<table>
<thead>
<tr>
<th>Item</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Pledge of Allegiance.</td>
<td></td>
</tr>
<tr>
<td>II. Call to Order: Roll Call.</td>
<td></td>
</tr>
<tr>
<td>III. Consideration of the minutes of the September 29, 2015, regular meeting for inclusion in the official records of the District.</td>
<td>Approval</td>
</tr>
<tr>
<td>IV. Public Comments.</td>
<td></td>
</tr>
<tr>
<td>V. Financial:</td>
<td></td>
</tr>
<tr>
<td>A. Payments and Claims: Consideration of the September 2015 claims for payment.</td>
<td>Approval</td>
</tr>
<tr>
<td>C. Presentation of the FY2015 Audit: Scott Weber, Scheffel Boyle.</td>
<td>Approval</td>
</tr>
<tr>
<td>VI. Transit Service:</td>
<td></td>
</tr>
<tr>
<td>A. Managing Director’s Report: Jerry J. Kane.</td>
<td>Information</td>
</tr>
<tr>
<td>B. Proposed January 2016 Service Changes.</td>
<td>Approval</td>
</tr>
<tr>
<td>C. Resolution 16-06 Authorizing Equal Employment Opportunity Program revisions pursuant to Federal requirements.</td>
<td>Approval</td>
</tr>
<tr>
<td>VII. Other Business:</td>
<td></td>
</tr>
<tr>
<td>VIII. Executive session to discuss the acquisition, and/or sale or lease of property, and/or security, and/or litigation (510CS 120/2 et. seq., 2(c)(5), 2(c)(6), 2(c)(8), and 2(c)(11) of the Open Meetings Act).</td>
<td>Approval</td>
</tr>
<tr>
<td>IX. Adjournment.</td>
<td>Approval</td>
</tr>
</tbody>
</table>
I. Pledge of Allegiance

Chairman Corbett led the reciting of the Pledge of Allegiance.

II. Call to Order: Roll Call

Chairman Corbett called the meeting to order at 9:30 a.m.

MEMBERS PRESENT: Daniel Corbett, J. Terry Allan, Edward Hagnauer, and Bruce Malone

MEMBERS ABSENT: Rose Marie Chadwick

OTHERS PRESENT: Jerry Kane, Managing Director; John Papa, Legal Counsel; Mary Ruth Kettenbach, ACT; and Erin Werner, ACT

III. Consideration of the Minutes of August 27, 2015

TRUSTEE MALONE MADE THE MOTION, SECONDED BY TRUSTEE ALLAN, TO APPROVE THE MINUTES OF THE AUGUST 27, 2015, REGULAR MEETING FOR INCLUSION IN THE OFFICIAL RECORDS OF THE DISTRICT.

A ROLL CALL VOTE FOLLOWED:

J. TERRY ALLAN AYE
ROSE MARIE CHADWICK ABSENT
DANIEL CORBETT AYE
EDWARD HAGNAUER AYE
BRUCE MALONE AYE

ALL AYES. NO NAYS. MOTION CARRIED.

IV. Public Comments

No public comments were presented.

V. Financial

A. Payments and Claims: Consideration of the August 2015 claims for payment:
Managing Director Jerry Kane submitted the payments and claims.

TRUSTEE HAGNAUER MADE THE MOTION, SECONDED BY TRUSTEE MALONE, TO APPROVE THE PAYMENTS AND CLAIMS FOR AUGUST 2015,
EXCLUDING THE PAYMENTS AND CLAIMS TO THE CITY OF GRANITE CITY AND GRANITE CITY TOWNSHIP.

A ROLL CALL VOTE FOLLOWED:

J. TERRY ALLAN       AYE
ROSE MARIE CHADWICK  ABSENT
DANIEL CORBETT       AYE
EDWARD HAGNAUER      AYE
BRUCE MALONE         AYE

ALL AYES. NO NAYS. MOTION CARRIED.

TRUSTEE MALONE MADE THE MOTION, SECONDED BY TRUSTEE ALLAN, TO APPROVE THE PAYMENTS AND CLAIMS TO THE CITY OF GRANITE CITY AND GRANITE CITY TOWNSHIP FOR AUGUST 2015.

A ROLL CALL VOTE FOLLOWED:

J. TERRY ALLAN       AYE
ROSE MARIE CHADWICK  ABSENT
DANIEL CORBETT       AYE
EDWARD HAGNAUER      ABSTAIN
BRUCE MALONE         AYE

ALL AYES. NO NAYS. TRUSTEE HAGNAUER ABSTAINED. MOTION CARRIED.


TRUSTEE ALLAN MADE THE MOTION, SECONDED BY TRUSTEE HAGNAUER, TO APPROVE THE MONTHLY FINANCIAL REPORT AS OF AUGUST 31, 2015.

A ROLL CALL VOTE FOLLOWED:

J. TERRY ALLAN       AYE
ROSE MARIE CHADWICK  ABSENT
DANIEL CORBETT       AYE
EDWARD HAGNAUER      AYE
BRUCE MALONE         AYE

ALL AYES. NO NAYS. MOTION CARRIED.

VI. Transit Service

A. Managing Director's Report: Jerry Kane presented the report.

B. TRUSTEE MALONE MADE THE MOTION, SECONDED BY TRUSTEE ALLAN, TO APPROVE THE FOLLOWING RESOLUTION:
A ROLL CALL VOTE FOLLOWED:

J. TERRY ALLAN       AYE
ROSE MARIE CHADWICK  ABSENT
DANIEL CORBETT       AYE
EDWARD HAGNAUER      AYE
BRUCE MALONE         AYE

ALL AYES. NO NAYS. MOTION CARRIED.

VII. Other Business

No items were presented.

VIII. Executive session to discuss the acquisition, and/or sale or lease of property, and/or security, and/or litigation (5)LCS 120/2 et. seq., 2(c)5, 2(c)6, 2(c)8, and 2(c)11 of the Open Meetings Act).

No executive session.

IX. Adjournment

TRUSTEE ALLAN MADE THE MOTION, SECONDED BY TRUSTEE MALONE, TO ADJOURN.

A ROLL CALL VOTE FOLLOWED:

J. TERRY ALLAN       AYE
ROSE MARIE CHADWICK  ABSENT
DANIEL CORBETT       AYE
EDWARD HAGNAUER      AYE
BRUCE MALONE         AYE

ALL AYES. NO NAYS. MOTION CARRIED.

Meeting adjourned at 10:01 a.m.

Respectfully submitted:

[Signature]
AGENDA  
Board of Trustees Meeting  
Madison County Mass Transit District  
9:30 a.m., Tuesday, September 29, 2015  
One Transit Way, Granite City, Illinois

<table>
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<tr>
<td></td>
<td>A. Payments and Claims: Consideration of the August 2015 claims for payment.</td>
</tr>
<tr>
<td>VI.</td>
<td>Transit Service:</td>
</tr>
<tr>
<td></td>
<td>A. Managing Director's Report: Jerry J. Kane.</td>
</tr>
<tr>
<td></td>
<td>B. Resolution 16-05 Authorizing the award of contract for rehabilitation of bus surveillance system equipment.</td>
</tr>
<tr>
<td>VII.</td>
<td>Other Business:</td>
</tr>
<tr>
<td>VIII.</td>
<td>Executive session to discuss the acquisition, and/or sale or lease of property, and/or security, and/or litigation (5ILCS 120/2 et. seq., 2(c)5, 2(c)6, 2(c) 8, and 2(c)11 of the Open Meetings Act).</td>
</tr>
<tr>
<td>IX.</td>
<td>Adjournment.</td>
</tr>
</tbody>
</table>
To: Board of Trustees

From: Jerry Kane, Managing Director
      SJ Morrison, Director of Marketing and Planning
      Joe Domer, Manager of Planning and Scheduling

Date: October 5, 2015

Downtown St. Louis Rerouting:
- Retime and reverse the timepoint order of afternoon trips - operate the same path and direction as morning peak buses. Re-route the #1X, #5, #14X and #16X to serve St. Louis on the Stan Musial Bridge.
- Eliminate a separate #16X reverse routing in downtown. As the reverse trips enter the city, they become peak direction trips. This allows for more recovery time at Edwardsville Station.

