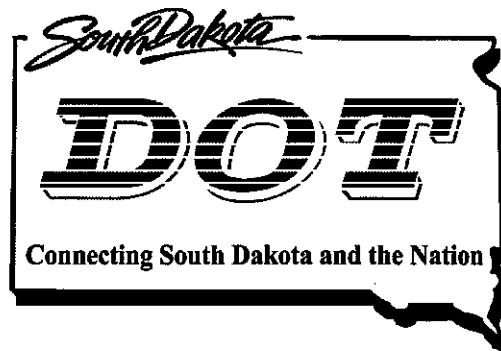


Prairie Hills TRANSIT

EEO Affirmative Action Plan

Adopted April 24, 2015

South Dakota Department of Transportation



July 2014

Office of Legal Counsel
Civil Rights Program
700 East Broadway Avenue
Pierre, South Dakota 57501-2486
(605) 773-3540

Prairie Hills Transit is an *Equal Opportunity Employer*

Prairie Hills Transit

EEO Affirmative Action Plan

Prairie Hills Transit began in 1989 with one van serving the transportation needs of elderly riders in Spearfish. It has grown into a company with a fleet of more than 30 vehicles, serving the transportation needs of residents of all ages in six counties. We provide transportation so that people can get to and from; medical appointments, school, jobs, church, shopping, social activities and life-saving dialysis treatments. Transportation is available for pre-school age children between home, daycare, and school. Riders may travel between towns and communities in the Black Hills, as well.

The majority of our service is curb-to-curb provided on a demand-response basis. Because we have ADA compliant lift equipment on our vehicles, Prairie Hills Transit can accommodate riders with special mobility needs as well as provide transportation to the general public with no age or income eligibility restrictions.

Prairie Hills Transit is a non-profit organization, funded primarily from South Dakota Department of Transportation funds, aging services money, Medicaid non-emergency medical service funding, city and county support in some areas, fare box revenues, donations, and various fundraising activities.

Prairie Hills Transit is strongly committed to providing *Equal Employment Opportunity* for all employees and all applicants for employment. For us, this is the only acceptable way to do business.

All employment decisions at Prairie Hills Transit—including those related to hiring, promotion, transfers, benefits, compensation, placement, and termination--will be made without regard to; race, color, creed, religion, gender, national origin, disability, age, genetics, retaliation, and veteran status.

Any employee or applicant who believes that he or she has been discriminated against in violation of this policy should immediately file a complaint with Human Resources, as explained in our Complaint Policy. We encourage you to come forward if you have suffered or witnessed what you believe to be discrimination—we cannot solve the problem until you let us know about it. The Company will not retaliate nor allow retaliation against any employee or applicant who; complains of discrimination, assists in an investigation of possible discrimination, or files an administrative charge or lawsuit alleging discrimination.

Managers are required to report any discriminatory conduct or incidents, as described in our Complaint Policy. Prairie Hills Transit will not tolerate any form of discrimination against an employee or applicant. We will take immediate and appropriate disciplinary action against any employee who violates this policy.

EEO POLICY STATEMENT

Prairie Hills Transit is an Equal Opportunity Employer. Every employee has the right to work in an environment free from all forms of discrimination. We are, therefore, committed to a policy of equal employment opportunity.

Prairie Hills Transit is committed to equal opportunity employment for all persons regardless of race, color, creed, national origin, sex, age, or disability.

Prairie Hills Transit is committed to undertake an affirmative action program, including goals and timetables, in order to overcome the effects of past discrimination on minorities and women.

The responsibility for the implementation of the EEO program is assigned to **Paul Young, Human Resources Manager**.

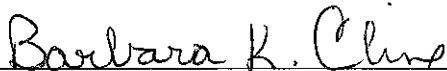
All management personnel share in this responsibility and will be assigned specific tasks to assure compliance is achieved.

Applicants and employees have the right to file complaints alleging discrimination with the appropriate official. **Prairie Hills Transit's** EEO Officer is **Paul Young**.

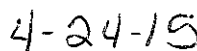
Performance by managers, supervisors, etc., will be evaluated on the success of the EEO program the same way as their performance on other agency's goals.

Prairie Hills Transit recognizes that successful achievement of EEO goals will provide benefits to the company through fuller utilization and development of previously underutilized human resources.

This Equal Employment Opportunity Policy of **Prairie Hills Transit** shall be posted in conspicuous places within the facility, distributed to all employees, contractors, and to the persons of all advisory and policy-making groups.



Executive Director's Signature



Date

PROCEDURE FOR DISSEMINATION OF POLICY

A. Internal Dissemination

1. The policy statement and nondiscrimination posters will be permanently posted and conspicuously displayed in areas available to employees and applicants for employment such as bulletin boards, lunch rooms, etc. throughout the place of employment and at each construction site.
2. The equal employment opportunity affirmative action policy statement will be communicated to employees in the same way that other major personnel policies or decisions are communicated to employees.
3. The equal employment opportunity affirmative action policies of **Prairie Hills Transit** will be included in the company manual.
4. All executive, management, and supervisory personnel will be furnished a full copy of the affirmative action plan and any amendments.
5. Each employee will be furnished with a copy of the policy statement and have access to the affirmative action plan. This policy will be made available to all employees.
6. Orientation and training sessions will be conducted to inform all employees of **Prairie Hills Transit's** commitment and of individual responsibility for effective implementation of the affirmative action plan.
7. **Prairie Hills Transit** will review the equal employment opportunity affirmative action policies with minority, female, and disabled employees.
8. **Prairie Hills Transit** will disseminate its equal employment opportunity affirmative action policies with all employees at least once a year.
9. **Prairie Hills Transit** will include nondiscrimination clauses in all union agreements and review all contractual provisions to ensure that they are nondiscriminatory. **Prairie Hills Transit** will meet with all union officials to inform them of the policy and request their cooperation as well as updating the union of any amendments.
10. Pictures of men, women, minorities, non-minorities, and disabled employees are featured in advertising, employee handbooks, and similar publications.

