

The RTA's EEO Plan ensures all segments of the public have an equal opportunity to participate in employment and business opportunities with the RTA and to work in an environment free of unlawful barriers to opportunities based race, color, religion, age, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected classes.

## RTA Equal Employment Opportunity Plan

2023

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## Introduction

The Regional Transportation Authority of Central Oklahoma (RTA) is a public trust created pursuant to Title 60 O.S. § 176 et seq., as authorized by Title 68 OS §1370.7, for the purpose of planning, financing, constructing, maintaining, and operating transportation projects located within the boundaries of the RTA. The RTA was established in 2019. The Cities of Oklahoma City, Edmond, and Norman (Member Cities) are the beneficiaries of the RTA.

The RTA is governed by a Board of Directors, a seven-member group that directs the activities and initiatives of the RTA. To assure regional representation, each Member City appoints two directors, except for Oklahoma City, which, based on population and taxation, appoints three. The Chairman of the RTA is elected from among the appointed members.

The RTA is currently supported by an Interim Executive Director who oversees administrative services, and an Owner's Representative who supervises and directs consultants providing services to the RTA. See Attachment A for the RTA organizational chart.

The RTA currently has multiple alignments under study and anticipates the RTA Board will adopt one or more locally preferred alternatives to provide commuter, light rail, and/or BRT services in the Central Oklahoma Region. The RTA anticipates receiving voter approval for a stable and reliable source of local funds in the next 2-3 years and is initiating the New Recipient Process at this time in anticipation of advancing the eligibility of the RTA to become a direct recipient of FTA program funds. Significant planning and milestones must be achieved before the RTA begins providing transportation services.

## Applicability

The RTA does not currently have any employees and is not otherwise required to submit an Equal Employment Opportunity (EEO) Program to the FTA. Nonetheless, in anticipation of the RTA receiving a stable and reliable source of local funds to support the hiring of RTA staff, the RTA has prepared this abbreviated EEO Plan.

As an abbreviated EEO Plan, the RTA is not required to conduct a utilization analysis with goals and timetables or to submit this Plan to the FTA every four years. The RTA is required to provide its EEO Plan to the FTA upon request.

## Policy Statement

### Equal Employment Opportunity

The RTA has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

This policy applies to all employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

All applicants and employees have the right to file complaints alleging discrimination. 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.

The RTA is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

As the RTA's Interim Executive Director, I maintain overall responsibility and accountability for the RTA's compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, I have appointed \_\_\_\_\_ as the RTA's EEO Officer. \_\_\_\_\_ will report directly to me and acts with my authority with all levels of management, labor unions, and employees.

All of the RTA's management and supervisory personnel, however, share in the responsibility for implementing and monitoring the RTA's EEO Policy and Program within their respective areas and will be assigned specific tasks to ensure compliance is achieved. The RTA will evaluate its managers' and supervisors' performance on their successful implementation of the RTA's policies and procedures, in the same way the RTA assesses their performance regarding other agency's goals.

The RTA is committed to undertaking and developing a written nondiscrimination program that sets forth the policies, practices and procedures, with goals and timetables, to which the RTA is committed and make the EEO Program available for inspection by any employee or applicant for employment upon request.

I am personally committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Policy and Program.

  
\_\_\_\_\_  
Jason Ferbrache, Executive Director

July 19, 2023

## Dissemination

### Internal Dissemination

The RTA is committed to making sure employees are aware of their rights concerning discrimination policies. Supervisors and managers are responsible for familiarizing themselves with these policies and communicating them to their subordinates. Listed below are the element of the RTA's plan for dissemination of the EEO Plan and related policies throughout the RTA.

- The RTA's EEO Policy Statement will be posted in all RTA facilities.
- A copy of the EEO Plan will be available electronically to all employees via the company's employee self-service portal.
- The EEO Plan will be reviewed during new employee orientation and a signed acknowledgment and understanding of the EEO Policy Statement will be required from each employee.
- The Employee Handbook will include an EEO statement, which will be distributed to and signed by all new employees.
- All new employees will receive during their onboarding process and annually thereafter, training on discrimination, harassment, and EEO policies.