<table>
<thead>
<tr>
<th>ROUTE</th>
<th>MORNING TRIPS</th>
<th>AFTERNOON TRIPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1X Riverbend Express</td>
<td>No change in running time</td>
<td>Three minutes slower</td>
</tr>
<tr>
<td>#5 Tri-City Regional</td>
<td>No change in running time</td>
<td>Two to three minutes slower</td>
</tr>
<tr>
<td>#14X Highland Express</td>
<td>Zero to four minutes quicker</td>
<td>Zero to four minutes slower</td>
</tr>
<tr>
<td>#16X Edwardsville Express</td>
<td>Two to nine minutes quicker</td>
<td>Zero to two minutes quicker</td>
</tr>
</tbody>
</table>

Rerouting background:
In the summer of 2015, road closures and bridge repair work in Downtown St. Louis forced Madison County Transit (MCT) to temporarily re-route all buses to the Stan Musial - Veterans Memorial Bridge. As a result, of the time savings, MCT Operations staff suggested the following two changes be made permanent to the routing and scheduling of MCT Express trips in Downtown St. Louis:

1) Permanently re-route the #1X, #5, #14X and #16X to travel both directions, inbound and outbound, on the SM-VM Bridge.
2) Reverse the afternoon timepoint order in St. Louis on all routes operating Downtown, creating uniform routing in and out of St. Louis.

Rationale:
- Utilizing the Musial Bridge eliminates uncertainties and delays on the MLK bridge and PS bridge.
- The revised routing allows MCT to serve the bus stop at 6th & Washington in both the a.m. and p.m. Today, MCT buses have difficulty turning from 7th onto Washington, so the stop has been temporarily eliminated. This change will allow MCT to begin serving it again.
- Creating uniform routing in the morning and afternoon is more efficient for operators and passengers.

Analysis by route and time:

14X Highland – Troy Express
- AM Peak Direction – Between 0 and 4 minutes quicker
- PM Peak Direction – Between 2 and 6 minutes slower

16X Edwardsville – Glen Carbon Express
- AM Peak Direction– Between 2 and 9 minutes quicker
- PM Peak Direction – No change.
- AM Reverse Direction – Trips have more recovery time at Edwardsville Station (ETS)
- PM Reverse Direction – Reverse running time is less.
<table>
<thead>
<tr>
<th>Current Reverse Trip at ETS</th>
<th>Proposed Reverse Trip at ETS</th>
<th>New Arr at 6th/Wash</th>
<th>Peak Direction at 6th/Wash</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:40p</td>
<td>4:00p</td>
<td>4:47p</td>
<td>4:50p (unchanged)</td>
</tr>
<tr>
<td>4:40p</td>
<td>4:50p</td>
<td>5:37p</td>
<td>5:40p (unchanged)</td>
</tr>
<tr>
<td>5:00p</td>
<td>5:20p</td>
<td>6:07p</td>
<td>6:10p (unchanged)</td>
</tr>
</tbody>
</table>

1X Riverbend Express
- AM Peak Direction – No change in running time
- PM Peak Direction – Between 0 and 5 minutes slower

#5 Tri-City Regional trips to/from St. Louis
- AM Peak Direction – No change in running time.
- PM Peak Direction – 4 minutes slower. Since the PM trips have a pulse obligation at Granite City Station (GTS), they have to leave Downtown St. Louis earlier.

<table>
<thead>
<tr>
<th>Current PM Trip Start Time</th>
<th>Proposed PM Trip Start Time</th>
<th>Current Arrival at GTS</th>
<th>Proposed Arrival at GTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:03p</td>
<td>4:02p</td>
<td>4:41p</td>
<td>4:44p</td>
</tr>
<tr>
<td>5:04p</td>
<td>5:02p</td>
<td>5:42p</td>
<td>5:44p</td>
</tr>
</tbody>
</table>

Of the five PM #5 trips, three are turning from deadheading buses.

<table>
<thead>
<tr>
<th>Block</th>
<th>PM Trip Start Time</th>
<th>PM Trip Start Time</th>
<th>Current Arrival at GTS</th>
<th>Proposed Arrival at GTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>505</td>
<td>4:03p</td>
<td>4:02p</td>
<td>4:41p</td>
<td>4:44p</td>
</tr>
<tr>
<td>508</td>
<td>5:04p</td>
<td>5:02p</td>
<td>5:42p</td>
<td>5:44p</td>
</tr>
</tbody>
</table>

* go to PM Layover until 4:54p

Other Recommended January service changes:

#2 Granite City Shuttle:
- Re-time and extend route to River’s Edge on all weekday and weekend trips. Provide hourly service to New Opportunities, the Granite City YMCA, more than 400 residents and dozens of employees at various employers.

#5 Tri-City Regional:
- Add additional vehicle on 3:27am #5 trip from Gateway Commerce Center to Emerson Park to address overload conditions on current trip. Only operates Tuesday through Friday.

#6 Roxana – Pontoon Beach:
- Transition the #6 Roxana Shuttle to a Cross County route, the #6 Roxana – Pontoon Beach. Enforce Fare Boundary at New Poag Road.

#7 Alton – Edwardsville:
- Reset all departure times at Edwardsville Station and Alton Square. Remove current 4:55pm trip from Alton Square, creating a one hour line gap between 4:19pm and 5:19pm

#12 Bethalto Shuttle:
- Shift the 5:25pm trip from Wood River Station to 5:18pm to facilitate transfers to the modified #7.
#14 Highland Shuttle:
- Re-route the #14 to serve Highland Home on Walnut. Eliminate service to Korte Rec Center and Sportsman Road.
- Re-route the #14 to serve front of Faith Countryside – Individual Living Center. Abandon service on 27th Street.

#18 Collinsville Regional:
- Eliminate service into St. Louis on the #18 by re-routing morning trip to Emerson Park MetroLink Station. Afternoon trip which originates in St. Louis will start at Emerson Park.

<table>
<thead>
<tr>
<th>Item</th>
<th>Annual VSH</th>
<th>FTE</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Downtown St. Louis</td>
<td>(416.5)</td>
<td>(.2)</td>
<td>$ (32,845)</td>
</tr>
<tr>
<td>#2 Granite City Shuttle</td>
<td>No Change</td>
<td>No Change</td>
<td>No Change</td>
</tr>
<tr>
<td>#5 Tri-City Regional</td>
<td>236.83</td>
<td>.1</td>
<td>$21,452.06</td>
</tr>
<tr>
<td>#6 Roxana – Pontoon Beach</td>
<td>No Change</td>
<td>No Change</td>
<td>No Change</td>
</tr>
<tr>
<td>#7 Alton – Edwardsville</td>
<td>(110.5)</td>
<td>(.05)</td>
<td>$ (8,714)</td>
</tr>
<tr>
<td>#12 Bethalto Shuttle</td>
<td>No Change</td>
<td>No Change</td>
<td>No Change</td>
</tr>
<tr>
<td>#14 Highland Shuttle</td>
<td>No Change</td>
<td>No Change</td>
<td>No Change</td>
</tr>
<tr>
<td>#18 Collinsville Regional</td>
<td>(454.8)</td>
<td>(.22)</td>
<td>$ (35,866)</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>(744.97)</td>
<td>(.37)</td>
<td>($55,972.94)</td>
</tr>
</tbody>
</table>

