

# Tri-State Transit Authority

## EEOC Program



**Tri-State Transit Authority  
(TTA)  
P.O. Box 7965  
Huntington, WV 25779**

EEO Contact  
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Assistant General Manager  
304-529-6094

December 2021

**Tri-State Transit Authority**  
**EEOC Program**  
U.S. Equal Employment Opportunity Commission

**Policy Statement**

1. Tri-State Transit Authority (TTA) affirms its commitment to treat all applicants for employment and employees equally without regard to race, religion, creed, color, national origin, sex, age, disability, veteran status, marital status or other class prohibited by local, state or federal law. TTA is an Equal Employment Opportunity (EEO) employer. It is prohibited for TTA or any of its employees to discriminate against an applicant for employment or another employee on the basis of race, color, and religious creed, sex, age, national origin, or any other basis prohibited by local, State or Federal law, or to be excluded from participation in, or denied the benefits of, or be subject to discrimination under any project, program, or activity funded in whole or in part through Federal financial assistance.
2. TTA supports the concept of an active affirmative action program consistent with Federal laws, court decisions, Executive Orders, and regulations, including goals and timetables, in order to overcome the effects of past discrimination on minorities and women.
3. The responsibility for the implementation of the EEO Program is assigned to the General Manager/CEO, Paul Davis, as EEO Director. The management and the day-to-day responsibilities of the EEO Program shall be the responsibility of the Assistant General Manager, Jennifer Woodall as EEO Officer/Coordinator. All TTA managers and supervisors share in the responsibility of ensuring compliance is achieved through understanding, communicating, and active involvement in the support of this policy. Performance evaluations of managers and supervisors shall include evaluating the success of the EEO program in the same manner as performance on other goals.
4. Applicants and employees have the right to file complaints alleging discrimination with the General Manager/CEO, Assistant General Manager, Supervisor, and Federal or State Civil Rights Commissions, and EEOC.
5. All TTA management personnel will share in this responsibility and will be assigned specific tasks, as appropriate, to ensure compliance is achieved. Performance by TTA management personnel will be evaluated on the success of the EEO program the same way as their performance on other agency goals.

6. This policy extends to all areas of employment including recruitment, selection and placement, compensation, promotion, transfer, discipline, demotion, lay-off, termination, training, daily working conditions, benefits and all other terms and conditions of employment.
7. The Tri-State Transit Authority (TTA) understands that successful achievement of EEO goals will provide benefits to the organization through fuller utilization and development of previously underutilized human resources.
8. Retaliation is strictly prohibited and will not be tolerated at Tri-State Transit Authority.

*This policy will be updated a minimum of every 4 years. Supervisors & Management will meet at least twice a year to discuss the compliance of this program & any implementations. TTA will meet yearly with minority and female employees to obtain suggestions on the program. All new hires will receive training on EEOC during their new hire orientation. A copy of this policy is in the employee personnel policies & procedures manual, on employee notice boards, recruiting application package, and posted on TTA's website.*

Approved by: Paul E. Davis  
Paul E. Davis, General Manager & CEO

# Chapter I – Background

## Section I - Overview

While Section 19 prohibits discrimination on the basis of “race, color, creed, national origin, sex, or age, this program primarily addresses and prescribes specific affirmative programmatic components to assure nondiscrimination by TTA and its contractors on the basis of race, national origin, and sex. Circular FTA C 4704.1 requires recipients and contractors to comply with prohibitions against discrimination on the basis of age established in the Age Discrimination in Employment Act of 1967, as amended, and prohibitions against discrimination on the basis of creed, as set out in EEOC guidelines interpreting Title VI of the Civil Rights Act of 1964. It also incorporates by reference requirements for compliance with prohibitions against discrimination on the basis of disability established in DOT regulations implementing the Rehabilitation Act of 1973, as amended, 49 CFR Part 27.