B. External Dissemination

1. **Prairie Hills Transit** will communicate our equal employment opportunity affirmative action commitment to subcontractors and suppliers, verbally or in writing.
2. **Prairie Hills Transit** will notify all recruitment sources and labor unions of our equal employment opportunity affirmative action policy and encourage them to actively recruit and refer women, minorities, and disabled persons to assist us in achieving our affirmative action objectives.
3. **Prairie Hills Transit** will notify all current or potential sources of work force supply, including but not limited to subcontractors, employment agencies, schools, colleges, and news media of our equal employment opportunity affirmative action policies.
4. **Prairie Hills Transit** will include the statement *Equal Opportunity Employer* or *Affirmative Action Employer* on all company stationary, purchase orders, rental agreements, contracts, employment applications, and in advertisements recruiting employees and subcontractors
5. **Prairie Hills Transit** will communicate to prospective employees the existence and contents of our equal employment opportunity affirmative action policy.
6. **Prairie Hills Transit** will disseminate its equal employment opportunity affirmative action policy by including it in any advertising in the news media.

DESIGNATION OF PERSONNEL RESPONSIBILITY

Paul Young has been designated as Equal Employment Opportunity Coordinator to monitor all employment related activities to ensure that **Prairie Hills Transit's** equal employment opportunity policies are being carried out.

Paul Young's duties may include, but are not limited to the following:

1. Developing and recommending EEO policy, a written EEO program, and internal and external communication procedures;
2. Assisting management in collecting and analyzing employment data, identifying problem areas, setting goals and timetables, and developing programs to achieve goals;
3. 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;
4. Reporting periodically to the chief executive officer on progress of each unit in relation to the agency's goals;
5. Serving as liaison between the agency, Federal, State, and local governments, regulatory agencies, minority, disabled and women's organizations, and other community groups;
6. Assuring that current legal information affecting affirmative action is disseminated to responsible officials;
7. Assisting in recruiting minority, disabled, and women applicants and establishing outreach sources for use by hiring officials;
8. Concurring in all hires and promotions;
9. Processing employment discrimination complaints.

Although the EEO Coordinator has the primary responsibility for implementing **Prairie Hills Transit's** EEO plan, managers are expected to carry out the following responsibilities:

1. Assisting in identifying problem areas and establishing agency and unit goals and objectives;
2. Being actively involved with local minority organizations, women's and disabled persons groups, community action organizations, and community services programs designed to promote EEO;
3. Participating actively in periodic audits of all aspects of employment in order to identify and to remove barriers obstructing the achievement of specified goals and objectives;
4. Holding regular discussions with other managers, supervisors, and employees to assure the agency's policies and procedures are being followed;
5. Reviewing the qualifications of all employees to assure that minorities, disabled persons, and women are given full opportunities for transfers, promotions, training, salary increases, and other forms of compensation;
6. Participating in the review and/or investigation of complaints alleging discrimination;
7. Conducting and supporting career counseling for all employees;
8. Participating in periodic audits to ensure that each agency unit is in compliance.

NOTICE OF EEO OFFICER

NOTICE

EQUAL EMPLOYMENT OPPORTUNITY OFFICER

Paul Young is appointed the Equal Employment Opportunity (EEO) Officer for **Prairie Hills Transit**. The EEO officer will handle all complaints alleging discrimination on the basis of race, color, religion, creed, sex, sexual orientation, age, national origin, or disability, which does not prevent satisfactory performance of work.

This company will abide by the provisions of the Civil Rights Act of 1964 and Executive Order 11246 relating to equal employment opportunity. Anyone who believes that he or she has been discriminated against should report this to the company EEO Officer.

Paul Young can be reached by calling **605-642-6668**.

Barbara K. Cline

Executive Director's Signature

4-24-15

Date

Affirmative Action

Current Employee Breakdown		
Total Employees	58	Percent
Male	26	45%
Female	32	55%
Minority	6	10%

County	Female	Minority
Butte County	50.20%	5.40%
Custer County	49.40%	6.40%
Fall River County	50.20%	11.20%
Lawrence County	50.20%	6.40%
Meade County	48.10%	9.00%
Average	49.62%	7.68%

Affirmative Action Goal

				Increase in Employee Numbers			
Current Employees	Percent	AA Goal	65	70	75	80	
Male	26	45.00%	42.70%	28	30	32	34
Female	32	55.00%	49.62%	32	35	37	40
Minority	6	10.00%	7.68%	5	5	6	6

Utilization Analysis

Utilization of Female Employees

	Percentage of Females at PHT	Percentage Female Labor Force			
			Any Diff Rule	80% Rule	2 SD Rule
Prairie Hills Transit	55.17%	49.60%	No	No	No
Admin Support	42.86%	49.60%	Yes	No	No
Craftsmen	0.00%	49.60%	Yes	Yes	No
Officials/Managers	60.00%	49.60%	No	No	No
Operators	34.62%	49.60%	Yes	Yes	No
Service Workers	100.00%	49.60%	No	No	No

Utilization of Minority Employees

	Percentage of Minorities at PHT	Percentage Minority Labor Force			
			Any Diff Rule	80% Rule	2 SD Rule
Prairie Hills Transit	10.34%	7.70%	No	No	No
Admin Support	14.29%	7.70%	No	No	No
Craftsmen	0.00%	7.70%	Yes	Yes	No
Officials/Managers	0.00%	7.70%	Yes	Yes	No
Operators	7.69%	7.70%	Yes	No	No
Service Workers	17.65%	7.70%	No	No	No