Additional Previously Approved Changes for January 10, 2016
As previously approved by the MCT Board of Trustees, MCT will also be implementing the following changes to its Fixed-Route system on January 10, 2016:

- New MCT Fixed-Route Fare Zone Boundaries affecting the following MCT Routes:
  - #1 Riverbend
  - #4 Madison – Edwardsville
  - #5 Tri-City Regional
  - #6 Roxana – South Roxana

- Elimination of MCT Fixed-Route Transfers and Full Implementation of New MCT Fare Media:
  - **MCT 2-Hour Zone Pass ($2.00):** Valid for unlimited multi-directional trips within a single fare zone on MCT fixed-routes. Valid for two hours from purchase on date of issue. Not Valid on MCT Express trips or on Metro. Effective November 1, 2015.
  - **MCT 2-Hour Regional Pass ($3.00):** Valid for unlimited multi-directional trips on all MCT fixed-route buses, all MetroBus routes and all MetroLink trains. Valid for two hours from purchase on date of issue. Effective November 1, 2015.
  - **MCT Express Round Trip Pass ($5.00):** Valid only on MCT Express routes (including Rams and Muny Express) for round trip service within one calendar day (date of issue) for multi-directional travel. Not valid on Metro. Effective January 10, 2016.
  - **MCT Senior Select Free Ride ID (FREE):** Valid for unlimited free trips on all MCT fixed-routes for Madison County residents aged 75 and up. Must receive MCT issued Photo ID.
RESOLUTION 16-06

AUTHORIZING EQUAL EMPLOYMENT OPPORTUNITY PROGRAM
REVISIONS PURSUANT TO FEDERAL REQUIREMENTS

WHEREAS, the Madison County Mass Transit District (District) is responsible for the provision of public mass transportation services pursuant to Section 3 of the Local Mass Transit District Act, as approved July 21, 1959, as amended (70 ILCS 3610/1 et. seq.); and,

WHEREAS, as a recipient of federal funds, the District is required by the United States Department of Transportation, Federal Transit Administration to administer an ongoing Equal Employment Opportunity Program; and,

WHEREAS, the District is required by the United States Department of Transportation, Federal Transit Administration to submit program updates pursuant to guidelines as described in Federal Transit Administration Circular 4704.1.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE MADISON COUNTY MASS TRANSIT DISTRICT THAT:

1. The Madison County Mass Transit District adopts the attached Equal Employment Program, revised October 2015.

2. The Madison County Mass Transit District file with the United States Department of Transportation, Federal Transit Administration the revised Equal Employment Opportunity Program.

3. Jerry J. Kane, Managing Director of the Madison County Mass Transit District, is hereby authorized to take any and all actions as may reasonably be required to enact and administer said program, and maintain the District in full compliance with the provisions of Federal Transit Administration Circular 4704.1.

ADOPTED by the Board of Trustees of the Madison County Mass Transit District, Madison County, Illinois, on this twenty-ninth day of October 2015.

[Signatures]

Daniel L. Corbett, Chairman

J. Terry Allan

Rose Marie Chadwick

Bruce G. Malone

Edward A. Hagnauer

Bruce A. Malone

APPROVED as to Form:

John T. Papa, Legal Counsel
CERTIFICATE

I, Erin Werner, do hereby certify that I am the fully qualified and acting Secretary of the Board of Trustees of the Madison County Mass Transit District, and as such Secretary, I am the keeper of the records and files of the Madison County Mass Transit District.

I do further certify that at a duly constituted and legally convened meeting of the Board of Trustees of the Madison County Mass Transit District held on Thursday, October 29, 2015, a resolution was adopted in full accordance and conformity with the by-laws of the Madison County Mass Transit District and the statutes of the State of Illinois, as made and provided, and that the following is a full, complete, and true copy of the pertinent provisions of said Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE MADISON COUNTY MASS TRANSIT DISTRICT THAT:

1. The Madison County Mass Transit District adopts the attached Equal Employment Program, revised October 2015.

2. The Madison County Mass Transit District file with the United States Department of Transportation, Federal Transit Administration the revised Equal Employment Opportunity Program.

3. Jerry J. Kane, Managing Director of the Madison County Mass Transit District, is hereby authorized to take any and all actions as may reasonably be required to enact and administer said program, and maintain the District in full compliance with the provisions of Federal Transit Administration Circular 4704.1.

I further certify that the original of the complete said resolution is on file in the records of the Madison County Mass Transit District in my custody. I do further certify that the foregoing Resolution remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto affixed my official signature as Secretary of the Madison County Mass Transit District on this twenty-ninth day of October 2015.

__________________________
Erin Werner
EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

FY 2016 – 2019

MADISON COUNTY MASS TRANSIT DISTRICT
GRANITE CITY, ILLINOIS

October 2015
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I. BACKGROUND

This report presents the updated FY 2016-2019 Equal Employment Opportunity Program (EEO Program) of the Madison County Mass Transit District (MCT). MCT was created in 1980 to improve local public transportation services in Madison County, Illinois. Since that time, the system has grown steadily to its current fleet of 118 fixed route and paratransit vehicles operated in daily service.

MCT itself operates no services directly, but historically has contracted with three entities for service delivery. Until 1985, the system was entirely fixed route and all services were operated by the St. Louis regional operator, Bi-State Development Agency of the Missouri-Illinois Metropolitan District, d/b/a Metro. When MCT inaugurated new paratransit service in 1985, it contracted with the Agency for Community Transit, Inc. (ACT) for service delivery. ACT, a private, non-profit 501(c)(3) agency incorporated in the State of Illinois, was created specifically for the purpose of serving MCT in this manner. ACT was given added responsibility for local fixed route shuttle services beginning in 1986, and has steadily acquired additional operating responsibilities in subsequent years. By 1991, transit system expansion led MCT to contract with Mayflower Contract Services (later Laidlaw Transit Services, Inc.), a private, for-profit operator. The contract with Laidlaw was terminated in early 1997, and much of the service operated by Metro was transferred to ACT on December 1, 1997. Since May 1998, ACT has operated all regular fixed routes and complementary paratransit services. Providing transit and paratransit services on behalf of MCT continues to be ACT’s exclusive function. As the board of MCT appoints the board of ACT, for Accounting purposes ACT is considered to be a blended subcomponent of MCT.

MCT is overseen by a five-member Board of Trustees appointed by the Madison County Board, and a Managing Director who serves as MCT’s chief executive officer. The Board has a long-term contract with ACT to provide management services for MCT, including employment of the Executive Director and other personnel necessary to deliver transit services. The Managing Director of MCT serves as the Executive Director of ACT, and the current Chairman of MCT is also on the board of ACT.

As described in Federal Transit Administration (FTA) Circular 4704.1, MCT is responsible for having an Equal Employment Opportunity Program by virtue of its status as a recipient and sub-recipient of FTA Section 5307 and 5309 funds. Although MCT itself does not employ 50 or more transit-related employees, the exclusive functional relationship between MCT and ACT, which does retain over 50 transit-related employees for the purposes of MCT, dictates that an EEO Program be maintained. The EEO Program is intended to be 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 MCT and ACT’s work force.

