview questions to ask relating to pay history.

After the interview period, the department manager forwards the name of the recommended applicant to the Human Resources Manager. The Human Resources Manager reviews the recommendation and upon their concurrence, makes a contingent offer of employment.

In order to assure fair and objective interviews, the Human Resources department has conducted management workshops relative to the interview process, unlawful pre-employment inquiries, and general interviewing techniques. Special care is taken to evaluate the skills of the applicant specifically as they related to the job responsibilities. Individuals with handicaps are hired and promoted on merit factors alone and not be arbitrary generalizations and stereotypes about handicapped or temporarily disabled individuals.

5. **Potential Lines of Progression** PDRTA's organization defines potential lines of progression. These potential lines of progression are intended only as a guide for reasonable and possible promotion sequences. They in no way limit the authority's ability to promote individuals demonstrating skills and capabilities to a job classification outside of the written lines of progression.

Promotions are defined as movement from one pay band to a higher pay band. All current employees are afforded opportunities for advancement. Job vacancies are posted internally on Pee Dee Regional Transportation Authority bulletin boards in each location for at least five business days. Interested employees must apply by the specified deadline. Only when there exist no qualified internal candidates will Pee Dee Regional Transportation Authority advertise the vacancy externally. Managers/Supervisors may recommend qualified employees for promotions if they have exceeded performance requirements and such a promotion is justifiable. Seniority may become a determining factor when otherwise equally qualified employees apply for the same position. The Executive Director must authorize all promotions.

In nearly every position, there are three factors, which enhance promotion and advancement:

Lateral Moves – An employee may have to move horizontally across the organizational chart to a position of equal standing to obtain a well-rounded background to move up vertically.

Education – Any employee who fulfills the educational requirements for any open position can enter a higher-level job in their present department or move to a different division.

Experience – Experience alone may be sufficient to qualify for a lateral move or advancement. This experience may have been gained while working for PDRTA or in jobs outside the Authority.

6. **Nepotism** – In selecting persons for employment, the applicant most suitable and available to perform in the position should, without exception, receive the offer of employment. No restriction is placed on the hiring of persons related through affinity or consanguinity. However, to avoid possible conflict of interest, an employee, public official, or public member so related must not participate either formally or informally in decisions to hire, retain, promote or determine the salary of the kindred employee; nor may any individual (s) of the family. Relatives may not work for the same immediate supervisor. The responsibility for approving the hiring of related persons shall rest with PDRTA's Board of Directors.

This policy applies to all situations in which related persons are employed by PDRTA. It will not be applied retroactively to reverse personnel actions or other actions, which would have been contrary to the guidelines. Evidence should be available demonstrating that a reasonably thorough search was made for well qualified candidates and that the most suitable candidate was selected.

Employees must excuse themselves from meetings devoted to discussing matters as they relate to the hiring, retention, promotion, discipline, or salary setting of a related person and shall not vote on such decisions. This will take place at any level of the decision-making process and will constitute not participating "formally" in the decision. Avoiding "informal" participation means that kindred personnel must not discuss such matters with the PDRTA staff outside of such meetings nor use their PDRTA position to influence such decisions. Avoiding informal participation does not preclude referring a decision about a kindred person to a department head or to the Human Resources department for consideration.

Instances of violation of this policy are determined after investigation by the Human Resources department. Responsibility for violation lies, as in other matters, with the person (s) whose position is acted upon. The agency's application asks whether the individual has a relative working for PDRTA. If the answer to this question is "yes", the department manager shall ask whether the related person is within the division wherein the applicant is seeking employment. If not, no further inquiry shall be made. If so, the department manager shall consult the Human Resources Manager for guidance

concerning any possible conflict of interest.

## **C. General Personnel Policies and Procedures**

### **1. Wage and Salary Administration**

In an effort to establish an equitable wage and salary administration program, PDRTA has adopted a formal wage and salary structure for all employee categories. This plan is updated annually to ensure that wages are internally and externally equitable. The PDRTA Board of Directors approves the Wage and Salary Plan annually.