Listing by Gender

Employee	Gender	EEO Code	EEO Category
1599	Female	White (Not Hispanic or Latino)	Administrative Support
8174	Female	Hispanic or Latino	Service Workers
2457	Female	White (Not Hispanic or Latino)	Service Workers
1066	Female	White (Not Hispanic or Latino)	Service Workers
6552	Female	White (Not Hispanic or Latino)	Officials/Managers
7796	Female	White (Not Hispanic or Latino)	Operators
1810	Female	White (Not Hispanic or Latino)	Service Workers
3792	Female	White (Not Hispanic or Latino)	Service Workers
7036	Female	White (Not Hispanic or Latino)	Administrative Support
2667	Female	White (Not Hispanic or Latino)	Service Workers
6675	Female	White (Not Hispanic or Latino)	Service Workers
1055	Female	White (Not Hispanic or Latino)	Officials/Managers
9867	Female	White (Not Hispanic or Latino)	Service Workers
7972	Female	White (Not Hispanic or Latino)	Service Workers
0208	Female	White (Not Hispanic or Latino)	Operators
1626	Female	American Indian/Alaska Native	Administrative Support
9349	Female	White (Not Hispanic or Latino)	Operators
6982	Female	White (Not Hispanic or Latino)	Service Workers
5832	Female	White (Not Hispanic or Latino)	Officials/Managers
3632	Female	Two or More Races	Operators
0780	Female	White (Not Hispanic or Latino)	Service Workers
5755	Female	White (Not Hispanic or Latino)	Operators
9328	Female	White (Not Hispanic or Latino)	Operators
4895	Female	White (Not Hispanic or Latino)	Service Workers
6990	Female	White (Not Hispanic or Latino)	Operators
1785	Female	White (Not Hispanic or Latino)	Operators
8207	Female	Hispanic or Latino	Service Workers
1500	Female	Hispanic or Latino	Service Workers
2705	Female	White (Not Hispanic or Latino)	Service Workers
6688	Female	White (Not Hispanic or Latino)	Service Workers
6336	Female	White (Not Hispanic or Latino)	Service Workers
3472	Female	White (Not Hispanic or Latino)	Operators

32

3659	Male	White (Not Hispanic or Latino)	Operators
7986	Male	White (Not Hispanic or Latino)	Craftsmen
3242	Male	White (Not Hispanic or Latino)	Administrative Support
9105	Male	White (Not Hispanic or Latino)	Operators
1408	Male	White (Not Hispanic or Latino)	Administrative Support
4343	Male	White (Not Hispanic or Latino)	Craftsmen
1135	Male	White (Not Hispanic or Latino)	Operators
3915	Male	White (Not Hispanic or Latino)	Operators
4093	Male	White (Not Hispanic or Latino)	Operators
9600	Male	White (Not Hispanic or Latino)	Officials/Managers
1154	Male	White (Not Hispanic or Latino)	Operators
3431	Male	White (Not Hispanic or Latino)	Operators
5267	Male	White (Not Hispanic or Latino)	Operators
8952	Male	White (Not Hispanic or Latino)	Operators

2228	Male	White (Not Hispanic or Latino)	Administrative Support
4786	Male	White (Not Hispanic or Latino)	Operators
5070	Male	White (Not Hispanic or Latino)	Operators
2705	Female	White (Not Hispanic or Latino)	Service Workers
6688	Female	White (Not Hispanic or Latino)	Service Workers
0698	Male	White (Not Hispanic or Latino)	Administrative Support
6336	Female	White (Not Hispanic or Latino)	Service Workers
3472	Female	White (Not Hispanic or Latino)	Operators
0047	Male	White (Not Hispanic or Latino)	Craftsmen
3464	Male	White (Not Hispanic or Latino)	Operators
5111	Male	White (Not Hispanic or Latino)	Operators
4039	Male	White (Not Hispanic or Latino)	Officials/Managers

Listing by EEO Category

Employee	Gender	EEO Code	EEO Category
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3242	Male	White (Not Hispanic or Latino)	Administrative Support
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1626	Female	American Indian/Alaska Native	Administrative Support
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6914	Male	White (Not Hispanic or Latino)	Operators
6990	Female	White (Not Hispanic or Latino)	Operators
1743	Male	White (Not Hispanic or Latino)	Operators
8287	Male	American Indian/Alaska Native	Operators
1785	Female	White (Not Hispanic or Latino)	Operators
7172	Male	White (Not Hispanic or Latino)	Operators
4786	Male	White (Not Hispanic or Latino)	Operators
5070	Male	White (Not Hispanic or Latino)	Operators
3472	Female	White (Not Hispanic or Latino)	Operators
3464	Male	White (Not Hispanic or Latino)	Operators
5111	Male	White (Not Hispanic or Latino)	Operators
			26
8174	Female	Hispanic or Latino	Service Workers
2457	Female	White (Not Hispanic or Latino)	Service Workers

1066	Female	White (Not Hispanic or Latino)	Service Workers
1810	Female	White (Not Hispanic or Latino)	Service Workers
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6688	Female	White (Not Hispanic or Latino)	Service Workers
6336	Female	White (Not Hispanic or Latino)	Service Workers
			17

Utilization Analysis

(an On-Line Internet based application)

The reports generated will test for Under Utilization using three different methods. These include: the Any Difference Rule, the 80% Rule (Four-Fifths Rule or Adverse Impact Analysis), and the 2-Standard Deviation Rule (a statistical test of the significance of differences found).

Instructions: Please fill out the information into the form below. Once you have entered your data below, you may press the compute button at the bottom of the form to view the results.