### External Dissemination

- The RTA will disseminate its EEO Policy to recruitment entities when there is outreach or advertising.
- All recruitment ads will state the RTA "is an equal opportunity employer."
- The RTA's EEO Policy and Plan will be made available on the RTA website at [www.rtaok.org](http://www.rtaok.org).

## Designation of Personnel Responsibility

The RTA has an EEO Officer who is responsible for implementing, monitoring, and administering the RTA's EEO Program and ensuring compliance with equal employment opportunity laws and regulations. Responsibilities include, but are not limited to:

- Developing and recommending EEO policy, a written EEO Plan, and internal and external communication procedures;
- Collecting and analyzing employment data, and assisting management in identifying problem areas, setting goals and timetables, and developing programs to achieve goals;
- Designing, implementing, and monitoring internal audit and reporting systems to measure plan effectiveness and to determine where progress has been made and where proactive action is needed;
- Reviewing employment practices and policies (e.g., hiring, promotions, training), complaint policies, reasonable accommodation policies, performance evaluations, grievance procedures, and union agreements to ensure compliance with the EEO Plan.
- Maintaining awareness of current EEO laws and regulations and ensuring the laws and regulations affecting nondiscrimination are disseminated to responsible officials.
- Investigating complaints of EEO discrimination.

The EEO Officer reports directly to the Executive Director and acts with the director's authority with all levels of management, labor unions, and employees on EEO matters.

The RTA's EEO Officer may be contacted at:

RTA  
Attn: EEO Officer  
2000 S. May Ave.  
Oklahoma City, OK 73108  
(405) 297-1331  
[info@rtaok.org](mailto:info@rtaok.org)

All of the RTA's management and supervisory personnel, however, share in the responsibility for implementing and monitoring the RTA's EEO Policy and Program within their respective areas and will be assigned specific tasks to ensure compliance is achieved. The RTA will evaluate its managers' and supervisors' performance on their successful implementation of the RTA's policies and procedures, in the same way the RTA assesses their performance regarding other agency's goals.

## Assessment of Employment Practices

At the beginning of each calendar year, the EEO Officer will conduct an analysis of the hiring and employment practices for the prior year. The EEO Officer will identify and correct the causes of underutilization and concentration of minorities and women in the RTA.

Also, at the beginning of each calendar year, the EEO Officer will prepare a report for the RTA Board of Directors. The report will provide an overview of the status of the program, including the accomplishments, observations, challenges, adverse impact analysis of employment actions, underutilization and concentration analysis with proposed corrective actions (if any), and a work plan for the upcoming year. This report will also include a summary of all complaints of alleged discriminatory or retaliatory acts and the results of the subsequent investigation of the complaint.

## Monitoring and Reporting Plan

The RTA is committed to establishing an effective and workable internal monitoring and reporting system to:

- Assess the results of action plans taken since the last EEO Plan submission;
- Enable the RTA to evaluate its EEO Program during the year and to take any necessary corrective action regarding the development and execution of programs, goals, and timetables on at least a semiannual basis; and
- Produce documentation that supports actions to implement the plan for minority and female job applicants or employees and informs management of the plan's effectiveness.

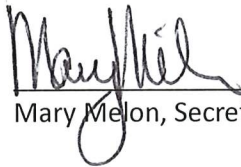
The EEO Officer will maintain a list of subrecipients and contractors the RTA is monitoring and the services they provide. See Attachment B for a list of the RTA's monitored subrecipients and contractors. See Attachment C for proof of a review of a subrecipients or contractors' EEO program.

The EEO Officer will complete an annual review and evaluation of the RTA's EEO Plan and activities, including an analysis of trends in the workplace, hiring, promotions, disciplinary actions, and

termination. The EEO Officer will also prepare annually a summary of any complaints of alleged discriminatory or retaliatory acts by businesses seeking opportunities to participate in a project, program, or activity. The EEO Officer will provide a summary of findings to the RTA Board of Directors.

