

CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

**I. Statement of Policy**

It is the policy of the Central Contra Costa Transit Authority (CCCTA) to provide equal employment opportunities for all employees and applicants for employment without regard to their race, color, religion, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, marital status, denial of family care leave, pregnancy, age, genetic information, disability, medical condition, military or veteran status, or other protected class.

The commitment to equal employment opportunity (EEO) applies to all employment action, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

Ultimate responsibility for CCCTA's EEO Policy and Program lies with the General Manager. Responsibility, including day-to-day management, program preparation, monitoring, and complaint investigation is assigned to Kristina Martinez, Director of Recruitment & Employee Development, 925-680-2031. The Director of Recruitment & Employee Development will report directly to the General Manager and will act with the General Manager's authority with all levels of management, labor unions, and employees.

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

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.

CCCTA 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.

CCCTA is committed to undertaking and developing a written nondiscrimination program that sets forth the policies, practices and procedures, with goals and timetables. Notices setting forth this EEO policy are posted at CCCTA's office and on its website, and they are available to employees, applicants for employment, and the general public.

As an equal opportunity employer, CCCTA has a strong commitment to its employees and the communities it serves. The Central Contra Costa Transit Authority Board of Directors hereby adopts the EEO Policy and Program.

  
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Rick Ramacier  
CCCTA General Manager

2/20/20  
Date

  
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Candace Andersen, Chair  
CCCTA Board of Directors

02/20/20  
Date