Availability percentages can be obtained from the Census Bureau and from a variety of other organizations.

<p>Step 1</p> <p>Enter organization information.</p>	<p>Enter a title for your report: <input style="width: 150px;" type="text" value="Utilization Analysis"/></p> <p>Enter the job group being analyzed: <input style="width: 150px;" type="text" value="Prairie Hills Transit"/></p>																		
<p>Step 2</p> <p>Enter Number of Employees.</p>	<p>Total number of Prairie Hills Transit employees: <input style="width: 50px;" type="text" value="58"/></p> <p>Total number of Female Prairie Hills Transit employees: <input style="width: 50px;" type="text" value="32"/></p> <p>Total number of Minority Prairie Hills Transit employees: <input style="width: 50px;" type="text" value="6"/></p> <p>Total number of Older Prairie Hills Transit employees: <input style="width: 50px;" type="text" value="0"/></p> <p>Total number of Disabled Prairie Hills Transit employees: <input style="width: 50px;" type="text" value="0"/></p>																		
<p>Step 3</p> <p>Enter Number of People in the Civilian Labor Force and/or their Availability.</p>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th colspan="2" style="text-align: right; border-bottom: 1px solid black;">Number Availability</th> </tr> </thead> <tbody> <tr> <td>Total</td> <td style="border: 1px solid black; width: 80px; text-align: center;">38180</td> <td></td> </tr> <tr> <td>Female</td> <td style="border: 1px solid black; text-align: center;">18945</td> <td style="text-align: right; border: 1px solid black;">49.6 %</td> </tr> <tr> <td>Minority</td> <td style="border: 1px solid black; text-align: center;">2932</td> <td style="text-align: right; border: 1px solid black;">7.7 %</td> </tr> <tr> <td>Older</td> <td style="border: 1px solid black; text-align: center;"> </td> <td style="text-align: right; border: 1px solid black;"> %</td> </tr> <tr> <td>Disabled</td> <td style="border: 1px solid black; text-align: center;"> </td> <td style="text-align: right; border: 1px solid black;"> %</td> </tr> </tbody> </table>		Number Availability		Total	38180		Female	18945	49.6 %	Minority	2932	7.7 %	Older		%	Disabled		%
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<p>Step 4</p> <p>Select reporting options and press 'Compute' button.</p>	<p style="text-align: center;"><input type="button" value="Compute"/></p> <p>Display: <input checked="" type="checkbox"/> Description of Statistic <input checked="" type="checkbox"/> Interpretation of Results</p>																		

Utilization Analysis

Prairie Hills Transit

Utilization Analysis

Utilization Analysis

Utilization Analysis of Female Employees					
Number of Female employees in job group	Percentage of Female employees in employer workforce	Percentage of Female in labor force (availability)	Any Diff Rule	80% Rule	2-Std Dev Rule
32	55.17 %	49.6 %	No	No	No
Interpretation No Under-utilization was found using any of the three above tests.					

Utilization Analysis of Minority Employees					
Number of Minority employees in job group	Percentage of Minority employees in employer workforce	Percentage of Minority in labor force (availability)	Any Diff Rule	80% Rule	2-Std Dev Rule
6	10.34 %	7.7 %	No	No	No
Interpretation No Under-utilization was found using any of the three above tests.					

Utilization Analysis

(an On-Line Internet based application)

The reports generated will test for Under Utilization using three different methods. These include: the Any Difference Rule, the 80% Rule (Four-Fifths Rule or Adverse Impact Analysis), and the 2-Standard Deviation Rule (a statistical test of the significance of differences found).

Instructions: Please fill out the information into the form below. Once you have entered your data below, you may press the compute button at the bottom of the form to view the results.

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Step 1	Enter a title for your report: <input style="width: 150px;" type="text" value="Utilization Analysis"/> Enter the organization information. Enter the job group being analyzed: <input style="width: 150px;" type="text" value="Administrative Support"/>																		
Step 2	Total number of Administrative Support employees: <input style="width: 50px;" type="text" value="7"/> Enter Number of Employees. Total number of Female Administrative Support employees: <input style="width: 50px;" type="text" value="3"/> Total number of Minority Administrative Support employees: <input style="width: 50px;" type="text" value="1"/> Total number of Older Administrative Support employees: <input style="width: 50px;" type="text" value="0"/> Total number of Disabled Administrative Support employees: <input style="width: 50px;" type="text" value="0"/>																		
Step 3	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th colspan="2" style="text-align: center;">Number Availability</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Enter Number of People in the Civilian Labor Force and/or their Availability.</td> <td style="text-align: center;">Total</td> <td style="text-align: center;"><input style="width: 80px;" type="text" value="38180"/></td> </tr> <tr> <td></td> <td style="text-align: center;">Female</td> <td style="text-align: center;"><input style="width: 80px;" type="text" value="18945"/> <input style="width: 50px;" type="text" value="49.6"/> %</td> </tr> <tr> <td></td> <td style="text-align: center;">Minority</td> <td style="text-align: center;"><input style="width: 80px;" type="text" value="2932"/> <input style="width: 50px;" type="text" value="7.7"/> %</td> </tr> <tr> <td></td> <td style="text-align: center;">Older</td> <td style="text-align: center;"><input style="width: 80px;" type="text"/> <input style="width: 50px;" type="text"/> %</td> </tr> <tr> <td></td> <td style="text-align: center;">Disabled</td> <td style="text-align: center;"><input style="width: 80px;" type="text"/> <input style="width: 50px;" type="text"/> %</td> </tr> </tbody> </table>		Number Availability		Enter Number of People in the Civilian Labor Force and/or their Availability.	Total	<input style="width: 80px;" type="text" value="38180"/>		Female	<input style="width: 80px;" type="text" value="18945"/> <input style="width: 50px;" type="text" value="49.6"/> %		Minority	<input style="width: 80px;" type="text" value="2932"/> <input style="width: 50px;" type="text" value="7.7"/> %		Older	<input style="width: 80px;" type="text"/> <input style="width: 50px;" type="text"/> %		Disabled	<input style="width: 80px;" type="text"/> <input style="width: 50px;" type="text"/> %
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Utilization Analysis

