

## **Board Policy No. 27 Equal Employment Opportunity (EEO)**

### Summary

This document contains North County Transit District's (NCTD) Equal Employment Opportunity (EEO) policy.

### Policy

NCTD is an EEO employer. It is against NCTD policy to base employment decisions, the treatment and/or advancement of employees, or any aspect of personnel policies and procedures on the basis of race, color, religion, sex (including gender identity and/or expression, sexual orientation, and pregnancy), age, marital status/domestic partner status, national origin, ancestry, physical or mental disability, medical condition, genetic information, family and medical care leave, citizenship, primary language, immigration status, military and veteran status, or any other protected class. NCTD will make reasonable accommodations for employees and applicants with disabilities or to practice or observe their religion, if it can do so without undue hardship.

This policy applies to all employment actions, including but not limited to, recruitment, hiring, classification, training, promotion, transfer, demotion, layoff, termination, compensation, and other terms and conditions of employment.

In the development and implementation of its personnel policies and procedures, NCTD will continue to base decisions solely on job-related qualifications and requirements of the position for which the individual is being considered.

All NCTD management staff are responsible for maintaining a working environment of equal employment opportunity, including an environment free of sexual harassment and discrimination, and assisting in attainment of NCTD EEO goals. NCTD evaluates the performance of managers, supervisors, and others based on the success of the EEO Program in the same manner that the agency evaluates their performance in other agency programs.

- NCTD will not tolerate unlawful discrimination or harassment, including sexual harassment, of NCTD employees.
- All NCTD applicants and employees have the right to file complaints alleging discrimination with the EEO Officer or Civil Rights Officer (CRO).
- 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.
- All NCTD managers and supervisors shall receive at least two (2) hours of sexual harassment prevention training and education within six (6) months of assuming a new managerial/supervisory position and every two (2) years thereafter.
- All nonsupervisory employees shall receive at least one (1) hour of sexual harassment prevention training and education within six (6) months of assuming a nonsupervisory position and every two (2) years thereafter.

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NCTD has developed a written nondiscrimination program that sets forth the policies, practices and procedures, with goals and timetables, to which the agency is committed and ensures the EEO Program is available for inspection by any employee, or applicant for employment upon request.


All claims of unlawful discrimination and harassment are taken very seriously. Violation of this policy may subject NCTD employees to disciplinary action, up to and including termination.


The overall responsibility for the implementation of the EEO Program, including administration and investigation of complaints, rests with NCTD's EEO Officer, Ms. Karen Tucholski. The EEO Officer reports directly to the Executive Director and is charged with the responsibility for monitoring and oversight of the program.

To maintain the integrity of the EEO investigative and decision-making process, the CRO has been designated as the employee responsible for conducting EEO complaint investigations and for engaging in the interactive process for qualified applicants or employees who request a reasonable accommodation. The CRO is separate from Human Resources (HR) and HR functions, thus ensuring no conflicts of position or conflicts of interest occur or appear to occur.

For further related information, please contact the NCTD EEO Officer at (760) 966-6631 or via email at [EEO@nctd.org](mailto:EEO@nctd.org).

### Approvals

  
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Board Chair 10/17/2019  
Date

  
\_\_\_\_\_  
Executive Director 10/17/2019  
Date

  
\_\_\_\_\_  
General Counsel 10/17/2019  
Date

## Board Policy No. 27 – Equal Employment Opportunity

DATE	REVISION NO.	RESOLUTION No.	COMMENTS
10/18/2012	ADOPTED	12-10	
10/17/2013	1	13-07	2013 REVISION
10/16/2014	2	14-04	2014 REVISION
10/20/2016	3	16-10	2016 REVISION
10/19/2017	4	17-10	2017 REVISION
10/18/2018	5	18-09	2018 REVISION
10/17/2019	6	19-06	2019 REVISION