Its goals are to:

- Match job descriptions with actual job duties.
- Determine compensation parity between jobs of equal responsibility requiring comparable skills.
- Prepare in-depth job descriptions covering:
  - Purpose and scope of job (general summary)
  - Duties and responsibilities (details)
  - Supervision exercised o Supervision received
  - Minimum qualifications (education, experience, and other skills)
- Measure the job descriptions by a standardized system as a foundation for determining rank and compensation.
- Assure that the practices of compensation are fair and equitable and conform to PDRTA's EEO Policy and applicable state and federal law.

The Human Resources Administration has reviewed the wage and salary program as it relates to the following:

- Current classifications have been reviewed to encourage career growth. Employees are encouraged to apply for positions for which they deem themselves qualified.
- Every effort has been made to combine job classifications of a comparable nature; however, some job classifications are unique to a specific Authority function. In such cases education/experience requirements are available to employees interested in pursuing same.
- The compensation level for positions reflects equity in reference to degrees of responsibility and qualifications.

## **2. Benefits**

Benefit plans and programs are administered according to PDRTA's EEO/AA policy and in conformance with state and federal laws and regulations governing EEO/AA. PDRTA treats all medical conditions affecting an employee in the same manner, including pregnancy related conditions.

Sick leave is granted to employees in accordance with PDRTA's sick leave policy for qualified, full-time employees. No medical condition shall require a mandatory leave unless proper medical authorities indicate it would have a negative impact on job performance and evaluation indicates an inability to perform the duties of the position.

PDRTA administers a fair and equitable retirement program in conformance with applicable state and federal laws.

## **3. Employee Development and Training**

PDRTA recognizes its responsibility to train and develop its employees. Management shares the responsibility with employees for developing their promotion potential and recognizes that development for employees takes place in a growth-oriented environment of understanding and respect for each individual's uniqueness and is based on:

- The employee's willingness to participate in self-development;
- Management's commitment to assess employee skill level and to develop employee potential for promotion using available training opportunities;
- Quantity and quality of career development information provided by the Human Resources department.
- 

The Human Resources Manager is available to provide information to employees regarding PDRTA's job classifications and their requirements. Potential career growth and educational information is available to interested employees.

The following procedures have been implemented by the Human Resources and Training and Safety department to enhance the equitable handling of training opportunities for individuals in PDRTA's employment:

- Centralization of all training opportunity information is available through the department;
- Development of appropriate and applicable training programs that enhance an employee's ability to qualify for positions as they become available.

#### **4. Employee Performance and Evaluation**

To increase the communication between the managerial staff and those supervised, a regular system of employee evaluations has been instituted at PDRTA. Probationary employees, such as Driver Trainees, receive at least one written evaluation prior to the conclusion of the probationary period and again at the conclusion of the probationary period. Administrative employees receive one evaluation at conclusion of their probationary period.

The probationary period is a continuation of the testing process. It is the most clearly job-related test devised. The probationary period gives the employee time to adjust and the department manager or supervisor time to evaluate.

The performance evaluation system is used to ensure the development and continuation of an effective Authority workforce. To assist department heads and managerial personnel in implementing these evaluation procedures, the Human Resources department has conducted workshops on performance evaluation.

After an employee has completed his/her probationary period, written performance evaluations take place on an annual basis and are placed in the employee's personnel file. The performance of the Executive Director shall be evaluated annually by the Board of Directors according to criteria established by the Board.

Employee performance evaluations are conducted to provide employees and supervisors with an analysis of the employee's job performance. This evaluation and sharing of information between supervisor and employee enable employees to accurately make self-development plans. It also enables supervisory personnel to maintain an awareness of the employee's skill level and plan accordingly for training and/or developmental assignments.

When a performance evaluation is conducted, the following benefits can be realized:

- Realistic assignment of work;
- Objective analysis of employee's capabilities;
- Analysis of departmental strengths and weaknesses;
- Assessment of training needs;
- Monitoring of training effectiveness and assessment of development plans;
- Employee awareness of performance.

