

Resolution No. 1989-123

REPEALING RESOLUTION NO. 1978-252 AND ADOPTING A REVISED  
AFFIRMATIVE ACTION PLAN FOR THE GREATER CLEVELAND  
REGIONAL TRANSIT AUTHORITY

WHEREAS, the Civil Rights Act of 1964, as Amended, provides: Section 601. "No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Financial Assistance"; and

WHEREAS, the Mass Transit System Transfer Agreement and the Bylaws of the Greater Cleveland Regional Transit Authority both provide that the Authority shall take affirmative action to insure that there is no discrimination in employment and in contractual business relationships; and

WHEREAS, on February 22, 1977, the Board of Trustees of the Greater Cleveland Regional Transit Authority adopted an affirmative action plan for the Authority (Resolution No. 1977-67) which was amended on September 5, 1978 by Resolution No. 1978-252; and

WHEREAS, on July 26, 1988, the U. S. Department of Transportation, Urban Mass Transportation Administration published Circular 4704.1, entitled Equal Employment Opportunity Program Guidelines For Grant Recipients, Circular 4702.1, dated May 26, 1988, entitled Title VI Program Guidelines For Urban Mass Transportation Administration Recipients; and

WHEREAS, it became necessary to amend the Affirmative Action Plan, Part I, that was adopted on September 5, 1978 in order that the Authority may more fully comply with the requirements and guidelines published in the aforesaid circulars;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority:

Section 1. That the Affirmative Action Plan for the Greater Cleveland Regional Transit Authority adopted September 5, 1978 (Resolution No. 1978-252) be and is hereby repealed.

Section 2. That the Affirmative Action Plan for the Greater Cleveland Regional Transit Authority, as amended, a copy of which is attached hereto and is incorporated fully herein and made a part of this

Resolution, be and is hereby adopted as a policy of the Greater Cleveland Regional Transit Authority.

Section 3. That this resolution is effective immediately upon its adoption.

Adopted: August 15, 1989

  
\_\_\_\_\_  
President

Attest:

  
\_\_\_\_\_  
General Manager/Secretary-Treasurer

## SUMMARY OF RTA'S AFFIRMATIVE ACTION PLAN

The following is an overview of the GCRTA'S Affirmative Action Plan adopted by the Board of Trustees. The Affirmative Action Plan is outlined in several different categories. In this overview, the categories will be identified and a brief summary given of each.

The Affirmative Action Program for equal employment opportunity is the Greater Cleveland Regional Transit Authority's written commitment to ensure equality of opportunity in its own employment practices as well as in those of vendors, contractors and suppliers.

Direct responsibility for development and implementation of the Authority's Affirmative Action Program lies with the Director of the Office of Equal Opportunity, who reports to the General Manager. However, all administrative personnel and supervisors are expected to cooperate in this effort and their performance relative to ensuring equal employment opportunity and affirmative action will be evaluated just as their performance of other responsibilities. In addition, the Director of the Office of Equal Opportunity is directly responsible for the implementation of the policies of the Authority regarding affirmative action as it relates to third party contractors.

### RESPONSIBILITY

#### GENERAL MANAGER

Pursuant to Article II, Section 8 of the RTA Bylaws, the General Manager has the overall responsibility for overseeing the development and implementation of the Affirmative Action Program.

#### DIRECTOR, OFFICE OF EQUAL OPPORTUNITY

The position of Affirmative Action Administrator was established by the Board of Trustees reporting directly to the General Manager. That position has since been re-named Director, Office of Equal Opportunity. The Director's responsibilities fall into two (2) general areas: first, equal employment opportunity and second, contract compliance.

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### SUPERVISORS

All administrative and supervisory personnel share the responsibility for ensuring the effectiveness of the Authority's Affirmative Action Plan and are evaluated on their performance in this area. They are expected to give their full cooperation and active support of the Affirmative Action Program to the General Manager and to the Director of the Office of Equal Opportunity.

### AFFIRMATIVE ACTION COMMITTEE

The Affirmative Action Committee, appointed by the General Manager, consists of the Deputy General Manager, the Assistant General Managers, Personnel Director, the Office of Equal Opportunity Director, nonsupervisory employees representing minorities, women, and the handicapped, and others deemed appropriate by the General Manager, who chairs the committee.