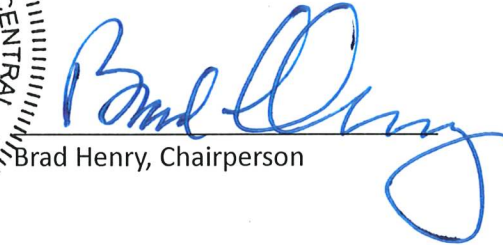
APPROVED by the Board of Directors of the Regional Transportation Authority of Central Oklahoma and signed by the Chairperson on this 19th day of July, 2023.

ATTEST:

  
Mary Melon, Secretary



Regional Transportation Authority  
of Central Oklahoma

  
Brad Henry, Chairperson

Reviewed for form and legality.

  
Josh Minner,  
Assistant Municipal Counselor

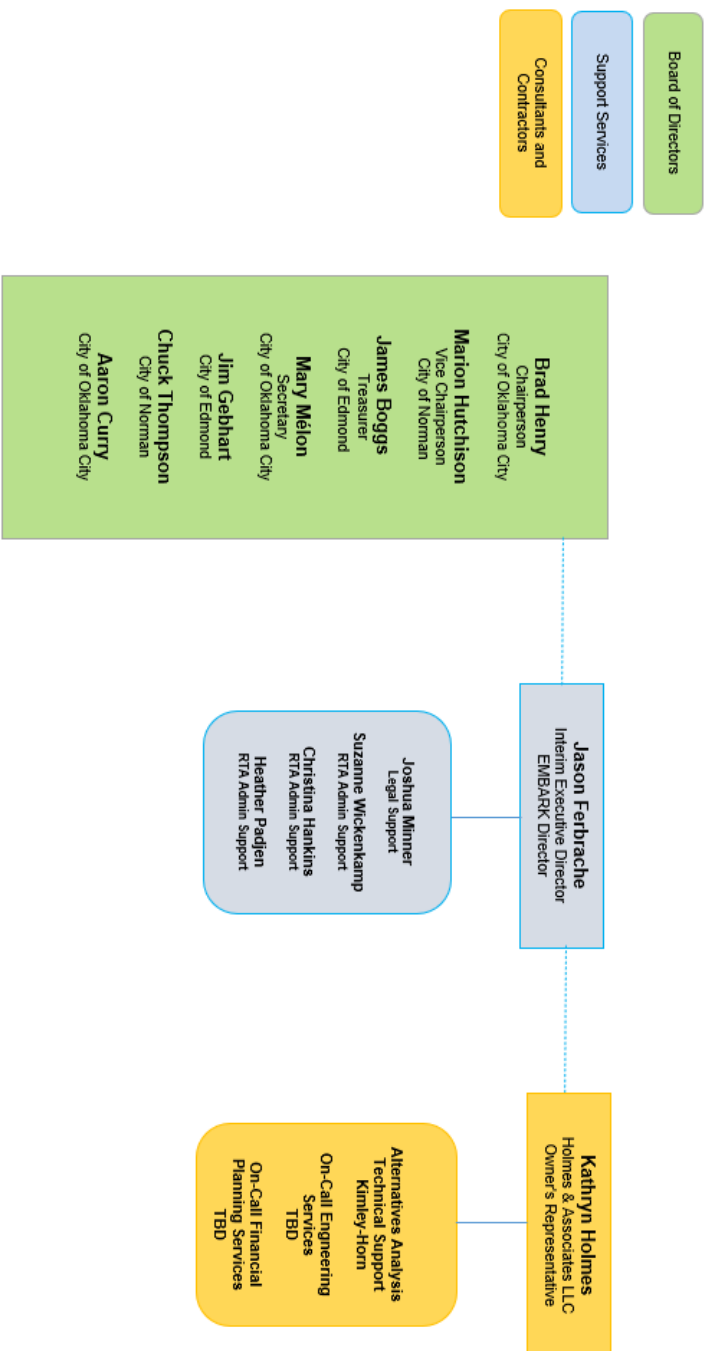


## Attachment A - RTA Organizational Chart



# Organization Chart

Updated April 26, 2023



## Attachment B – List of Monitored Subrecipients and Contractors

## List of Monitored Subrecipients and Contractors

[illegible]

Attachment C - Proof of Review of Subrecipient/Contractor EEO  
Program

[insert proof of a review of a subrecipients or contractors' EEO program (e.g., letter or memo to the subrecipient/contractor)]