## **5. Progressive Corrective Actions**

If circumstances warrant the imposition of progressive discipline, it will be imposed consistently and equitably for the purpose of the correcting deficiencies. In such cases, progressive corrective procedures will normally follow the outline below, depending upon the severity of the infraction:

1. Verbal Warning
2. Written Warning
3. Suspension or Demotion

- Prior to suspending an employee, the director, manager, or supervisor should contact the Human Resources department to obtain assistance in determining if this action is warranted and consistent with the Authority's policies.

4. Termination

An employee who receives disciplinary action pursuant to this procedure prior to termination and feels unjustly treated may utilize the complaint procedures outlined in this document. The application of progressive discipline is not intended to conflict with PDRTA's Personnel Policies and Procedures as they relate to an individual's employment status.

## **6. Discrimination & Harassment Complaint Procedures**

This section provides for processing and reviewing internal discrimination complaints.

### **General Guidelines**

Any PDRTA employee who believes that he or she, individually or as a member of a specific class of persons, has been subjected to discrimination on the basis of race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class, may file a written complaint with PDRTA.

Employees and applicants have the right to file complaints alleging discrimination with the PDRTA office or EEO Officer. 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.

### **How to file an EEO Complaint**

An EEO complaint must be filed no later than one hundred and eighty (180) days from the date the alleged discrimination occurred. Complainants are encouraged to submit EEO complaints in writing using the PDRTA's Complaint Form.

An EEO Complaint form may be obtained by one of the following methods:

<b>Mail</b>	Request a form in writing to: PDRTA, Attn: EEO Officer, 313 S. Stadium Rd., Florence SC 29506
<b>Website</b>	<a href="http://www.pdrta.org">www.pdrta.org</a>
<b>Phone</b>	Request a form by calling PDRTA's EEO Officer at 843-519-0884

The complaint shall be in writing and include:

- Full name, signature, address, and telephone number of the person making the complaint
- Time and date of the alleged discrimination
- A description of how, when, where the alleged discrimination occurred
- A description of why the person believes they were discriminated against, including a detailed description of why they believe they were treated differently than others
- Names and contact information of any witness
- Any other information relevant to the complaint

### **Filing a Complaint**

The preferred method is to mail the complaint in writing using the EEO Complaint form (Attachment A). Complaints should be mailed to: PDRTA, Attn: EEO Officer, 313 S. Stadium Rd., Florence SC 29506. Any complaint can be reported to PDRTA by dialing 843-519-0884. If it is determined that the complaint is an EEO complaint, the person will be asked to complete an EEO complaint form which will be sent to them via mail or email, based on their preference.

### **Assistance Filing a Complaint**

In cases where a complainant is unable to provide a written statement, a verbal complaint of discrimination may be made to the EEO Officer by calling 843-519-0884. If the complainant needs assistance in-person, they may make an appointment with the EEO Officer. Appointments are held at the PDRTA Administrative Office, 313 S. Stadium Rd., Florence SC 29506. Under these circumstances, the EEO Officer will interview the complainant to assist with completion of the complaint form.

### **Investigation of EEO Complaints**

All EEO complaints alleging discrimination 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 are recorded immediately upon receipt. All complaints will be investigated promptly, and reasonable measures will be taken as appropriate



to preserve any information that is confidential.

Within fifteen (15) business days of receiving the complaint, the EEO Officer will provide written acknowledgement of the complaint. If the alleged action(s) violate(s) PDRTA's EEO policies, an investigation will be conducted.

An investigation will include a review of the following:

- the circumstances under which the alleged discrimination occurred;
- relevant policies and practices related to the complaint;
- and statements relevant to the allegation.

Whenever applicable, the EEO Officer will notify all appropriate parties regarding the disposition of the complaint. If a violation of PDRTA's EEO policies is determined, the EEO Officer will recommend appropriate corrective action.

PDRTA investigates every case in a fair, consistent and timely manner. If at any time during the course of the investigation, a complainant fails to respond to communications from the EEO Officer after two requests, the complaint may be closed for failure to cooperate.

At any time during the process, the complainant should promptly notify the EEO Officer in writing if they:

- decide to withdraw the complaint;
- file a lawsuit against PDRTA or its employees
- change an address, telephone number or other contact information

After PDRTA has concluded its investigation, the EEO Officer will transmit to the complainant one of the following letters based on its findings: 1. A letter indicating PDRTA did not find a violation according to EEO statutes and regulations 2. A letter indicating that PDRTA is in violation of EEO statutes and regulations including corrective actions.