Administrative Support

Utilization Analysis

Utilization Analysis

Utilization Analysis of Female Employees					
Number of Female employees in job group	Percentage of Female employees in employer workforce	Percentage of Female in labor force (availability)	Any Diff Rule	80% Rule	2-Std Dev Rule
3	42.86 %	49.6 %	Yes	No	No
Interpretation Under-utilization was found using the Any Difference Rule.					

Utilization Analysis of Minority Employees					
Number of Minority employees in job group	Percentage of Minority employees in employer workforce	Percentage of Minority in labor force (availability)	Any Diff Rule	80% Rule	2-Std Dev Rule
1	14.29 %	7.7 %	No	No	No
Interpretation No Under-utilization was found using any of the three above tests.					

Utilization Analysis

(an On-Line Internet based application)

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Step 1	Enter a title for your report:	<input type="text" value="Utilization Analysis"/>
	Enter the job group being analyzed:	<input type="text" value="Craftsmen"/>
Enter organization information.		

Step 2	Total number of Craftsman employees:	<input type="text" value="3"/>
	Total number of Female Craftsman employees:	<input type="text" value="0"/>
	Total number of Minority Craftsman employees:	<input type="text" value="0"/>
	Total number of Older Craftsman employees:	<input type="text" value="0"/>
	Total number of Disabled Craftsman employees:	<input type="text" value="0"/>
Enter Number of Employees.		

Step 3	Enter Number of People in the Civilian Labor Force and/or their Availability.	Number Availability		
		Total	<input type="text" value="38180"/>	
		Female	<input type="text" value="18945"/>	<input type="text" value="49.6"/> %
		Minority	<input type="text" value="2932"/>	<input type="text" value="7.7"/> %
		Older	<input type="text"/>	<input type="text"/> %
	Disabled	<input type="text"/>	<input type="text"/> %	

Step 4	<input type="button" value="Compute"/>
	Select reporting options and press 'Compute' button.
Display:	<input checked="" type="checkbox"/> Description of Statistic <input checked="" type="checkbox"/> Interpretation of Results

Utilization Analysis

Craftsmen

Utilization Analysis

Utilization Analysis

Utilization Analysis of Female Employees					
Number of Female employees in job group	Percentage of Female employees in employer workforce	Percentage of Female in labor force (availability)	Any Diff Rule	80% Rule	2-Std Dev Rule
0	0 %	49.6 %	Yes	Yes	No
Interpretation					
Under-utilization was found using the Any Difference Rule.					
Under-utilization was found using the Eighty Percent (80%) Rule.					

Utilization Analysis of Minority Employees					
Number of Minority employees in job group	Percentage of Minority employees in employer workforce	Percentage of Minority in labor force (availability)	Any Diff Rule	80% Rule	2-Std Dev Rule
0	0 %	7.7 %	Yes	Yes	No
Interpretation					
Under-utilization was found using the Any Difference Rule.					
Under-utilization was found using the Eighty Percent (80%) Rule.					

Utilization Analysis

(an On-Line Internet based application)

The reports generated will test for Under Utilization using three different methods. These include: the Any Difference Rule, the 80% Rule (Four-Fifths Rule or Adverse Impact Analysis), and the 2-Standard Deviation Rule (a statistical test of the significance of differences found).

Instructions: Please fill out the information into the form below. Once you have entered your data below, you may press the compute button at the bottom of the form to view the results.

Availability percentages can be obtained from the Census Bureau and from a variety of other organizations.

Step 1	Enter a title for your report:	<input type="text" value="Utilization Analysis"/>
	Enter organization information.	Enter the job group being analyzed: <input type="text" value="Officials/Managers"/>

Step 2	Total number of Officials/Managers employees:	<input type="text" value="5"/>	
	Enter Number of Employees.	Total number of Female Officials/Managers employees:	<input type="text" value="3"/>
	Total number of Minority Officials/Managers employees:	<input type="text" value="0"/>	
	Total number of Older Officials/Managers employees:	<input type="text" value="0"/>	
	Total number of Disabled Officials/Managers employees:	<input type="text" value="0"/>	

Step 3	Enter Number of People in the Civilian Labor Force and/or their Availability.	Number Availability		
		Total	<input type="text" value="38180"/>	
		Female	<input type="text" value="18945"/>	<input type="text" value="49.6"/> %
		Minority	<input type="text" value="2932"/>	<input type="text" value="7.7"/> %
		Older	<input type="text"/>	<input type="text"/> %
		Disabled	<input type="text"/>	<input type="text"/> %

Step 4	<input type="button" value="Compute"/>
	Select reporting options and press 'Compute' button. Display: <input checked="" type="checkbox"/> Description of Statistic <input checked="" type="checkbox"/> Interpretation of Results

Utilization Analysis

Officials/Managers

Utilization Analysis

Utilization Analysis

Utilization Analysis of Female Employees					
Number of Female employees in job group	Percentage of Female employees in employer workforce	Percentage of Female in labor force (availability)	Any Diff Rule	80% Rule	2-Std Dev Rule
3	60 %	49.6 %	No	No	No
Interpretation No Under-utilization was found using any of the three above tests.					