## Section II - Purpose

General – No person in the United States shall on the grounds of race, color, creed, national origin, sex, disability, or age be excluded from participation in, or denied the benefits of, or be subject to discrimination under any project, program, or activity funded in whole or in part through Federal financial assistance necessary to carry out the Equal Employment Opportunity (EEO) provisions of Federal law, including Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000e); Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); Equal Pay Act of 1963, as amended (29 U.S.C. § 206(d)); Age Discrimination in Employment Act of 1967, as amended (29 U.S.C. § 621 et seq.); Title II of the Genetic Information Nondiscrimination Act of 2008, as amended (42 U.S.C. § 2000ff); 49 U.S.C. § 5332(b) of the Federal Transit Act; U.S. Department of Transportation (DOT) EEO implementing regulations (49 CFR Part 21), and the FTA Master Agreement.

Section 504 of the Rehabilitation Act of 1973 prohibits employment discrimination on the basis of disability for projects, programs, and activities that receive Federal funding. Military veterans employment and reemployment rights are covered under the Uniformed Services Employment and Reemployment Rights Act of 1994 (38 U.S.C. §§ 4301–4335). The requirements of these statutes are also covered by this Circular.

Affirmative Action – The General Manager shall take affirmative action to assure compliance with the “General” purpose of this policy.

### **Section III – Objectives**

To ensure that TTA will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability.

To ensure that TTA will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to race, color, creed, national origin, sex, disability, or age. Such action shall include, but not be limited to: hiring, promotion or upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, disciplinary actions, rates of pay or other forms of compensation, and selection for training, including apprenticeship. TTA shall also include a written, affirmative action plan designed to achieve full utilization of minorities and women in all parts of the work force.

To ensure that TTA makes available to employees and applicants for employment, notices setting forth the TTA's EEO policy. In addition applicants/employees will be notified of the TTA's procedures for filing complaints of discrimination internally, as well as externally with the EEOC, a local Human Rights Commission, and/or the U.S. Department of Transportation (DOT).

### **Section IV – Definitions**

For purposes of this policy, the following definitions will be used:

1. Affirmative Action Plan – means a written, 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 the recipient's work force.
2. Compliance – refers to a condition in which FTA will find TTA has met the requirements in circular FTA C 4704.1, and there is no indication or evidence of discrimination on the basis of race, color, creed, national origin, sex, age, or disability.
3. Concentration – means a higher representation of a particular group (e.g., Blacks, Hispanics, women, etc.) in a job category or department as compared to their representation in the relevant labor market.
4. Contractor – means any entity or organization that has entered into a Federally funded contract with TTA.
5. Discrimination – refers to any act, or any failure to act, that has the purpose or effect of limiting, excluding, or denying a person employment opportunity because of race, color, creed, national origin, sex, age, or disability.

6. Good Faith Efforts – refers to those actions taken to achieve the objectives of the EEO Program. These actions may include, but are not limited to, the establishment and conduct of processes to implement specific provisions of this policy.
7. Minority or Minority Group Persons includes the following:
  - a. Black (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa;
  - b. Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race;
  - c. Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa; and
  - d. American Indian or Alaskan Native: All persons having origins in any of the original people of North America, and who maintain cultural identification through tribal affiliation or community recognition.
  - e. National Origin – means the particular Nation where a person was born or where the person's parents or ancestors were born.
  - f. Noncompliance – means a failure to meet the requirements of circular FTA C 4704.1 and guidance issued pursuant to the circular or failure to implement an approved EEO program.
8. Probable Noncompliance – refers to a condition in which FTA has found that TTA does not fully satisfy these requirements and has requested TTA to take remedial or corrective actions to achieve compliance or has initiated an enforcement action against TTA.
9. Subcontractor – means any entity or organization that has entered into a subcontract relating to a Federally funded contract with a contractor to provide a service in connection with a program or activity initiated by TTA.
10. Transit-related employee – is an employee of TTA who is involved in any aspect of an agency's mass transit operation funded by FTA.
11. FTA Activity (formally UMTA) – means any program of assistance authorized by sections of the UMT Act; the Federal Aid Urban Systems

Program, 23 U.S.C. 142(a)(2); and the Interstate Transfer Program 23 U.S.C. 103 (4)(e). For this document FTA and UMTA may be used interchangeably.