Recognizing the unique relationship between MCT and ACT, this updated FY 2016-2019 EEO Program presents the affirmative action goals for the combined work force of both organizations. Accordingly, subsequent references to MCT and ACT throughout this document may be considered interchangeable.
ACT has strived to eliminate all outstanding incidences of significant underutilization of minorities and females in its work force. This is the result of the documented measures taken to assure nondiscrimination on the basis of race, color, religion, sex, national origin, age or disability in matters of employment. This updated plan additionally defines an ongoing strategy to prevent future statistical imbalances in minority and female employment relative to their availability in the applicable local and regional labor markets, and to maintain full utilization of minorities and women at all levels of ACT's work force. Implementation of this plan will ensure that ACT avoids any practice or procedure that might foster or perpetuate discriminatory barriers to employment for all individuals in the future.
II. POLICY STATEMENT

Agency for Community Transit, Inc. (ACT) is committed to extending equal employment opportunities to all persons regardless of race, color, creed, national origin, sex, age, or disability. This commitment relates to all terms and conditions of employment, such as recruitment, selection, promotion, termination, transfer, layoff, recall, training, and compensation, except where there is a bona fide occupational qualification.

To support attainment of its commitment, it is the policy of ACT to implement and maintain an equal employment opportunity (EEO) program that includes goals and timetables to achieve employment levels for minorities and females consistent with their availability in the relevant labor market. Implementation of this program is the responsibility of Erin Werner, ACT’s Administrative Assistant, who shall act as the EEO Officer under the direction of the ACT Executive Director. All ACT management and supervisory personnel share in this responsibility and perform specific tasks as assigned by the Director to assure that EEO program goals and timetables are achieved. Managers and supervisors will be evaluated in part on the basis of the success of their efforts in carrying out EEO program activities.

All ACT employees and applicants for employment shall be treated fairly in all matters of employment, and shall have the right to file a complaint with the EEO Officer if they believe that they have been discriminated against by ACT.

Successful achievement of this policy will benefit ACT through fuller utilization and development of previously underutilized human resources.
EQUAL EMPLOYMENT OPPORTUNITY PROGRAM
POLICY STATEMENT

Agency for Community Transit, Inc. (ACT) is committed to extending equal employment opportunities to all persons regardless of race, color, creed, national origin, sex, age, or disability. This commitment relates to all terms and conditions of employment, such as recruitment, selection, promotion, termination, transfer, layoff, recall, training, and compensation, except where there is a bona fide occupational qualification.

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Successful achievement of this policy will benefit ACT through fuller utilization and development of previously underutilized human resources.

______________________________  ____________________
Jerry J. Kane, Executive Director  Date
III. DISSEMINATION PROCESS

A critical element of EEO Program implementation is the aggressive notification of the various parties involved regarding organizational commitments to equal employment opportunity and affirmative action. ACT utilizes a variety of internal and external communication measures to ensure effective communications. These are summarized in the following paragraphs.

A. Internal Communication

ACT employees are informed about the EEO Program through the following methods:

1. The EEO Program policy statement is posted conspicuously on all employee bulletin boards located in the ACT facility.
2. The EEO Program policy statement is included in the ACT Employee Handbook distributed to each new employee and discussed during employee orientation.
3. A copy of the EEO Program is available for review at ACT’s administrative office by all interested employees and applicants for employment.
4. Meetings with management and supervisory personnel have been convened in the past to explain the intent of the policy and individual responsibilities for effective implementation. Additional meetings will be held in the future as new managers are integrated into the organization.
5. Nondiscrimination clauses are included in all union agreements.
6. Meetings are held with minority and female employees to get their suggestions in implementing and refining the EEO Program.

B. External Communication

Applicants, vendors and other interested parties outside of the organization are notified of the EEO Program through the following methods:

1. Employee recruitment sources are notified verbally and/or in writing of ACT’s policy regarding nondiscrimination. Minority organizations such as the Madison County Urban League, International Institute of St. Louis, Urban League of St. Louis, Hispanic Chamber of Commerce, and the St. Louis American Newspaper receive written notification regarding ACT’s EEO policy.
2. All recruitment advertisements state that ACT is an equal opportunity employer. Minority organizations and newspapers are notified regularly when ACT is undertaking a recruitment action.
3. The ACT employment application is reviewed periodically to ensure that every applicant is afforded the maximum opportunity to display his/her job related qualifications.
4. ACT includes EEO provisions in all specifications used for competitive procurements.
IV. RESPONSIBILITY FOR EEO PROGRAM IMPLEMENTATION

Responsibility for implementation of ACT’s Equal Employment Opportunity Program is shared by all directors, managers and supervisors within the organization. The specific role of each is described below:

A. Board of Directors

The Board oversees the continuing implementation and refinement of the EEO Program. The Board is responsible for reviewing EEO Program progress reports.

B. Executive Director

The Executive Director of ACT is responsible for the development and effective implementation of the EEO Program, including the approval of personnel actions. Specific functions of the Executive Director include:

- Recommending to the Board of Directors solutions to problems identified in the realm of equal employment opportunity;
- Review and investigation of all formal charges of discrimination, including recommendations for appropriate response and coordination with applicable regulatory agencies;
- Review of all requests for reasonable accommodation of work duty for people with disabilities as applicable to the Americans with Disabilities Act.
- Monitoring employment recruitment, selection, promotion, layoff, termination and transfer policies and practices to ensure conformance to EEO policies;
- Liaison between ACT and MCT, FTA and the Illinois Department of Transportation;
- Liaison between ACT and external organizations concerned with employment opportunities for minorities and women.

C. Administrative Assistant / EEO Officer

The Executive Director has assigned Erin Werner, Administrative Assistant, as the EEO Officer to carry out the day-to-day implementation of the EEO Program. In the event that the designated EEO Officer is unable to fulfill the obligations of the position (i.e. due to an extended leave of absence, change in employment status, etc.), the Executive Director is authorized to designate an interim and/or replacement EEO Officer. The EEO Officer is responsible for the following:

- Developing and recommending EEO Policy, a written EEO Program, and internal and external communication procedures;
- Facilitation of workshops involving management and supervisory personnel;
- Designing, implementing, and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where further action is needed;
- Assisting management in collecting and analyzing employment data, identifying problem areas, setting goals and timetables, and developing programs to achieve goals;
• Reporting periodically to the Executive Director on progress of each unit in relation to ACT goals;
• Measurement of affirmative action effectiveness;
• Periodic revision of affirmative action goals;
• Providing assistance to ACT managers and supervisors with particular aspects of the EEO Program;
• Oversight of training programs to ensure that EEO Program elements are appropriately covered;
• Review of all requests for reasonable accommodation of work duty for people with disabilities as applicable to the American with Disabilities Act.
• Monitoring employment recruitment, selection, promotion, layoff, termination and transfer policies and practices to ensure conformance to EEO policies;
• Assisting in recruiting minority, handicapped and women applicants and establishing outreach sources for use by hiring officials;
• Concurring in all hires and promotions;
• Investigation of all formal charges of discrimination, including recommendations for appropriate response and coordination with applicable regulatory agencies;
• Processing employment discrimination complaints;
• Liaison between ACT and MCT, FTA and the Illinois Department of Transportation;
• Liaison between ACT and external organizations concerned with employment opportunities for minorities and women; and
• Assuring that current legal information affecting affirmative action is disseminated to responsible officials.