Utilization Analysis of Minority Employees					
Number of Minority employees in job group	Percentage of Minority employees in employer workforce	Percentage of Minority in labor force (availability)	Any Diff Rule	80% Rule	2-Std Dev Rule
0	0 %	7.7 %	Yes	Yes	No
Interpretation Under-utilization was found using the Any Difference Rule. Under-utilization was found using the Eighty Percent (80%) Rule.					

Utilization Analysis

(an On-Line Internet based application)

The reports generated will test for Under Utilization using three different methods. These include: the Any Difference Rule, the 80% Rule (Four-Fifths Rule or Adverse Impact Analysis), and the 2-Standard Deviation Rule (a statistical test of the significance of differences found).

Instructions: Please fill out the information into the form below. Once you have entered your data below, you may press the compute button at the bottom of the form to view the results.

Availability percentages can be obtained from the Census Bureau and from a variety of other organizations.

Step 1																			
Enter organization information.	Enter a title for your report: <input style="width: 100%;" type="text" value="Utilization Analysis"/> Enter the job group being analyzed: <input style="width: 100%;" type="text" value="Operators"/>																		
Step 2																			
Enter Number of Employees.	Total number of Operators employees: <input style="width: 100%;" type="text" value="26"/> Total number of Female Operators employees: <input style="width: 100%;" type="text" value="9"/> Total number of Minority Operators employees: <input style="width: 100%;" type="text" value="2"/> Total number of Older Operators employees: <input style="width: 100%;" type="text" value="0"/> Total number of Disabled Operators employees: <input style="width: 100%;" type="text" value="0"/>																		
Step 3																			
Enter Number of People in the Civilian Labor Force and/or their Availability.	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th colspan="2" style="text-align: right; border-bottom: 1px solid black;">Number Availability</th> </tr> </thead> <tbody> <tr> <td>Total</td> <td style="border: 1px solid black; width: 15%; text-align: center;">38180</td> <td></td> </tr> <tr> <td>Female</td> <td style="border: 1px solid black; text-align: center;">18945</td> <td style="border: 1px solid black; text-align: center;">49.6 %</td> </tr> <tr> <td>Minority</td> <td style="border: 1px solid black; text-align: center;">2932</td> <td style="border: 1px solid black; text-align: center;">7.7 %</td> </tr> <tr> <td>Older</td> <td style="border: 1px solid black; text-align: center;"> </td> <td style="border: 1px solid black; text-align: center;"> %</td> </tr> <tr> <td>Disabled</td> <td style="border: 1px solid black; text-align: center;"> </td> <td style="border: 1px solid black; text-align: center;"> %</td> </tr> </tbody> </table>		Number Availability		Total	38180		Female	18945	49.6 %	Minority	2932	7.7 %	Older		%	Disabled		%
	Number Availability																		
Total	38180																		
Female	18945	49.6 %																	
Minority	2932	7.7 %																	
Older		%																	
Disabled		%																	
Step 4																			
Select reporting options and press 'Compute' button.	<div style="text-align: center; margin-bottom: 10px;"><input type="button" value="Compute"/></div> Display: <input checked="" type="checkbox"/> Description of Statistic <input checked="" type="checkbox"/> Interpretation of Results																		

Utilization Analysis

Operators

Utilization Analysis

Utilization Analysis

Utilization Analysis of Female Employees					
Number of Female employees in job group	Percentage of Female employees in employer workforce	Percentage of Female in labor force (availability)	Any Diff Rule	80% Rule	2-Std Dev Rule
9	34.62 %	49.6 %	Yes	Yes	No
Interpretation					
Under-utilization was found using the Any Difference Rule.					
Under-utilization was found using the Eighty Percent (80%) Rule.					

Utilization Analysis of Minority Employees					
Number of Minority employees in job group	Percentage of Minority employees in employer workforce	Percentage of Minority in labor force (availability)	Any Diff Rule	80% Rule	2-Std Dev Rule
2	7.69 %	7.7 %	Yes	No	No
Interpretation					
Under-utilization was found using the Any Difference Rule.					

Utilization Analysis

(an On-Line Internet based application)

The reports generated will test for Under Utilization using three different methods. These include: the Any Difference Rule, the 80% Rule (Four-Fifths Rule or Adverse Impact Analysis), and the 2-Standard Deviation Rule (a statistical test of the significance of differences found).

Instructions: Please fill out the information into the form below. Once you have entered your data below, you may press the compute button at the bottom of the form to view the results.

Availability percentages can be obtained from the Census Bureau and from a variety of other organizations.