12. Underutilization – refers to a condition where there are fewer minorities and/or women in a particular job category or department than would reasonably be expected based on their presence in the relevant labor force.

## **Section V – Coverage**

### **A. General:**

The FTA Master Agreement requires all applicants, recipients, subrecipients, and contractors receiving FTA funding to comply with applicable Federal civil rights laws and regulations and to follow applicable Federal guidance.

### **B. Threshold Requirements:**

TTA is required to comply with program requirements as outlined in this policy as it meets the following thresholds:

1. Employs between 50-99 transit-related employees, and
2. 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.

### **C. Frequency of Update:**

TTA shall prepare and maintain an abbreviated EEO Program every four (4) years. An abbreviated EEO Program includes the Statement of Policy, dissemination plan, designation of personnel, assessment of employment practices, and a monitoring and reporting system. TTA will be required to provide the EEO Program to FTA if requested by the Office of Civil Rights or for any State Management Review or Triennial Review.

### **D. Other Information:**

The FTA Area Civil Rights Officer may request information, in addition to that required by this policy, from TTA or its subrecipients to resolve questions concerning EEO compliance. In certain instances, less information will suffice. In cases in which additional information is needed, this request will be made in writing to TTA. Failure to submit information requested by FTA may delay completion of a compliance review or delay

the further consideration of a pending grant application(s). Failure by TTA to comply with the terms of this policy may result in the finding by FTA of noncompliance with Section 19 and Section 110(a) of the FTA Standard Grant Contract and the imposition of appropriate sanctions.



## Chapter II – EEO Program Components

### Section I – Dissemination

The communication of the EEO Plan and program is vital to the employees and the general public. Both internal and external dissemination of the Plan, policies and program provisions are necessary for the effective communication of the Tri-State Transit Authority's commitment to EEO.

1. Managers and Supervisors shall be fully informed of the agency's policy, within 90 days of appointment, through:
  - a. Written communication from the General Manager or their designee.
  - b. Inclusion of the EEO program and policy in TTA's personnel and operations manual; and
  - c. Meeting held (e.g., at a minimum semiannually) to discuss the EEO program and its implementation.
2. Non-supervisory staff shall be informed of the agency's EEO policy and program, within 90 days of appointment, through:
  - a. Posting official EEO posters and the policy statement on bulletin boards, in the lunch room, and in the HR office.
  - b. Including the EEO policy in the employee handbooks, reports, and employee manuals.
  - c. Meeting with minority and female employees to get their suggestions in implementing and refining the EEO program; and
  - d. Presentation and discussion of the EEO program as part of the employee orientation and in all training programs.
3. External dissemination of the EEO Plan and policies is also necessary to ensure that the general public is informed of TTA's posture on EEO. The EEO Officer is expected to compile a list of recruitment resources. In order to effectively disseminate the Plan, policy and program to the external resources, the EEO Officer is expected to:
  - a. Provide a copy of TTA's EEO Plan, policy and program to each recruitment resource;

- b. Maintain regular and routine contact with recruitment resources, especially during periods when no openings occur.

## **Section II – Designation of Personnel and Responsibilities**

- 1. The General Manager/CEO, Paul Davis, shall be the EEO Director and the ultimate authority and responsibility for the implementation of the EEO Program. The EEO Director shall delegate duties to achieve the policy goals as necessary.

### **EEO Director duties:**

- a. The General Manager/CEO, Paul Davis, shall be the EEO Director.
  - b. The EEO Director shall have the final authority and responsibility for compliance with the EEO Program.
  - c. The EEO Director shall delegate to the Assistant General Manager, Jennifer Woodall, the responsibility for coordinating the overall administration of the EEO Program.
- 2. The Assistant General Manager, Jennifer Woodall, shall be delegated as the EEO Officer. In that capacity, this manager is responsible for managing and implementing all aspects of the EEO Program.