D. Managers and Supervisors

It is the responsibility of all managers and supervisory personnel to cooperate with efforts to implement the EEO Program. Managers and supervisors are responsible for the following:
• Assisting in identifying problem areas and establishing agency and unit goals and objectives;
• Ensuring that all employee qualifications are considered for promotions and/or transfers;
• Ensuring the prevention of harassment of employees placed through affirmative action efforts;
• Ensuring that employees placed through affirmative action efforts are given the training and support necessary to achieve success on the job;
• Participating in the review and/or investigation of complaints alleging discrimination at the direction of the EEO Officer or Executive Director;
• Being actively involved with local minority organizations, women’s and handicapped groups, community action organizations and community service programs designed to promote EEO;
• Holding regular discussions with other managers, supervisors, and employees to assure ACT policies and procedures are being followed;
• Conducting and supporting career counseling for all employees;
• Participating in periodic audits to ensure that each agency unit is in compliance (e.g., EEO posters are properly displayed on employee bulletin boards).
V. UTILIZATION ANALYSIS

The purpose of this analysis is to identify those job categories where there is an underutilization or concentration of minorities and female employees within the ACT organization in relation to their availability in the applicable (local or regional) labor market. This determination is made by comparing the distribution of females and minority male incumbents within each job classification to the availability of these groups in the applicable labor market from which future ACT employees are recruited. The results are used as the basis for the action plan that includes goals and timetables for elimination of the underutilization or concentration.

A. Work Force Analysis

Table 1, available on page 10, reflects the current distribution of ACT employees by sex, race and job category. As of June 30, 2015, ACT employed 281 persons, an increase of 15 employees since the close of FY 2012 and the completion of the previous EEO Program. Approximately 67% of all ACT employees are transportation operative workers with the remainder distributed among maintenance and administrative positions. Changes in work force composition during the preceding three years are noted below:

- The total number of minority employees in the ACT work force increased from 48 to 67 (18% to 24%). A majority of the minority employees were of African American origin, with five persons of Hispanic origin, one American Indian-Alaska Native, and three employees claiming two or more origins.
- The total number of female employees in the ACT work force remains constant at 107, but fell from 40% to 38%. The present female work force includes 30 of African-American origin, two females of Hispanic descent, and one employee claiming two or more origins.
- The percentage of white males in the work force increased slightly, from 49% at the close of FY 2012 to 50% at the close of FY 2015.

B. Labor Availability Analysis

Also appearing on Table 1 is the most recent available distribution of labor availability by sex, race and job category. This information, based on 2013 census data, was obtained from the State of Illinois Department of Employment Security, Economic Information and Analysis Division for the local (Madison County) and regional (St. Louis MSA - Illinois section, consisting of five counties) labor markets.

The assumption was made that employees who are recruited into positions within the Officials/Managers, Professionals, and Sales Workers job classifications are likely to be drawn from the five-county region, and that all other job categories are likely to be drawn from within Madison County.

The data indicates that availability of minority applicants range from a low of 6.1% among Craft Workers to a high of 16.4% among Sales Workers. Minority population comprised approximately 15.9% of the population of Madison County in 2013.
The availability of female applicants ranges from 5.9% among the Craft Workers to 77.1% among Administrative Support Workers. Female population comprised approximately 51.1% of the population of Madison County in 2013.

C. Incidence of Underutilization/Concentration

For purposes of this discussion, underutilization refers to a condition in which there are fewer minorities and/or females in a particular job category than would reasonably be expected based on their presence in the relevant labor market. Concentration means a higher representation of a particular minority group in a job category as compared to their representation in the relevant labor market.

1. Female Employees

Overall, the percentage of female employees in the ACT work force decreased from 40% in FY 2012 to 38% in FY 2015, however the number of female employees remains constant at 107. Minority female incumbents as a percentage of total female employees is 31%, an increase of 12% from FY 2012. Thirty of the minority females employed by ACT at the close of FY 2015 were African-American, two of Hispanic descent, and one employee identified with two or more races.

A comparison of the work force and labor market by employee classification at the end of FY 2015 revealed that underutilization of females occurred in six classifications: Officials and Managers (15%), Professionals (37%), Sales Workers (55%), Administrative Support Workers (6%), Craft Workers (6%), and Service Workers (65%).

2. Minority Employees

Overall, the percentage of minority employees increased from 18% in FY 2012 to 24% in FY 2015. Minority male employees in the work force increased from 11% to 12% during the same period. Minority males, as a percentage of total male employees, is 20%, an increase of 2% from FY 2012. Twenty-eight of the minority males employed by ACT at the close of FY 2015 were of African-American origin, three were of Hispanic ancestry, one was American Indian or Alaskan Native, and two employees identified with two or more races.

A comparison of the work force and labor market by employee classification at the end of FY 2015 revealed that underutilization of minorities occurred in one category: Craft Workers (6%). A concentration of minority employees was present in four employee categories at the close of FY 2015. These included Sales Workers (34%), Operative Workers (18%), Laborers (9%), and Administrative Support Workers (3%). These figures are affected by the small number of positions in all job categories other than Operative Workers and Administrative Support Workers.
### TABLE 1
Madison County Mass Transit District / Agency for Community Transit
Work Force Analysis
June 30, 2015

<table>
<thead>
<tr>
<th>Dept. Job Title or Number</th>
<th>Wage / Salary Range (1)</th>
<th>Total</th>
<th>Male</th>
<th>Female</th>
<th>Minority</th>
<th>Number</th>
<th>Male</th>
<th>Female</th>
<th>Minority</th>
<th>Number</th>
<th>Male</th>
<th>Female</th>
<th>Minority</th>
<th>Number</th>
<th>% of Under Utilization</th>
<th>Goal</th>
<th>Projected % Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officials and Managers</td>
<td>$67,000 - $137,000</td>
<td>11</td>
<td>8</td>
<td>3</td>
<td></td>
<td></td>
<td>1</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professionals</td>
<td>$33,000 - $79,000</td>
<td>11</td>
<td>8</td>
<td>3</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technicians</td>
<td>$40,000 - $40,000</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td></td>
<td></td>
<td>0</td>
<td></td>
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<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Sales Workers</td>
<td>$35,000 - $38,000</td>
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<td>0</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Support Workers</td>
<td>$26,000 - $57,000</td>
<td>28</td>
<td>8</td>
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<td></td>
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<td>18</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Craft Workers</td>
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<td>18</td>
<td>0</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operatives</td>
<td>$35,000 - $62,000</td>
<td>187</td>
<td>110</td>
<td>77</td>
<td></td>
<td></td>
<td>83</td>
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<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Laborers</td>
<td>$25,000 - $46,000</td>
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<td>17</td>
<td>4</td>
<td></td>
<td></td>
<td>14</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Service Workers</td>
<td>$31,000 - $32,000</td>
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<td></td>
<td>2</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>281</td>
<td>174</td>
<td>107</td>
<td></td>
<td></td>
<td>140</td>
<td></td>
<td></td>
<td></td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes:

- W - White
- AA - African American
- HISP - Hispanic
- API - Asian Pacific Islander
- AIAN - American Indian or Alaskan Native
- NHOP - Native Hawaiian or Other Pacific Islander
- Multi - Two or More Races

(1) Hourly rates, where applicable, were annualized on an assumption of 2,080 hours per year rounded to the nearest $1,000

(2) Market area for officials/managers, and sales workers is the five-county St. Louis MSA (Illinois section) as determined by the Illinois Department of Employment Security. For all other categories, the market area is Madison County, Illinois.
VI. GOALS AND TIMETABLES

A. Analysis of FY 2013-2015 Program Goal Achievement

ACT is committed to making its workforce profile more closely reflect the available labor force in its relevant market area for each job category. Although not all goal categories were realized, the overall program should be considered a success.

At the close of FY 2015, approximately 67% (unchanged from FY 2012) of the ACT employees were Transportation Operative Workers with the remainder distributed among the other eight job categories. Therefore, even a single hire affects the numerical percentages. Anticipated recruitments in the Officials/Managers, Professionals, Sales Workers, and Service Workers categories did not take place, which resulted in the inability to realize the goals set for these job categories. Additionally, retention of employees during FY 2013-2015 was greater than expected. Therefore, the opportunities for new hires, a requisite to attainment of the job category goals, was minimized. ACT did recruit a minority female to fill one position in the Professional Workers job category.

