



Alameda-Contra Costa Transit District

Mary V. King, Interim General Manager

Date: January 2012  
To: All Employees  
From: Mary V. King, Interim General Manager   
Subject: General Manager's Statement of Affirmative Action/Equal Employment Opportunity Program Support

Alameda-Contra Costa Transit District provides equal employment opportunity to all employees and applicants. AC Transit will not tolerate unlawful employment discrimination, including sexual or other forms of harassment of any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, ancestry, medical condition, marital status, family medical leave status, pregnancy or sexual orientation.

AC Transit is committed to providing a work environment free from all forms of unlawful employment discrimination, including sexual and other forms of harassment. The District's Board Policy 202, entitled Equal Employment Opportunity (EEO) and Affirmative Action (AA) Policy, governs all employment practices, including recruitment, selection, promotions, terminations, transfers, layoffs, compensation, benefits, training and any other terms, conditions and privileges of employment. Furthermore, AC Transit is committed to undertaking affirmative action programs in order to overcome the effects of past discrimination on minorities and women. These programs will include identifying jobs where there is an under utilization of minorities and woman in relation to their availability on the relevant labor market, and setting goals and timetables for remedying these deficiencies.

I have designated Kurt De Stigter, Chief of Human Resources Officer as the Executive EEO Officer to have overall responsibility for the District's EEO and Diversity Programs. Sherri A. Stokes has been delegated to serve as the District's Senior Human Resources Administrator, responsible for overseeing and carrying out the development and implementation of the FTA – EEO/Workplace Mediation and Diversity Program including the FTA – Alcohol and Substance Abuse Compliance Program.

All management personnel are responsible for implementing the District's EEO programs. This responsibility includes being tasked with taking all necessary steps to prevent and correct unlawful employment discrimination, including but not limited to ensuring that employees are informed of the District's EEO policy and immediately reporting any and all complaints of unlawful discrimination. The performance of managers, supervisors and other designated personnel will be evaluated on the success of the EEO program in the same way as their performance is evaluated on other goals.

Employees and applicants for employment who allege discrimination have the right to file complaints with any supervisor or manager, or directly with Senior Human Resources Administrator, Sherri A. Stokes, or the EEO/Workplace Mediation and Diversity Staff.

Achieving AC Transit's EEO goals will allow this agency to capitalize on previously underutilized human resources. I personally support AC Transit's EEO program and believe the daily employment decisions made by this agency will reflect AC Transit's commitment to the spirit and intent of equal employment opportunity and affirmative action.