### **EEO Officer duties:**

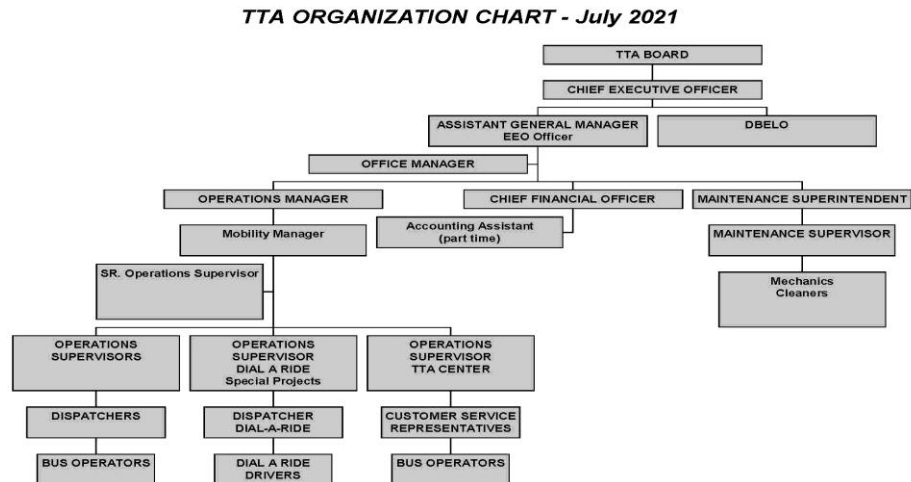
- a. Developing Equal Employment Opportunity (EEO) statements, affirmative action programs and internal and external communication procedures;
- b. Assisting management in collecting and analyzing employment data, setting goals and timetables, developing programs to achieve goals and identifying EEO problem areas;
- c. Designing and implementing an internal audit and reporting system that:
  - i. Measures the effectiveness of TTA's program;
  - ii. Determines the degree to which EEO goals and objectives are met; and
  - iii. Identifies the need for remedial action.
- d. Reporting periodically to the CEO/General Manager, Paul E.

- Davis, on progress of each unit in relation to TTA's goals.
- e. Serving as liaison between TTA, Federal, State and local governments, regulatory agencies, minority, handicapped and women's organizations, and other community groups.
  - f. Ensuring that legal information affecting affirmative action is disseminated to recruitment resources.
  - g. Assist in the recruiting process (i.e. minority, handicapped and women) and establish outreach sources for use by hiring personnel.
  - h. Reviewing and concurring on the qualifications of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hiring, promotion, transfer, and termination actions occur.
  - i. Processing employment discrimination complaints.

**All Managers duties:**

- a. Assist in identifying problem areas and establishing TTA goals and objectives.
- b. Being actively involved with local minority organizations, women's and disability groups, community action organizations and community service programs designed to promote EEO.
- c. 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.
- d. Holding regular discussions with other managers, supervisors, and employees to assure TTA's policies and procedures are being followed.
- e. 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.
- f. Participate in the review and/or investigation of complaints alleging discrimination.
- g. Conduct and support career counseling for all employees; and
- h. Participate in periodic audits to ensure that each department is in compliance (e.g., EEO posters are properly displayed on all employee bulletin boards).

## Section III – Organizational Chart



## Section IV – Assessment of Employment Practices to Identify Causes of Underutilization: Affirmative Action to remedy problem areas.

### Recruitment and Selection

TTA has no plans to expand its services over the next several years. Thus, any improvements in utilization will be through attrition. In the absence of discrimination, it can be assumed that over the long range the characteristics of the TTA workforce will reflect the characteristics of the labor market from which they were selected. Therefore, the Authority's long range goal for employment participation by members of the affected groups is their respective percentage of the total labor markets.

In order to meet the long range goals, a number of short range goals have been established.