If the complainant wishes to appeal the decision, he or she may do so in writing to: PDRTA, Attn: Executive Director, 313 S. Stadium Rd., Florence SC 29506. If the complainant is dissatisfied with PDRTA's resolution of the complaint, they have the right to file a complaint with Civil Rights Officer at the Federal Transit Administration's Office of Civil Rights, Federal Transit Administration Office of Civil Rights, Attention: Civil Rights Officer, East Building, 5th Floor TCR, 1200 New, Jersey Avenue, SE, Washington, DC 20590, Region I Office Phone: (617) 494-2055, Fax: (617) 494-2865. The complainant may also file a complaint or appeal with any other agency they deem most appropriate at any time during the investigation process.

### Complaint Resolution Procedures

Responsibility	Step	Action
Complainant	1	Reports complaint of alleged unlawful discriminatory act, disparate treatment, or harassment. Employees are asked to follow the chain of command in filing their complaints unless the complaint is against the department manager. In this case, the employee can file the complaint with the HR Manager/EEO Officer. To avoid conflicts of interest, the HR Manager/EEO Officer shall not investigate or resolve any EEO complaints without informing the Executive Director and Director of Finance.
PDRTA Management	2	Informs the HR Manager/EEO Officer of the complaint. If the complaint is not successfully resolved by the department, the employee may then file the complaint directly with Human Resources/EEO Officer. The complaint and steps taken to resolve will be reviewed by the HR Manager/EEO, Executive Director and Director of Finance to determine if additional action is required.
HR Manager/EEO Officer	3	If complaint is against the Executive Director, the Human Resources Manager/EEO Officer conducts the investigation. If determined that additional action is warranted, the HR Manager/EEO Officer investigates and consults with any impacted or participatory party to resolve the complaint, documenting all steps taken. A final report of the findings is provided to the Board of Directors for review.
Executive Director	4	The Executive Director assists in investigating and resolving EEO complaints reported to the HR Manager/EEO Officer. Jointly, they take next steps, as appropriate and consistent with PDRTA's EEO, Harassment, Age, and Disciplinary policies. If necessary, the HR Manager/EEO Officer and Executive Director will consult with the Board of Directors for guidance and/or review of investigation. The HR Manager/EEO Officer will meet with the complainant to review the outcome of the investigation.

## **Eliminating Conflicts of Interest**

All EEO complaints will be processed without conflicts of interest. PDRTA will take measures to prevent any such conflicts and, where possible, avoid perceived conflicts of interest. The EEO Officer monitors the fair execution of employment practices; however, since the EEO Officer takes on the role of Human Resources Managers, conflicts of interest could arise. To ensure compliance with this requirement and to maintain the integrity of the EEO complaint program, the EEO Officer is not solely responsible for managing, advising, or overseeing the EEO complaint process.

PDRTA employs additional methods to ensure the complaint process, investigations and resolutions of complaints receive fair and impartial treatment. If an employee or applicant does not want to bring a complaint to the EEO Officer, then the employee or applicant should contact Don Strickland, Executive Director concerning the complaint. The Executive Director can be contacted by writing to 313 S. Stadium Rd. Florence SC 29506, by telephone at 843-519-0886, or by email to [dstrickland@pdrta.org](mailto:dstrickland@pdrta.org). The Executive Director will communicate and provide the results of his investigation to the EEO Officer. Alternatively, an employee or applicant can contact the Human Resources Manager and EEO Officer, Ania Giannace Dixon, by writing to 313 S. Stadium Rd. Florence SC 29506, by telephone at 843-519-0886, or by email to [adixon@pdrta.org](mailto:adixon@pdrta.org).

The EEO Officer will immediately record the complaint and contact the Executive Director. Upon receipt, they jointly address any conflicts of interest and ensure the appropriate resolution is implemented.