B. FY 2016-2019 EEO Program Goals

The following action plan is proposed to address the conditions described in Section V Utilization Analysis. Consistent with Federal guidelines, the plan includes short-range numerical hiring goals and longer-range percentage goals for attaining a balanced workforce.

Based on current information, ACT expects the workforce to remain relatively static during FY 2016 through FY 2019. Total employment is projected to increase from 281 to 291 employees by June 30, 2016.

Short Range Goals – FY 2016 (July 1, 2015 – June 30, 2016)

Table 2, available on page 14, provides the numerical hiring goals for FY 2016. The goals are designed to maintain minority and female employment levels in all labor classifications. In order to avoid double-counting minority females in the current ACT workforce, the goals shown on Table 2 are distinguished between all females and minority males.

ACT estimates the need to fill 34 positions during FY 2016. Twenty-five of the 34 employment opportunities will be Transportation Operative positions.

Discussion of the hiring goals follows.

- Officials/Managers (1 expansion position)
  At the close of FY 2015, the workforce consisted of 11 officials and managers, of whom three were females, seven were white males and one was a minority male. A review of the Work Force Analysis indicates that females are underutilized by 15% (1 employee). ACT will attempt to recruit one female to this job category during FY 2016.
• **Professional Workers (1 expansion position)**
  At the close of FY 2015, professional workers consisted of 11 incumbents, eight were white males, two were white females, and one female identifying with two or more races. A review of the Work Force Analysis indicates that females are underutilized by 37% (4 employees) for this job class. ACT will endeavor to recruit one female Professional Worker during FY 2016.

• **Sales Workers (1 replacement position)**
  At the close of FY 2015, the workforce consisted of two incumbents of whom one was a white male and one was a minority male. During FY 2016, one vacancy of an existing position is expected to occur. A review of the Work Force Analysis indicates that females are underutilized by 55% (1 employee). ACT will endeavor to recruit one female Sales Worker during FY 2016 to correct the underutilization of females in this job category.

• **Administrative Support Workers (1 replacement position)**
  At the close of FY 2015, the workforce consisted of 28 incumbents; 18 of whom were white females, six were white males, two were minority females, and two were minority males. During FY 2016, one vacancy of an existing position is expected to occur. A review of the Work Force Analysis indicates that females are underutilized by 6% (1 employee). ACT will endeavor to recruit one female during FY 2016.

• **Craft Workers (2 expansion positions)**
  At the close of FY 2015, 18 Craft Workers were employed at ACT; all were white males. A review of the Work Force Analysis indicates that minorities are underutilized by 6.1% (1 employee) and females are underutilized by 5.9% (1 employee). Hiring one minority female would improve the underutilization (5.9% to 0.6%) of all females in this job category and hiring one minority male would improve the underutilization (6.1% to 0.8%) of all minority males in the Craft Workers job category.

• **Transportation Operative Workers (20 replacement positions, 5 expansion positions)**
  At the close of FY 2015, the transportation operative workers (bus drivers and road supervisors) workforce consisted of 187 incumbents, of whom 27 were minority males and 77 were females. During FY 2016, 20 existing positions and five expansion positions are expected to occur. As there is currently a concentration of both minority males and females within this job classification, ACT will endeavor to maintain current percentages of these categories of individuals.

• **Laborers (2 replacement positions)**
  At the close of FY 2015, 21 Laborers were employed at ACT, of whom four were females and three were minority males. During FY 2016, two vacancies in the Laborers job category are anticipated. As there is currently a concentration of both minority males and females within this job class, ACT will endeavor to maintain current percentages of these categories of individuals.

• **Service Workers (1 expansion position)**
  At the close of FY 2015, two white males comprised the Service Worker job class at ACT. A review of the Work Force Analysis indicates that females are underutilized by 65% (1 employee) for this job class. ACT will attempt to recruit one female during FY 2016.
Long Range Goals – FY 2016 – FY 2019

The combination of short range and long range employment goals, as displayed in Table 1 (page 10) and Table 2 (page 14), indicate the underutilization of females in the job categories for Officials and Managers, Sales Workers, Administrative Support Workers, Craft Workers, and Service Workers and the underutilization of minority Craft Workers will continue through FY 2015, while the underutilization of female Professionals will continue through FY 2019. It is projected that ACT’s work force will rise to approximately 294 employees by the close of FY 2019. ACT’s goal will be to stabilize the work force composition at approximately 12% minority males and 40% females by the close of FY 2019. Balancing adjustments within particular job classifications will be attempted as vacancies arise.
## NUMERIC GOALS FOR FY 2016

<table>
<thead>
<tr>
<th>Job Category</th>
<th>Male Minority</th>
<th>Female All</th>
<th>Male Minority</th>
<th>Female All</th>
<th>Male Minority</th>
<th>Female All</th>
<th>% Rate of Anticipated Hires</th>
<th>Anticipated Workforce 6/30/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officials/Managers</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>2.9%</td>
<td>12</td>
</tr>
<tr>
<td>Professionals</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>2.9%</td>
<td>12</td>
</tr>
<tr>
<td>Technicians</td>
<td>0.0%</td>
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<td>0.0%</td>
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<tr>
<td>Sales Workers</td>
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<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>2.9%</td>
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</tr>
<tr>
<td>Administrative Support</td>
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<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>2.9%</td>
<td>28</td>
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<tr>
<td>Operatives</td>
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<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>2.9%</td>
<td>20</td>
</tr>
<tr>
<td>Laborers</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>2.9%</td>
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<td>Service Workers</td>
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<td>0.0%</td>
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<td>Total</td>
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<td>14.0%</td>
<td>9.0%</td>
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<td>0.0%</td>
<td>11.0%</td>
<td>41.2%</td>
<td>291</td>
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## Future Period: July 1, 2015 - June 30, 2016

<table>
<thead>
<tr>
<th>Job Category</th>
<th>Total Employees as of 6/30/2015</th>
<th>Total Anticipated Openings</th>
<th>% Rate of Anticipated Hire</th>
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</thead>
<tbody>
<tr>
<td>Officials/Managers</td>
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<td>1</td>
</tr>
<tr>
<td>Professionals</td>
<td>11</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Technicians</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sales Workers</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Administrative Support</td>
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<td>6</td>
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<tr>
<td>Craft Workers</td>
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</tr>
<tr>
<td>Operatives</td>
<td>187</td>
<td>83</td>
<td>83</td>
</tr>
<tr>
<td>Laborers</td>
<td>21</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Service Workers</td>
<td>2</td>
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<td>2</td>
</tr>
<tr>
<td>Total</td>
<td>281</td>
<td>140</td>
<td>107</td>
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## NUMERIC GOALS FOR FY 2016

<table>
<thead>
<tr>
<th>Job Category</th>
<th>Future Period: July 1, 2015 - June 30, 2016</th>
<th>% Rate of Anticipated Hires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officials/Managers</td>
<td>11.0%</td>
<td>11.0%</td>
</tr>
<tr>
<td>Professionals</td>
<td>11.0%</td>
<td>11.0%</td>
</tr>
<tr>
<td>Technicians</td>
<td>1.0%</td>
<td>1.0%</td>
</tr>
<tr>
<td>Sales Workers</td>
<td>2.0%</td>
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</tr>
<tr>
<td>Administrative Support</td>
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<tr>
<td>Craft Workers</td>
<td>20.6%</td>
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</tr>
<tr>
<td>Operatives</td>
<td>20.6%</td>
<td>20.6%</td>
</tr>
<tr>
<td>Laborers</td>
<td>20.6%</td>
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</tr>
<tr>
<td>Service Workers</td>
<td>64.8%</td>
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<td>Total</td>
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VII. ASSESSMENT OF EMPLOYMENT PRACTICES

ACT has applied equal employment opportunity practices consistently since its formation in 1985. The following paragraphs summarize ACT’s current practices. Tables 3-6, found on pages 18-21, provides statistical data on ACT’s current employment practices.