They include:

1. Attrition within the Maintenance Department is not expected to require more than one individual being hired within one years' time. TTA will make every attempt to affirmatively seek out minorities, both males and females, for these positions as they become available.

2. Attrition within the Transportation Department is expected to require the hiring of three new operators during the next three-year period. At least 40% of these are to be filled by females with the emphasis on hiring African American females.

In developing goals and timetables to correct underutilization, TTA will use the following guidelines for goal-setting:

1. Involve personnel staff and department managers in the process.
2. Set goals that are significant, measurable, and attainable.
3. Make goals with timetables specific for planned results.
4. Consider anticipated attrition, expansion, contraction (especially the impact on employment of projected contracting out and privatization/competiveness activities), turnover in the work force, and availability of persons with required skills.
5. Consider effects of changes in existing employment practices that may contribute to underutilization in increasing availability of minorities and women.
6. Goals should not be rigid and inflexible, but must be targets reasonably attainable by applying every good faith effort to make all aspects of the affirmative action program work.

TTA's EEO goals represent good faith quantitative employment objectives set voluntarily to realize minimum progress within an established time frame. They are not, nor should they be viewed as, quotas, since they are not fixed hiring rates ordered or approved by a court to remedy unlawful discrimination. Time-tables represent the projected time to achieve goals. Goal identification will be a continuing process.

The racial make-up of the population of Tri-State Transit Authority's (TTA) service area is predominately white, (i.e. 91.3% U.S. Census Bureau: Census 2020). This presents a unique challenge.

TTA will analyze in detail all employment practices relating to recruitment, selection, salaries, promotions, terminations, standards of discipline, seniority, maternity/paternity leave, height and weight requirements, etc. All problems will be noted and a proposed course of remedial action will be enumerated in TTA's EEO program.

TTA employs bus and van operators, mechanics and cleaners, clerical and administrative staff. TTA utilizes the West Virginia Job Service in its hiring procedures. TTA has provided the West Virginia Job Service job descriptions for each position so that the West Virginia Job Service can select qualified candidates from its employment pool. Anyone interested in employment at TTA should contact the following:

**West Virginia Job Service Office**

2699 Park Avenue #240  
Huntington, WV 25704  
304-528-5525

**Section V – Non-Compliance & Remedial Action Procedures**

In the event that TTA is found to be in non-compliance or probable non-compliance with Section 19 of the Urban Mass Transportation Act of 1964 (UMT Act) or where FTA has found evidence of discrimination prohibited under Section 19 and remedial action is required, the following procedures will be followed.

1. Upon receipt of a non-compliance, probable non-compliance, or discrimination finding, TTA will formulate and submit a Remedial Action Plan for correcting the deficiencies cited in the Letter of Finding.
2. Within 30 days of the receipt of the FTA Letter of Finding, TTA will submit a Remedial Action plan, and if necessary, sufficient reasons and justification for FTA to reconsider any of its findings or recommendations. The Remedial Action Plan shall:
  - a. List all corrective actions accepted by TTA or its contractors;
  - b. Describe how the corrective actions will be implemented;
  - c. Include a written assurance that TTA will implement the accepted corrective action(s) and has the capability to implement the accepted corrective actions(s) in the manner discussed in the plan; and
  - d. All requests for reconsideration shall:
    - i. State which of the findings or recommendations TTA requests FTA to reconsider;
    - ii. Provide a justification for the request to reconsider, including any evidence or information supporting such a request; and
    - iii. Include a written assurance that on the basis of the requested reconsideration, TTA will be in compliance.
3. Within an additional 30 days, FTA will review and submit the Final Remedial Action Plan to TTA.

- a. TTA will review and consent or respond to this plan within 15 days of receipt.
- b. If TTA does not agree with the Final Remedial Action Plan, it will submit a written statement of its reasons for not agreeing to the remedial action contained in the plan.