## **5. MONITORING AND REPORTING**

PDRTA's Equal Employment Opportunity Officer has established an internal monitoring and reporting system. The purpose of this reporting system is to:

- a. Assess accomplishments and establish and enforce a system of accountability.
- b. Evaluate the EEO/AA Program and to take necessary corrective action.
- c. Identify areas in which EEO/AA goals, or the implementation of affirmative steps have not been accomplished.
- d. Provide a precise and factual data base for future projections and compliance reviews.

Data will be collected on a yearly basis and reported quarterly to the Executive Director. To assess progress toward attainment of the goals of this Equal Employment Opportunity Program, the following quantitative and qualitative measures shall be made by using statistical reports.

- a. Number of positions posted.
- b. Number of applicants offered employment for each position, by population group.
- c. Number of applications for promotion or transfer, by population group.

- d. Number and percent of positions filled by promotions, by population group.
- e. Number and percent of positions filled by transfer, by population group.
- f. Number and percent of positions filled by new employees, by population group.
- g. Number and percent of hires completing probationary period, by population group.
- h. Number and percent of grievances based on charges of discrimination filed and/or upheld, by population group.
- i. Number and percent of persons terminated. All data will be categorized by positions and EEO codes.

## Equal Employment Opportunity Complaint Form

<b>Section I:</b>			
Name	Email		
Address	Telephone Number		
<b>Section II:</b>			
<p>I believe that I have been (or someone else has been) discriminated against on the basis of:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Race/Color/ National Origin  <input type="checkbox"/> Sex  <input type="checkbox"/> Physical or Mental Disability  <input type="checkbox"/> Veteran Status  <input type="checkbox"/> Equal Pay  <input type="checkbox"/> Gender Identity  <input type="checkbox"/> Sexual Harassment                 </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Religion  <input type="checkbox"/> Age  <input type="checkbox"/> Genetic Information  <input type="checkbox"/> Pregnancy  <input type="checkbox"/> Retaliation  <input type="checkbox"/> Sexual Orientation  <input type="checkbox"/> Other _____                 </td> </tr> </table> <p>Date of Alleged Discrimination (month, day, year): _____</p> <p>Location of Alleged Discrimination: _____</p>		<input type="checkbox"/> Race/Color/ National Origin <input type="checkbox"/> Sex <input type="checkbox"/> Physical or Mental Disability <input type="checkbox"/> Veteran Status <input type="checkbox"/> Equal Pay <input type="checkbox"/> Gender Identity <input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Religion <input type="checkbox"/> Age <input type="checkbox"/> Genetic Information <input type="checkbox"/> Pregnancy <input type="checkbox"/> Retaliation <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Other _____
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<b>Section III</b>			
<p>Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as contact information of any witnesses. If more space is needed, please use the back of this form.</p>			

<b>Section IV</b>	
Have you filed this complaint with any other federal, state, or local agency or court? ( ) Yes ( ) No	
If yes, which federal, state, local agency or court did you file this complaint with: _____	
Please provide contact information for the person you spoke to at the above agency:	
Name:	Title:
Agency:	
Address:	
Telephone:	

You may attach any written materials or other information that you think is relevant to your complaint.

Please sign and date this form before returning to the EEO Officer:

