



Updated: June 13, 2024

Equal Employment Opportunity (EEO) Program Statement Policy

The purpose of this plan policy is to ensure the promotion of equal opportunity for all persons employed or seeking employment, without regard to race, color, age, sex, religion, national origin, mental disability, or place of birth. This program is action oriented and will be re-evaluated and revised when necessary. Commitment to a realistic affirmative action program has the foundation of designation of a responsible, qualified, and sincere affirmative action equal employment opportunity officer, who is dedicated to the philosophy and policy of this plan.

It shall be the policy of BJCTA to hire the best qualified people to perform the various tasks necessary in providing an attractive and efficient transportation system at reasonable costs. An integral part of this policy is to provide equal opportunity to all applicants for employment; and to administer all personnel practices such as recruitment, hiring, training, promotions, and other terms, conditions, and privileges to employment in a manner which does not discriminate on the basis of race, color, creed, national origin, sex, age, or disability. In addition, the authority will require that its vendors, contractors, and suppliers are equal employment opportunity organizations. No practice, activity, policy, or decision which discriminates against an individual or group of individuals, on the basis of race, color, creed, national origin, sex, age, or disability shall be allowed to exist.

Affirmative action will be taken to identify the areas where minorities are underutilized, and a vigorous effort will be made to correct imbalances. All decisions in regard to recruitment, hiring, promotion, training, compensation, demotions, and terminations will further the principles of equal employment opportunity and the achievement of the established affirmative actions' goals.

These policies shall be applied to all aspects of recruiting, hiring, training, compensation, reclassifications, promotions, retention, transfer and working conditions of employees not covered by the agreement with Amalgamated Transit Union Local No. 725. Goals will be established in all categories of employment to achieve a minority employment balance that reflects the availability of minorities in the labor market. The BJCTA, which serves a large and diverse community, expects to take a leadership role in aggressively pursuing an effective equal opportunity program.

The CEO/Executive Director, Charlotte Shaw, has the overall responsibility for implementing the BJCTA's equal employment opportunity policy. The Director of Human

Resources has been designated as the EEO Officer, who reports dotted line to the Executive Director and is responsible for carrying out the policy and has full support of the Executive Director and the BJCTA Board of Directors. All administrative personnel and supervisors are expected to cooperate in this effort, and their performance relative to ensuring a successful equal opportunity employment program exists will be evaluated the same way as their performance on other agency goals. Any person or group who believes that he/she has been subjected to discrimination on the basis of race, color, creed, national origin, sex, age, or disability may file a written complaint with the designated EEO Officer of the BJCTA.

If the person or group filing the complaint is dissatisfied with the resolution, the complaint maybe filed with the Federal Transit Administration, the U.S. Secretary of Transportation, or the Equal Employment Opportunity Commission. Contact information for these agencies will be provided upon request.

A complaint must be filed within 180 days after the date of the alleged act of discrimination unless the time for filing is extended by the appropriate agency.

The successful implementation of the BJCTA's equal opportunity program will provide positive benefits to the BJCTA through fuller utilization and development of previously underutilized human resources.

EEO Officer's Contact information

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Vivian Davis, Director of Human Resources

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