## **Section VI - Monitoring and Reporting System**

TTA will adhere to the following to establish an effective and workable internal monitoring and reporting system. This system will serve the following basic purposes:

1. Assessing EEO accomplishments;
2. Enabling TTA to evaluate the EEO program during the year and to take any necessary corrective action regarding the development and execution of programs or goals and timetables;
3. Identifying those units which have failed to achieve a goal or to implement affirmative action; and
4. Providing a precise and factual database for future projections.  
The reporting system will provide documentation to support actions that affect minority and women job applicants or employees. Management will be kept informed of program effectiveness.

The creation of an EEO advisory committee, reflective of all segments of the community and the agency's work force, can be an effective tool in this regard.

TTA will analyze in detail all employment practices relating to recruitment, selection, salaries, promotions, terminations, standards of discipline, seniority, maternity/paternity leave, height and weight requirements, etc. All problems will be noted and a proposed course of remedial action must be enumerated in TTA's EEO program.

## **Section – VII Discrimination Complaints**

Any person who believes that he or she, individually, or as a member of any specific class of persons, has been subjected to discrimination on the basis of race, color, creed, national origin, sex, age, or disability may file a written complaint with FTA or the Secretary of Transportation. A complaint must be filed

within 180 days after the date of the alleged discrimination, unless the time for filing is extended by the Secretary. FTA recommends that EEO complaints be initially filed with the TTA for resolution. In those cases where the complainant is dissatisfied with the resolution by the TTA, or the case is not being resolved in a timely manner, the same complaint may be submitted to FTA, the Secretary, EEOC, or a State agency for investigation.

Unless otherwise permitted, the final determination of all EEO complaints affecting programs administered by FTA will be made by the Office of the Secretary, DOT.

## **SUBMISSION OF COMPLAINTS**

1. Filing Complaints of Discrimination:
  - a. Complainants may submit written complaints to TTA, West Virginia Department of Transportation, the local EEOC office, FTA Director, Office of Civil Rights, the FTA Area Civil Rights Officers, and/or the Departmental Director of Civil Rights.
  - b. In cases where the complainant is unable or incapable of providing a written statement, but wished TTA to investigate alleged discrimination, a verbal complaint of discrimination may be made to TTA's Assistant General Manager. The complainant will be interviewed by a civil rights official authorized to receive complaints. If necessary, the civil rights official will assist the person in converting verbal complaints to writing. All complaints must, however, be signed by the complainant or his/her representative.
2. Complaint Format:
  - a. All complaints must be in writing and signed by the complainant or his/her representative before action can be taken. Complaints shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination.
  - b. The EEOC Officer for TTA will provide the complainant or his/her representative with a written acknowledgement that TTA has received the complaint within 10 working days. Concurrently, TTA will transmit the complaint to FTA and the Departmental Office of Civil Rights
  - c. Request for Additional Information from Complainant and/or Respondent.
    - i. In the event that the complainant or respondent has



not submitted sufficient information to make a determination of jurisdiction or investigative merit, TTA may request additional information from either party.

- ii. This request shall be made by registered mail within 15 working days of the receipt of the complaint by TTA and will require that the party submit the information within 60 working days from the date of the original request.
- iii. Failure of the complainant to submit additional information within the designated time frame may be considered good cause for a determination of no investigative merit.

### 3. Notification of Disposition

The Assistant General Manager of TTA shall notify within 5 days, by registered letter the complainant, party charged and primary recipient (if not the respondent) of the disposition:

- a. In the event of a decision not to investigate the complaint, the notification shall specifically state the reason for the decision.
- b. In the event the complaint is to be investigated, the notification shall state the jurisdiction, inform the parties that an investigation will take place, and request any additional information needed to assist the investigator in preparing for the investigation.

### 4. Referral to Other Agencies

In the event that TTA lacks the jurisdiction, the complaint will be referred to other State or Federal agencies, informing the parties of the action.

