



EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT OF POLICY

It shall be the policy of the Luzerne County Transportation Authority (LCTA) to practice equal opportunity with respect to all aspects of its employment practices. This Equal Employment Opportunity (EEO) Policy is designed to support LCTA's efforts to provide quality service, enhance efficiency, and cultivate an internal environment that embraces workforce diversity. LCTA is committed to providing equal employment opportunity to all persons and will not discriminate against any individual or group of individuals regardless of their race, color, creed, national origin, sex, age, disability, genetic information, veteran status, sexual orientation, gender identity or expression, political opinion/affiliation or any other characteristic provided by law. In meeting this objective, LCTA shall endeavor to provide reasonable accommodations to any individual or group of individuals who could otherwise perform particular employment duties.

LCTA will implement its commitment to equal employment opportunity and diversity in all of its employment practices, including but not limited to:

Recruitment/Vacancy Postings

Selection

Promotion/Demotion

Discipline/Termination

Transfers

Layoffs/Reduction in force

Compensation/Rates of Pay

Training (including apprenticeship)

Benefits

Union Relations

Recalls

Other terms and conditions of employment

A key component of the EEO policy is the commitment to our Affirmative Action Program (AAP) which is intended to assure equal employment opportunity. LCTA will work to actively recruit qualified minority populations, women, and individuals with disabilities for employment openings, particularly for those employment openings in job classes showing below labor market representation of minorities and women. When workforce underutilization exists, goals and associated timetables will be established as an integral part of the AAP. Through good faith efforts, LCTA is committed to the successful achievement of these goals which are designed to provide fuller utilization and development of previously underutilized areas. By achieving its EEO goals, LCTA will maximize the full potential of a diverse workforce and create an inclusive, engaged, and productive workplace which contributes to the Authority's success.

Joe, Roselle, LCTA Director of Administrative Services, represents LCTA as its EEO Officer and is responsible for the administration of all EEO programs. The EEO Officer is responsible for implementation of programs regarding the Affirmative Action Plan, monitoring efforts, providing related training and processing EEO related complaints. Requests to review LCTA's Affirmative Action Plan may be made by writing to the EEO Officer, 315 Northampton St., Kingston, PA 18704.

All individuals with managerial or supervisory responsibility for staff (including the discretion to interview and hire for employment openings, promote, discipline, discharge and review the performance of employees) are responsible for ensuring their employment decisions comply with federal and state laws and regulations, LCTA personnel policies, and LCTA's EEO/Affirmative Action Program. LCTA managers and supervisors share in the responsibility for implementing LCTA's EEO program and will be assigned specific tasks to assure compliance is achieved and maintained. LCTA managers and supervisors will be evaluated on the success of LCTA's EEO program the same way as their performance on other authority goals is evaluated.

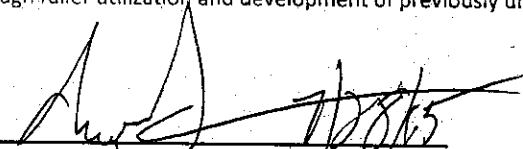
Through assignment in its contracts, LCTA shall require that all contractors performing business with the Authority shall demonstrate a similar commitment to Equal Employment Opportunity.


Any employee who believes they have been unlawfully discriminated against, or have witnessed such conduct in employment with LCTA, shall have the right to file a complaint directly with the Office of Equal Employment Opportunity (EEO), or directly with the LCTA EEO Officer. Employees who believe they have been discriminated against by the EEO Officer or Executive Director have the right to file a complaint to the LCTA Board Chair.

LCTA has an internal complaint procedure that provides employees with a method to report, and to have investigated, job-related actions that involve alleged discrimination, harassment and retaliation. All employees are expected to cooperate fully during the conduct of such investigations. By law, all employees are protected from coercion, intimidation, retaliation, interference or discrimination for filing a complaint or assisting in an investigation. All complaints will remain confidential.

External applicants may file complaints of alleged employment discrimination with the respective offices of the Equal Employment Opportunity Commission or the Pennsylvania Human Relations Commission.

While this document does not constitute an employment contract between LCTA and its employees, it embodies our endorsement of the principles of equal employment opportunity as a vital element in the Authority's continued success. In this regard, it is the intent and resolve of LCTA to fully comply with all applicable laws for establishing and maintaining anti-discrimination policies. It is the responsibility of all employees to act in accordance with our equal employment opportunity policy for the successful achievement of EEO goals that will provide benefits to LCTA through fuller utilization and development of previously underutilized human resources.


Norm Gavlick
Interim Executive Director
Date 7/28/15


Joe Roselle
EEO Program Officer
Date 7/28/15