Step 1																			
Enter organization information.	Enter a title for your report: <input style="width: 100%;" type="text" value="Utilization Analysis"/> Enter the job group being analyzed: <input style="width: 100%;" type="text" value="Service Workers"/>																		
Step 2																			
Enter Number of Employees.	Total number of Service Workers employees: <input style="width: 100%;" type="text" value="17"/> Total number of Female Service Workers employees: <input style="width: 100%;" type="text" value="17"/> Total number of Minority Service Workers employees: <input style="width: 100%;" type="text" value="3"/> Total number of Older Service Workers employees: <input style="width: 100%;" type="text" value="0"/> Total number of Disabled Service Workers employees: <input style="width: 100%;" type="text" value="0"/>																		
Step 3																			
Enter Number of People in the Civilian Labor Force and/or their Availability.	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th colspan="2" style="text-align: center;">Number Availability</th> </tr> </thead> <tbody> <tr> <td>Total</td> <td><input style="width: 100%;" type="text" value="38180"/></td> <td></td> </tr> <tr> <td>Female</td> <td><input style="width: 100%;" type="text" value="18945"/></td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="49.6"/> %</td> </tr> <tr> <td>Minority</td> <td><input style="width: 100%;" type="text" value="2932"/></td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="7.7"/> %</td> </tr> <tr> <td>Older</td> <td><input style="width: 100%;" type="text"/></td> <td style="text-align: right;"><input style="width: 100%;" type="text"/> %</td> </tr> <tr> <td>Disabled</td> <td><input style="width: 100%;" type="text"/></td> <td style="text-align: right;"><input style="width: 100%;" type="text"/> %</td> </tr> </tbody> </table>		Number Availability		Total	<input style="width: 100%;" type="text" value="38180"/>		Female	<input style="width: 100%;" type="text" value="18945"/>	<input style="width: 100%;" type="text" value="49.6"/> %	Minority	<input style="width: 100%;" type="text" value="2932"/>	<input style="width: 100%;" type="text" value="7.7"/> %	Older	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/> %	Disabled	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/> %
	Number Availability																		
Total	<input style="width: 100%;" type="text" value="38180"/>																		
Female	<input style="width: 100%;" type="text" value="18945"/>	<input style="width: 100%;" type="text" value="49.6"/> %																	
Minority	<input style="width: 100%;" type="text" value="2932"/>	<input style="width: 100%;" type="text" value="7.7"/> %																	
Older	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/> %																	
Disabled	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/> %																	
Step 4																			
Select reporting options and press 'Compute' button.	<div style="text-align: center; margin-bottom: 10px;"><input type="button" value="Compute"/></div> Display: <input checked="" type="checkbox"/> Description of Statistic <input checked="" type="checkbox"/> Interpretation of Results																		

Utilization Analysis

Service Workers

Utilization Analysis

Utilization Analysis

Utilization Analysis of Female Employees					
Number of Female employees in job group	Percentage of Female employees in employer workforce	Percentage of Female in labor force (availability)	Any Diff Rule	80% Rule	2-Std Dev Rule
17	100 %	49.6 %	No	No	No
Interpretation No Under-utilization was found using any of the three above tests.					

Utilization Analysis of Minority Employees					
Number of Minority employees in job group	Percentage of Minority employees in employer workforce	Percentage of Minority in labor force (availability)	Any Diff Rule	80% Rule	2-Std Dev Rule
3	17.65 %	7.7 %	No	No	No
Interpretation No Under-utilization was found using any of the three above tests.					

Utilization Analysis

Part 1:

Dept. Job Title	Salary	Current Period as of: April 1, 2015															Current %		Availability Factor		% of Under-Utilization					
		All Employees:			Minority Employees																					
		Total	Male	Female	Male						Female															
					Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Asian	Native Hawaiian/ Pacific Islander	Two or More Races	Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Asian	Native Hawaiian/ Pacific Islander	Two or More Races										
Officials/ Managers		5	2	3																						
Professionals																										
Technicians																										
Office & Clerical		7	4	3									1							1	14.29		7.7		0	
Craftsmen (skilled)		3	3																							
Operators		26	17	9			1												2	2	7.69		7.7		0	
Laborers																										
Service Workers		17		17									3							3	17.65		7.7		0	
Trainees																										
Other																										

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Part 2:

Dept. Job Title	Future Period From January 1, 2016 To December 31, 2016								Numeric Goals for Program Year								% Rate of Additi on	An tici - pat ed W ork For ces as of	Projected % Representation								
	Anticipate d Job Openings By:			Job Openings to Be Filled By:					New Hire			Promotions							12 Mo.	2 Yr		3 Yr		4 Yr			
	ATTR	EXPS	Total	REC	TRAN	PRO	New Hire	Total	Total			Total		Minority		Total				Minority	Female	Minority	Female				
									Male	Female	Minority	Male	Female	Male	Female				Minority					Female			
Minority	Female	Minority	Female	Minority	Female	Minority	Female	Minority	Female	Minority	Female	Minority	Female	Minority	Female	Minority	Female	Minority	Female								
Officials/ Managers	1		1			1					1	1															
Professionals																											
Technicians																											
Office & Clerical																											
Craftsmen (skilled)																											
Operators	2	2	4			4	4	2	2	1				1	2												
Laborers																											
Service Workers	7		7			7			7	2				2	2	7			17								
Trainees																											
Other																											

GOALS AND TIMETABLES

A. Introduction

Prairie Hills Transit's Affirmative Action goals are, in fact, goals in the truest sense of the word. They represent good faith quantitative employment objectives set to realize minimum progress within an established time frame. They are not, nor should they be viewed as, quotas, since they are not fixed hiring rates ordered or approved by a court to remedy unlawful discrimination. Timetables represent the projected time to achieve goals. After establishing goals and timetables, Paul Young will identify appropriate strategies for achieving these goals. This will be a cooperative effort coordinated by the Equal Employment Opportunity Coordinator Officer, personnel staff, division heads, and local and unit managers. Goal identification will be a continuing process.

The racial makeup of the populations of Lawrence, Butte, Custer, and Fall River Counties is 4.6 percent (Bureau of the Census). This presents a unique challenge and innovative recruitment methods will have to be developed in order achieve parity.