Among the Committee's activities, as outlined by the Authority's Affirmative Action Plan, are the following:

1. Reviewing all employee relations policies and procedures to ensure that they provide for equal treatment of all employees and comply with the equal employment opportunity policy and affirmative action programs of the Authority.
2. Monitoring formal and informal personnel practices to ensure that equal treatment is, in fact, afforded to all employees of the Authority without regard to race, color, religion, sex, national origin or ancestry, age, or handicap.
3. Making recommendations to the General Manager for modifications of RTA's practices in order to enhance affirmative action efforts.
4. Reviewing semi-annual department/division reports on goals and timetables and recommending approval and/or revisions to the General Manager

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### DISSEMINATION

#### INTERNAL

Internal dissemination of information regarding the Authority's equal employment opportunity policy and affirmative action efforts is necessary so that employees, applicants and others become aware of and understand the activities in which RTA is involved in furtherance of its EEO goals. Similarly, dissemination of information concerning equal employment opportunity and affirmative action to the general public is important in eliciting the support and cooperation of appropriate external audiences.

#### EXTERNAL

1. All recruitment sources are informed, in writing, of RTA's equal employment policy.
2. All advertisements of job openings and all announcements of upcoming examinations include the phrase, "An Equal Opportunity Employer".
3. Pertinent information regarding the Affirmative Action Plan, programs instituted as a result of it and progress made in implementation of the plan is made available to print and electronic media, especially those most likely to reach minorities and women.

### RECRUITMENT

Recruitment is the primary way in which affirmative action goals can be met because effective recruitment increases the number of protected class persons available to fill vacancies.

RTA is constantly seeking ways of expanding its recruitment efforts so as to maximize the opportunities for receiving applications from qualified minorities, women, and handicapped individuals for positions throughout the system.

### PERSONNEL POLICIES AND PROCEDURES

There had been no comprehensive review of RTA personnel policies and procedures in recent years. While changes have been made as needed, it is important that all personnel policies and implementation procedures be reviewed periodically for inconsistencies, outdated methods and other problems. The Authority has contracted with a consultant to conduct this review.

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### UTILIZATION ANALYSIS/GOALS & TIMETABLES

Utilization Analysis Reports are prepared quarterly by job categories, by grades and by shifts. Goals and timetables are set by job category. Goals are set departmentally for five-year periods. During the annual update of the Authority's Affirmative Action Plan, the Office of Equal Opportunity reviews each year's results to determine whether or not these goals need to be adjusted.

In 1987 there was under-utilization in all job categories for females with the exception of the Office/Clerical and Operator categories. There was no under-utilization in 1987 for minority males in any job category.

In 1988 the under-utilization continues to exist in the same job categories as in 1987 for females. For males, in 1988 under-utilization exists in the para-professional job category, however, it did not exist in 1987,

Under-utilization means the employment of minorities and females at less than the number and percent available in the labor market area used. Goals are only set where under-utilization exists.

NOTE: As of December 31, 1988, the number of employees totaled 2705; of that number 1270, or 46.9%, is the total of minority employees, and 654, or 24.1%, is the total of female employees.

The Office of Equal Opportunity has completed the required workforce analysis and goals reporting for 1988. This report contains more complete and detailed information on equal employment practices regarding minorities and females, and can be reviewed in the Office of Equal Opportunity.

### EEO TRAINING

Management personnel and supervisors are scheduled to receive an annual Equal Employment Opportunity refresher course which includes a review of the Authority's revised Affirmative Action Plan, an update on pertinent federal and state laws and regulations, and a discussion of the effects of major case law in this field.

### COUNSELLING AND COMPLAINT PROCEDURES

Affirmative Action Counsellors (one from each department) who serve on a voluntary basis, receive special training which prepares them for handling routine questions regarding equal employment opportunity and minor problem situations.

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Complaints which cannot be resolved by Affirmative Action Counsellors are to be referred to the Director of the Office of Equal Opportunity.

INTERNAL AUDIT AND REPORTING

The entire Affirmative Action Plan is reviewed annually with necessary revisions made at that time.

The Director of the Office of Equal Opportunity also ensures that recordkeeping systems provide the information required by government regulatory agencies. He/she is responsible for the compilation and timely submission of reports required by such agencies.

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(Revised: 08-03-89)

