

The Broome County Department of Public Transportation Equal Employment Opportunity (EEO) Policy Statement

The Broome County Department of Public Transportation is an Equal Employment Opportunity Employer/Affirmative Action (EEO/AA) Employer which complies with applicable federal and state laws.

As a matter of principal, the agency does not discriminate in employment on the basis of race, color, religion, sex, sexual preference, national origin, age, disability, veteran status, or any non-job related characteristic. This policy extends to all aspects of employment including recruiting, hiring, training, and promoting persons in all job classification by imposing only valid, job related requirements. The Broome County Department of Public Transportation is committed to ensuring that all personnel actions relating to compensation, benefits, transfers, terminations, training and education are administered in a non-discriminatory manner.

As part of this policy commitment, the Broome County Department of Public Transportation's EEO program includes an Affirmative Action Plan aimed at achieving and valuing diversity in the workplace, including the establishment of goals and timetables in order to overcome the effects of past discrimination on minorities and woman. The Broome County Department of Public Transportation also makes reasonable accommodations for individuals with disabilities and for religious observances to the extent that such accommodations do not create undue hardships upon the general operations of the agency.

The EEO program represents the importance and value of each employee or applicant for employment. Any person subjected to behavior in violation of this policy is encouraged to report such action immediately to Michael W. Klein, Personnel/EEO Officer. All complaints will be treated seriously and investigated and resolved in a timely manner based upon the principle and practice that the Broome County Department of Public Transportation values every employee and applicant.

All of the Broome County Department of Public Transportation's management staff shares in the responsibility of the EEO program and will be assigned specific tasks to assure compliance is achieved.

All applicants and employees have the right to file complaints alleging discrimination with the appropriate official(s).

Performance by managers and supervisors will be evaluated on the success of the EEO program the same way as their performance is evaluated on other agency's goals.

The successful achievement of the EEO goals will provide benefits to the Broome County Department of Public Transportation. These benefits include greater utilization and development of previously underutilized human resources, which are reflective of the labor market in the community served by the Broome County Department of Public Transportation.

Debra A. Preston, Broome County Executive

Date

BROOME COUNTY
DEPARTMENT OF PUBLIC TRANSPORTATION
EEO/AFFIRMATIVE ACTION

SEXUAL HARASSMENT

The Broome County Department of Public Transportation recognizes its obligation to provide a work atmosphere free of harassment and intimidation. Any forms of sexual harassment, such as unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of sexual nature, will not be tolerated. Violations of this policy will be handled approximately as part of Broome County's disciplinary procedures and its posted policy letter in support of the Federal Guidelines on Sexual Harassment.

The Equal Employment Opportunity Commission's approved guidelines, designed to eliminate instances of sexual harassment in the workplace, indicate that unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute sexual harassment when:

Submission to the conduct is either an explicit or implicit term or condition of employment; or

Submission to or rejection of the conduct is used as a basis for an employment decision affecting the person rejecting or submitting to the conduct; or

The conduct has the purpose or effect of unreasonably interfering with an affected person's work performance, or creating and intimidating, hostile, or offensive work environment.

In order to preserve personal dignity and ability to perform your job effectively, DO NOT IGNORE any instances of sexual harassment involving yourself or co-workers. CONTACT IMMEDIATELY:

Michael W. Klein
Broome County Personnel Officer
778-2276

Broome County Government's
Equal Employment Opportunity Compliance
Complaint Procedure Overview

Who May File a Complaint

Any person who believes that either he or she, or any specific class of individuals has been or is being subjected to discrimination on the basis of race, color, religion, sex, national origin, age, disability, sexual preference and marital status. Complaints filed by the complainant or his/her authorized representative must be filed in writing. It must contain the complainants and respondents name and address, date of occurrence, a description of the allegations with enough detail to establish whether or not the allegations would violate any of the nondiscrimination and equal opportunity laws and regulations. It must also contain the complainant or his/her authorized representative's signature.

Information the Complaint Must Contain

All complaints must be in writing, and must contain the following:

- The complainant's name and address or another means of contact:
- The identity of the respondent, including the individual(s) that the Complainant alleges is responsible for the discrimination.
- A description of the allegations in sufficient detail to determine whether or not the complaint is within the jurisdiction of the County, whether or not the complaint was timely files, has apparent merit, and if true, whether the allegations would violate the non-discrimination and equal opportunity laws and regulations.
- The complainant or his/her authorized representative must sign the complaint.

If it is determined that the County does not have jurisdiction over a complaint, the complainant will be notified of the lack of jurisdiction.

Please send complaints to:

Michael W. Klein, Personnel Officer
Personnel Department, 4th Floor
Broome County Office Building
60 Hawley Street
P.O. Box 1766
Binghamton, NY 13901

Broome County Government's Equal Employment Opportunity
Compliance Discrimination Complaint Process Procedural Steps

Step I

The Opportunity to File a Complaint

All complaints must be in writing. The individual, specific class of individuals, or authorized representative, hereafter referred to as complainant, who believes he or she has been discriminated against, who believes he or she has been discriminated against, must submit the allegations in writing to the Broome County Personnel Officer. The Personnel Officer will, within five (5) days of receipt of complaint, send an acknowledgement letter to the complainant and advise him/her of their right to be represented in the complaint process.

Step II

The Opportunity for an Informal Resolution Conference

The Personnel Officer may meet with the complainant or his/her authorized representative, within fifteen (15) days from the date of receipt of the written allegations, to conduct a preliminary investigation and to discuss the circumstances underlying the allegations, and attempt to informally resolve the issue(s). If the complaint cannot be resolved informally, the Personnel Officer will within fifteen (15) days of receipt of the complaint advise the complainant.

Broome County Government's Equal Employment
Opportunity Compliance Complaint Information Form

Name _____

Department _____

What are the most convenient time and place for us to contact you about this complaint?

To your best recollection on what date(s) did the discrimination take place?

Have you ever attempted to resolve this complaint? Yes [] No []

Explain as briefly and clearly as possible what happened and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently from you. Also attach any written material pertaining to your case.

Basic of Complaint: Which of the following best describes why you believe you were discriminated against:
(check)

- [] Race: Specify _____
[] Color: Specify _____
[] Religion: Specify _____
[] National Origin: Specify _____
[] Sex: [] Male [] Female
[] Age: Specify date of birth _____
[] Disability _____
[] Citizenship: Specify _____
[] Reprisal/Retaliation _____
[] Other: Specify _____

Do you think the discrimination against you involved: (check one)

- [] Hiring
[] Transition
[] Wages
[] Job Classification
[] Discharge/Termination
[] Promotion
[] Training
[] Transfer

- Qualification/Testing
- Grievance Procedure
- Layoff/Furlough
- Recall (from layoff-furlough)
- Seniority
- Intimidation/Reprisal
- Harassment
- Access/Accommodation
- Union Activity
- Union Representation
- Application
- Enrollment
- Referral
- Exclusion
- Placement
- Benefits
- Performance Appraisal
- Discipline/Reprimand
- Other: Specify _____

Why do you believe these events occurred? _____

What other information do you think is relevant to our investigation? _____

If this complaint is resolved to your satisfaction, what remedies do you seek?

Please list any persons (witnesses, fellow employees, supervisors, or others) that we may contact for additional information to support or clarify your complaint:

Name: _____

Telephone number: _____

Please send complaint form to:

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