### 5. Complaint Investigation

- a. TTA Investigation TTA may elect to conduct its own investigation of the complaint. The investigation may be conducted by “desk audit” or an “onsite” investigation.
- b. Referral of Complaint to FTA. Cases determined by TTA to have investigative merit may be sent back to FTA to conduct an “onsite” investigation or may be recommended for a comprehensive EEO review of the recipient.
- c. Priority Complaints All incoming complaints shall be examined to determine if the discrimination alleged would be irremediable if not

dealt with promptly. If such a determination is made, the complaint shall be given priority status. The processing, investigation, and determination of such complaints shall be accelerated to advance significantly the normal completion date of the process.

- d. Investigator's Preparation Before beginning the investigation, the investigator shall send a letter of introduction, establishing the times and dates for the investigation and interviews. This preparation shall be completed within 30 working days after the assignment has been given to the investigator, contingent upon the investigator's workload and resources.
6. Investigative Report - A written report will be prepared by the responsible investigator at the conclusion of the investigation. This report will be reviewed by the General Manager for thoroughness. The investigative report will include the following:
- a. Summary of the complaint, including a statement of the issues raised by the complainant and TTA's reply to each of the allegations;
  - b. Citations of relevant Federal, State, and local laws, rules, regulations, and guidelines, etc,
  - c. Description of the investigation, including a list of the persons contacted by the investigator and a summary of the interviews conducted; and
  - d. A statement of the investigator's findings and recommendations.
7. Disposition of Complaints
- a. Approval and Notice of Disposition TTA will approve or disapprove the findings and recommendations made by the investigator in the investigative report. The consequent disposition of the complaint will be communicated to the complainant and recipient by letter. In addition, a rationale supporting the disposition made and any recommendations to any party will be included in the letter.
  - b. Informal Resolution If the Notice of Disposition is issued and finds TTA in noncompliance, TTA is required to initiate voluntary remedial actions agreeable to the Office of Civil Rights.
  - c. Enforcement Procedure In cases in which all required means of remedial action have failed to bring the recipient into compliance, enforcement procedures will be initiated by the Departmental Office of Civil Rights in conjunction with FTA.
  - d. Request for Reconsideration TTA may request reconsideration findings within 30 days of the Notice of Disposition. This request

should include any additional information or analysis TTA considers relevant. The Office of Civil Rights will inform the recipient of its decision to accept or reject the request within 30 days after its receipt.

In cases in which a request for reconsideration is approved, the responsible investigator will reopen the investigation and proceed to process the complaint in the same manner described above.

Any violations of this policy may result in disciplinary action, up to and including termination.

All applicants and employees should follow the above procedures in dealing with possible discrimination. Applicants and employees also have other legal rights, established by law, for investigation of any discriminatory allegations through the West Virginia Human Rights Commission, City of Huntington Human Rights Commission, the Federal Office of Equal Employment Opportunity, the U.S. Department of Transportation, and/or the Office of Federal Contract Compliance Programs.

## **Laws Enforced by the EEOC**

- Title VII of the Civil Rights Act
- Equal Pay Act of 1963
- Age Discrimination in Employment Act of 1967 (ADEA)
- Rehabilitation Act of 1973, Sections 501 and 505
- Titles I and V of the Americans with Disabilities Act of 1990 (ADA)
- Civil Rights Act of 1991

## **Policy Format**

Alternative accessible formats of this policy will be provided to applicants or employees upon request.

## **Directory of Contacts for filing complaints:**

### **General Manager/CEO**

Tri-State Transit Authority  
P.O. Box 7965  
Huntington, WV  
304-529-6094  
304-523-7300 (fax)

### **EEOC**

The Bourse Building  
21 S. Fifth Street, Suite 400  
Philadelphia, PA 19106  
215-440-2600  
215-440-2632 (Fax)  
215-440-2610 (TTY)

### **Federal Transit Administration**

Region III  
Office of Civil Rights  
1760 Market Street  
Suite 500  
Philadelphia, PA 19103-4124  
215 656-7100  
215 656-7260 (Fax)