A. Recruitment

Agency for Community Transit, Inc. (ACT) is committed to extending equal employment opportunities to all persons regardless of race, color, creed, national origin, sex, age, or disability. This commitment relates to all terms and conditions of employment, such as recruitment, selection, promotion, termination, transfer, layoff, recall, training, and compensation, except where there is a bona fide occupational qualification.

ACT’s recruitment efforts include, but are not limited to, the following actions to increase the pool of qualified candidates for hiring consideration:

1. Posting Drivers Wanted signage, with nearby interstate visibility, at the ACT headquarters
2. Employment applications are available at the ACT headquarters
3. Participation in local job fairs
4. Advertising job opportunities in newspapers and/or vocational or trade publications, when applicable to position
5. Solicit qualified candidates utilizing vocational or trade schools, when applicable to position
6. Advertising job opportunities on ACT’s social media page
7. Advertising job opportunities utilizing online career posting websites such as Monster.com, Craig’s List, and/or IllinoisJobLink.com

B. Employee Selection

The selection of personnel for all ACT position classifications adheres to a defined process that accommodates all applicable Federal regulations, including the Commercial Driver License (CDL) for all vehicle operatives and selected maintenance positions, as well as USDOT Alcohol/Drug Screening and Americans with Disabilities Act (ADA) regulations for all positions.

1. Resume/Application Screening - Incoming resumes are reviewed in the context of applicable preference criteria.

For bus driver positions, preference criteria include: (a) prior driving experience; (b) valid CDL license with bus endorsement; (c) stable employment record reflecting a pattern of long tenure in positions and few gaps between jobs; (d) prior experience working with the public; (e) consistent wage and benefit expectations; and, (f) Madison County residency.

For maintenance positions, preference criteria include: (a) prior experience in related maintenance positions i.e. for a mechanic prior experience with servicing, maintenance and
repair of buses or comparable vehicles; (b) relevant education or training; (c) stable employment record reflecting a pattern of long tenure in positions and few gaps between jobs; (d) consistent wage and benefit expectations; and (e) Madison County residency.

For administrative positions, preference criteria include: (a) appropriate academic background and attainment; (b) prior experience in a relevant job, field or discipline; (c) stable employment record reflecting a pattern of long tenure in positions and few gaps between jobs; (d) consistent wage and benefit expectations; and (e) Madison County residency.

Every candidate is required to complete the standard employment application prior to the interview meeting.

1. **Telephone Interview** - Qualified candidates are contacted to discuss the position and determine their interest in employment with ACT. A face to face interview is scheduled if continuing interest is shown.

2. **Interview** - Candidates meet with the Human Resources Manager and position supervisor to discuss work history and qualifications. Situational exercises are used to assess knowledge base and decision making skills. Bus driver and dispatcher candidates are queried for knowledge of Madison County community locations and street network. Candidates for supervisory and management positions may participate in a second interview with other managers and/or the Executive Director.

3. **Physical Examination** - All offers of employment are contingent upon the positive outcome of a pre-employment physical examination, drug screen, and background reference check.

4. **Staff Review** - Upon completion of interviews, interviewing notes and application are reviewed by Agency staff as appropriate, including the position supervisor, Human Resources Manager, EEO Officer and the Executive Director.

5. **Background Check** – Offers of employment are contingent upon acceptable confirmation of motor vehicle reports, criminal records, and employment verifications. These background records are completed on each candidate. Personal references may be contacted by telephone and/or written verification.

C. **Seniority, Upgrading and Training**

ACT does not generally apply seniority-based criteria to define employment rights, except as provided for by its collective bargaining agreement with the Service Employees International Union – Local 1 to determine the sequence of bidding and extra work assignment awards among comparably qualified employees. The tenure of non-represented employees may be considered by individual supervisors when assigning work shifts or assignments to comparably qualified employees within a position classification.
Internal candidates are given full and equal consideration for open positions. However, decisions regarding upgrading, promoting, or transferring current ACT employees into different positions are made on the basis of an employee’s performance record and qualifications and how those qualifications meet the needs of the position available.

Prior to driving in revenue service, all bus drivers are provided with four weeks of training. Maintenance personnel are provided with individualized training appropriate to the position classification. Administrative personnel, including managers, primarily train on the job. All employees complete a new employee orientation which includes awareness training of the EEO policy.

D. Compensation Practices

Wages and benefits for represented bus drivers are determined through the collective bargaining agreement. This covers 67% of the positions in the organization.

Non-represented personnel are compensated according to an established wage range commensurate with the general market for related skills and duties and are subject to periodic adjustment.

All full-time employees, not represented through a collective bargaining unit are eligible for a benefits package consisting of health and welfare insurance, and paid time for vacation, personal holiday, holidays and sick leave. Upon hire, all non-represented employees are eligible to participate in a “403b” retirement plan. After one year of continuous service, ACT will match the employee contribution within established limits.

E. Disciplinary, Discharge and Termination Practices

Disciplinary, discharge, and termination practices for collective bargaining unit represented bus drivers are covered under the collective bargaining agreement. This covers 67% of the positions in the organization. The agreement contains grievance and arbitration language to guide the adjudication of disputes or differences of opinion raised by a bus driver or drivers against the Agency in matters involving disciplinary actions up to and including termination.

Non-represented employees are advised in writing upon offer of employment that they are considered at-will employees of ACT. Disciplinary actions up to and including termination, are determined on the basis of the policy infraction and past work performance of the employee. A non-represented employee who commits a criminal act or an act of serious malfeasance or negligence that endangers a fellow employee or ACT property is subject to immediate termination. An employee whose work performance falls below acceptable standards in matters such as the quality of work undertaken or accomplished, quality of judgment exercised, recurring absence or tardiness, inappropriate behavior and the like, is subject to progressive discipline as is appropriate. Such discipline may include any or all of the following:

- The employee receives written warning notification of the inappropriate action/behavior. This notice includes the future expectations for the employee’s
behavior/action and future disciplinary action should the behavior/action at issue continue or reoccur.

- The employee receives an unpaid suspension from work duties. Upon notification of the disciplinary suspension, the employee receives written warning notification of the inappropriate action/behavior. This notice includes the future expectations for the employee’s behavior/action and future disciplinary action should the inappropriate behavior/action continue or reoccur.

- The employee is terminated from employment with the Agency for Community Transit.

Non-termination disciplinary actions are generally administered by the direct supervisor of the subject employee. Prior to a final termination action, the performance records and current inappropriate action/behavior of the employee are reviewed by both the EEO Officer and Executive Officer.

F. **Assessment of Inhibiting Practices**

ACT believes that none of its employee recruitment, selection, or compensation practices inhibits the recruitment, selection and retention of minorities and females as described in the FTA circular. This is reflected by the generally balanced utilization of the ACT work force.
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### Disciplinary Actions

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### Madison County Mass Transit District / Agency for Community Transit

#### Employment Practices

**June 30, 2015**

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**Notes:**
- The table provides breakdowns for different roles and ethnicities/sexes.
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## Disciplinary Actions

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<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>3-day Suspension</td>
<td>2.56%</td>
<td>0.85%</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>1-day Suspension</td>
<td>0.85%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Written Warning</td>
<td>35.00%</td>
<td>7.69%</td>
<td>0.85%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Verbal Warning</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Suspension w/ Out Pay</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Reserved</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Reserved</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Total</td>
<td>45.30%</td>
<td>10.26%</td>
<td>0.85%</td>
<td>0.00%</td>
</tr>
</tbody>
</table>
VIII. MONITORING AND REPORTING SYSTEM

The EEO Officer reviews all recruitment actions, hiring practices, training programs and disciplinary procedures.