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Signature

Date

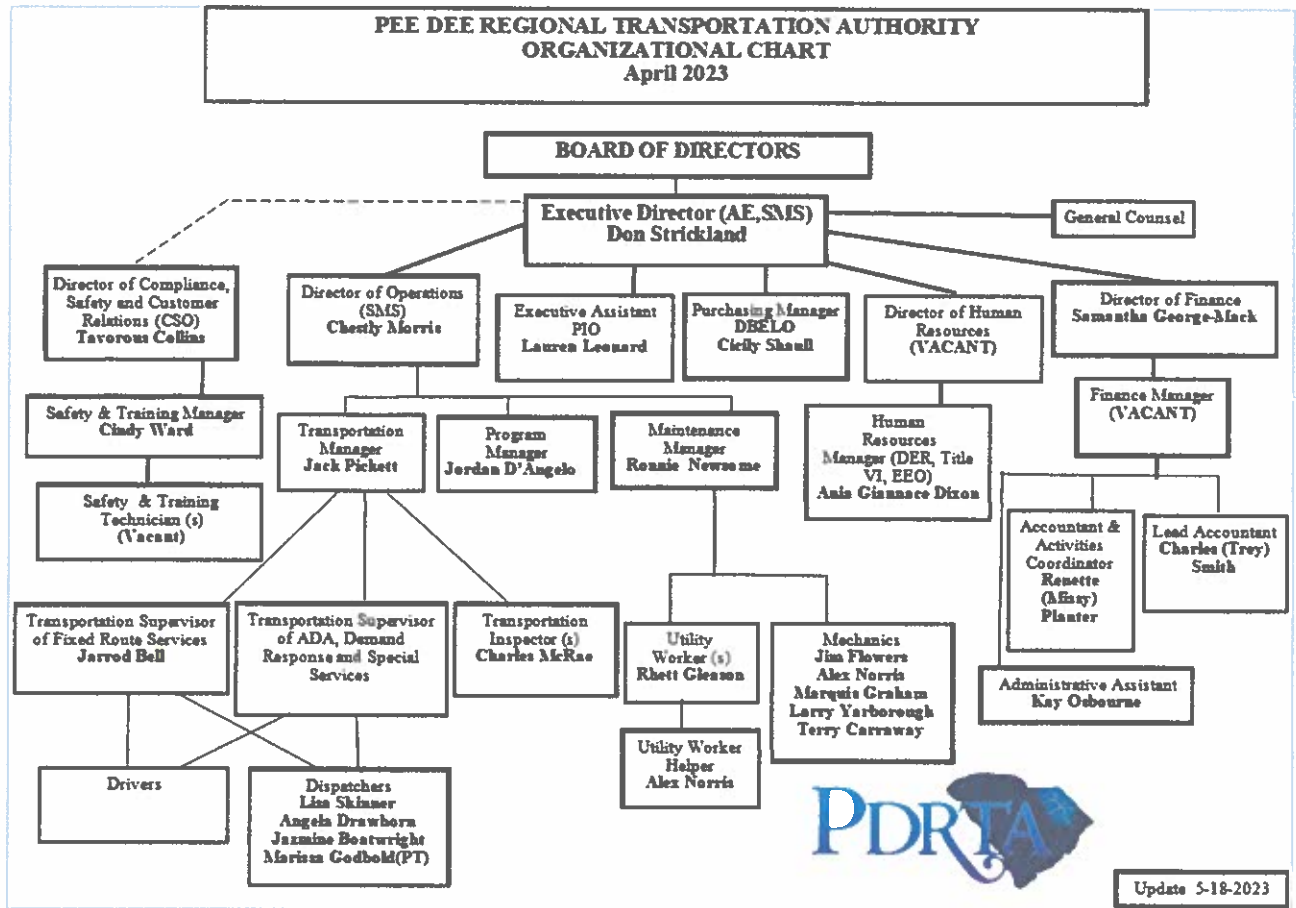
If you need assistance completing this form, contact the EEO Officer, Ania Giannace Dixon, at 843-519-0884 or [adixon@pdrta.org](mailto:adixon@pdrta.org).

Pee Dee Regional Transportation Authority (PDRTA) is committed to taking employment actions, including but not limited to recruitment or recruitment advertising, hiring, upgrading, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation, and treatment of employees 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.

**Please submit this form in person at the address below, or mail to:**

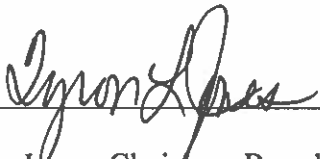
Pee Dee Regional Transportation Authority  
 Attn: EEO Officer  
 313 S. Stadium Rd.  
 Florence SC 29506

Attachment B

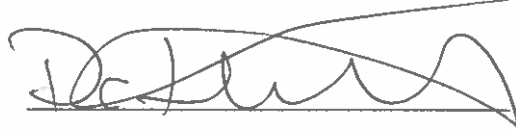


The Abbreviated Equal Employment Opportunity Program was ADOPTED AND APPROVED

BY THE BOARD OF DIRECTORS Tyron L Jones

  
\_\_\_\_\_

Tyron Jones, Chairman Board of Directors

  
\_\_\_\_\_

Don Strickland, Executive Director