Two computer systems, the Applicant Tracking and the Personnel System, provide tracking mechanisms for all recruitment, training, transfer, promotions and discipline actions. These programs allow for the tracking of all events by race and gender. Standard quarterly and semi-annual reports from the Applicant Tracking and Personnel System are generated by the EEO Officer and used to monitor and evaluate the status of the ACT work force. Additional reports are developed and sourced as appropriate.

The EEO Officer provides a formal EEO Status report on a semi-annual basis at a routine monthly meeting of the ACT Directors and Managers. Quarterly updates are provided when deemed applicable. With each position work order, the supervisor and/or manager work with the EEO Officer and Human Resources Manager, reviewing the current EEO status and goals of a department.

The Executive Director provides direction to the EEO Officer and periodically presents EEO Program progress reports to the Board of Directors.

The EEO Officer tracks all EEO complaints in an Excel spreadsheet accessible to the Executive Director.
IX. COMPLAINT PROCEDURE

Agency for Community Transit  
Equal Employment Opportunity Program  
Complaint Procedure

Any person who believes that he or she, individually, or as a member of any specific class of person, has been subjected to discrimination on the basis of race, color, creed, national origin, sex, age, or handicap may file a written complaint with the Agency for Community Transit.

Filing Complaints of Discrimination

A. Complaints may be submitted in writing to the EEO Officer or Executive Director.  
   Agency for Community Transit  
   EEO Officer  
   PO Box 7500  
   One Transit Way  
   Granite City, IL 62040.7500

B. All complaints must be submitted promptly.

C. The complaint must state, as fully as possible, the specific facts and circumstances of the alleged discrimination.

D. In cases in which the complainant is unable or incapable of providing a written statement, a verbal complaint of discrimination may be made to the EEO Officer. The EEO Officer will assist the person in converting the verbal complaint to a written document.

E. All complaints submitted must be signed by the complainant or his/her representative.

Investigation of the Complaint

A. The EEO Officer and Executive Director or his/her designee shall promptly review the complaint to determine if there is sufficient merit to warrant an investigation.

B. A complaint shall be regarded as meriting investigation unless:
   1. It clearly appears on its face to be frivolous or trivial;
   2. During the review process, the party complained against voluntarily concedes noncompliance and agrees to take appropriate remedial action;
   3. During the review process, the complainant withdraws the complaint; or,
   4. Other good cause for not investigating the complaint exists.
C. In the event that the complainant has not provided sufficient information to make a determination, the EEO Officer will request additional information providing adequate time for the complainant to respond. Failure of the complainant to submit additional information within the designated timeline may be considered good cause to terminate the investigation.

D. The EEO Officer and Executive Director or his/her designee shall promptly and thoroughly investigate the complaint of discrimination.

E. Investigators’ report will include:
   1. Summary of the complaint;
   2. Description of the investigation, including summary of interviews conducted and person(s) contacted; and
   3. Statement of investigator’s findings.

Disposition of Complaint

A. If an investigation results in the confirmation of an act of discrimination the appropriate corrective action will be taken.

B. If an investigation does not result in confirmation of an act of discrimination all parties will be so notified.
X. REASONABLE ACCOMMODATION PROCESS

Agency for Community Transit
Reasonable Accommodation Process

The Agency for Community Transit, Inc. (ACT) is committed to extending equal employment opportunities to all persons regardless of race, color, creed, national origin, sex, age or disability. This commitment applies to the recruitment, selection, training, and supervision of all employees in all job categories without regard to the above listed attributes, except where there exists a bona fide occupational qualification.

The Agency shall comply with all applicable requirements of the Americans with Disabilities ACT (ADA) and the Illinois Human Rights Act (IHRA). The Administrative Assistant, serving as the EEO Officer under the direction of the ACT Executive Director, is responsible for the implementation and compliance of these processes.

Requests for Reasonable Accommodation

Any individual, whether an employee or applicant, who is disabled as defined under the statutes of the ADA and IHRA, who satisfies the skill, experience and education requirements of the employment position, and who, with or without reasonable accommodation, can perform the essential functions of such position, may request a reasonable accommodation.

A. Reasonable accommodation requests are submitted in writing to the Administrative Assistant who serves as the EEO Officer.

Requests must include:
1. Name of the employee or applicant requesting the accommodation
2. Position currently held or being applied for
3. A description of the accommodation being requested
4. Explanation of the disability and its limitations applicable to the request for accommodation
5. Signature and date of the requester

B. Upon receipt of the request the EEO Officer will meet with the individual making the request to determine whether a reasonable accommodation is necessary to enable the individual to perform the essential functions of the position.

As applicable, a direct supervisor(s), Human Resource Manager, and Executive Director may participate in exploratory information meetings and the decision to determine whether a request for accommodation is reasonable as outlined by the ADA and IHRA.

C. The requesting individual will receive notice of the decision in a timely manner.
Grievance Procedure

Any individual, whether a current employee or applicant, who believes that he/she has been discriminated against, has been informed of conduct constituting discrimination, or who witnesses discrimination, should promptly submit a complaint to the EEO Officer or Executive Director in accordance with the following procedures. Once informed, the EEO Officer and/or the Executive Director shall be responsible for the investigation and grievance procedures contained herein.

A. Any individual wishing to submit a complaint must submit a statement to the EEO Officer or Executive Director. The statement should state the specific facts and/or perceived wrongful act (e.g., location, names, dates, times) to be investigated. All such complaints should be submitted promptly.

B. The EEO Officer and Executive Director or his/her designee shall promptly and thoroughly investigate the complaint describing the claimed discriminatory violation.

C. If an investigation confirms a violation has occurred, the Agency will take corrective action, including discipline of any employee found to be willfully negligent and/or discriminatory as applicable to the ADA or IHRA.
XI. ORGANIZATIONAL CHART
Madison County Mass Transit District
Agency for Community Transit

Organizational Chart

Madison County Transit District Board of Trustees
Agency for Community Transit Board of Directors

Managing Director and ACT Executive Director
Jerry Kane

Executive Secretary
Vacant

Administrative Assistant
DBE Liaison Officer
EEO Officer
Erin Werner

Director of Accounting
Mary Ruth Kettenbach
Accountant
Bookkeepers
Revenue Counters

Director of Administration
Vacant
Human Resources Manager
Receptionist
Risk Specialist

Director of Engineering
Mark Steyer
Facilities Technician
Grounds Supervisor
Grounds Crew

Fleet Manager
Wayne Gromadzki
Maintenance Clerk
Vanpool Service Coordinator
Fleet Database Coordinator
Night Supervisor
Fueler/Cleaners
Cleaners
Shop Foreman
Parts Technician
Journeyman Mechanics
Autobody Technician
Servicers
Building Maint. Technicians
Custodian
Detailer

Director of Marketing & Planning
SJ Morrison
Graphic Designer
Marketing Specialist
Mngr. - Planning & Scheduling
RideFinders Commute Service Reps.
Marketing & Outreach/Vanpool
Administrative Assistant

Director of MIS
Mike Potter
Network Administrator
Programmer
Computer Technician

Director of Operations
Tony Lafata
Mngr. - Paratransit Service
Dispatchers
Bus Drivers
Mngr. - Fixed Route Service
Training Supervisor
Safety Video Reviewer
Dispatch Supervisor
Dispatchers
Lead Road Supervisor
Road Supervisors
Bus Drivers

07/15/15