B. Organizational Goals

1. Adoption of Affirmative Action Plan by Prairie Hills Transit.
Timetable: January 1, 2016 Goal Achieved: October 1, 2011
2. Appointment of Affirmative Action Officer by Prairie Hills Transit.
Timetable: January 1, 2016 Goal Achieved: October 1, 2011
3. Post the Affirmative Action/Equal Employment Opportunity Plan on Prairie Hills Transit's webpage/office bulletin boards.
Timetable: January 1, 2016 Goal Achieved: October 1, 2011

C. Goals Related to Forms, Data, and Research

1. Prepare an analysis of current work force with regard to sex, race, and national origin. Compare this analysis to the composition of the available labor force. Establish goals and timetables for every protected class group where under-utilization exists.
Timetable: 1 to 3 years Goal Achieved: Ongoing

D. Training Goals

1. New Employee Training
Timetable: 1 to 3 years Goal Achieved: Ongoing
2. Employee Training
Timetable: 1 to 3 years Goal Achieved: Ongoing

E. Annual Goals

1. Review of Affirmative Action Plan
Timetable: Annually Goal Achieved: Ongoing
2. Annual Report
Timetable: Annually Goal Achieved: Ongoing

ASSESSMENT OF EMPLOYMENT PRACTICES

A. Job Posting and Applicant Recruitment

Comprehensive posting and recruitment procedures are necessary to ensure that persons applying for positions reasonably reflect the community's population distribution.

Prairie Hills Transit gives first consideration for job openings to existing employees. This is accomplished through internal posting as well as through information available from the Human Resources Manager.

Open positions are placed on designated bulletin boards at the administrative facility and mailed to each of the Company's additional facilities for posting on their central bulletin board. These postings contain the job title, a brief description of the position, the division where the opening occurs, the grade (level), the wage rate or salary scale, and the date of the posting. For a minimum of five (5) full working days only current employees are eligible for consideration.

After the internal posting period expires and the position is not filled with a current employee external applications are considered for the position. Positions for which applicants from the public are accepted are posted on the South Dakota Department of Labor and Regulations website.

Advertisements, when warranted, are placed in the local newspapers, i.e., the Black Hills Pioneer, the Rapid City Journal, professional journals and the South Dakota Department of Labor and Regulations website as needed to ensure a broad spectrum of applicants. Advertising states that **Prairie Hills Transit** is an Equal Employment Opportunity/Affirmative Action Employer.

Counseling as well as basic information about job postings and potential job openings is available in the Human Resources Manager.

Close liaison with college/university work-study programs and high school co-op programs is maintained as a continuing potential source of minority and female applicants. The Human Resources Manager maintains a close liaison with various community and civic organizations, universities and placement services for recruitment purposes.

B. Selection Procedure

Prairie Hills Transit's selection procedure is designed to ensure non-discrimination in hiring, transfers, and promotions. It is specifically concerned with preventing selections based on stereotypical characterizations, i.e., preference of supervisors, co-workers or clients of the Company, and other non-merit factors such as marital status, handicap, etc.

Specific procedures have been designed to accomplish this goal.

They include the following:

1. The **Pool of Candidates** has been expanded through a comprehensive posting and recruitment process. Current employees and the general public are informed of employment opportunities at **Prairie Hills Transit**.
2. The **Application Forms**, with procedures, has been designed to evaluate job related criteria. These applications allow for considerable self-evaluation of job skill level of the applicant. In evaluating responses to questions relating to the applicant's criminal conviction record, the Company gives full consideration to the relationship between the nature of the conviction and applicant's fitness for the job for which they are applying.

The completion of the application form and the applicant interview are also part of the selection procedure for all applicants. Once hired, the probationary period is used as an additional mechanism to examine the suitability for the available position.

3. **Interviewing** – The Human Resources Manager, Operations Coordinator, Information Services Manager, and Executive Director have direct review of the first stage interview process. The interview is based on job-formulated inquiries. A qualified set of applicants shall be referred by the Employment Section of the Human Resources and Personnel Administration department to the department with the available position with recommendations, if any. The final interviews are conducted by the department manager within the department with the open position. After the interview period, the department manager forwards the name of the recommended applicant to the Human Resources and Personnel Administration department. The Human Resources and Personnel Administration department reviews the recommendation and upon their concurrence, makes the offer of employment. In order to assure fair and objective interviews, the Human Resources Manager has conducted management workshops relative to the interview process, unlawful pre-employment inquiries, and general interviewing techniques.

Special care is taken to evaluate the skills of the applicant specifically as they related to the job responsibilities.

Individuals with handicaps are hired and promoted on merit factors alone and not be arbitrary generalizations and stereotypes about handicapped or temporarily disabled individuals.

4. **Potential Lines of Progression** – In other areas of **Prairie Hills Transit's** organization, there are potential lines or progression. These potential lines of progression are intended only as a guide for reasonable and possible promotion sequences. They in no way limit the Company's ability to promote individuals demonstrating skills and capabilities to a job classification outside of the written lines of progression.

In nearly every position, there are three factors, which enhance promotion and advancement:

• **Lateral Moves** – An employee may have to move horizontally across the organizational chart to a position of equal standing to obtain a well-rounded background to move up vertically.

• **Education** – Any employee who fulfills the educational requirements for any open position can enter a higher level job in their present department or move to a different division.

• **Experience** – Experience alone may be sufficient to qualify for a lateral move or advancement. This experience may have been gained while working for **Prairie Hills Transit** or in jobs outside of the Company.

5. **Nepotism** – In selecting persons for employment, the applicant most suitable and available to perform in the position should, without exception, receive the offer of employment. No restriction is placed on the hiring of persons related through affinity or consanguinity. However, to avoid possible conflict of interest, an employee so related must not participate either formally or informally in decisions to hire, retain, promote or determine the salary of the kindred employee; nor may any individual (s) of the family. Relatives will not work for the same immediate supervisor without prior written approval from the Executive Director. The responsibility for approving the hiring of related persons shall rest with the Human Resources Manager.

This policy applies to all situations in which related persons are employed by Prairie Hills Transit. It will not be applied retroactively to reverse personnel actions or other actions, which would have been contrary to the guidelines. Evidence should be available demonstrating that a reasonably thorough search was made for well qualified candidates and that the most suitable candidate was selected.

Employees must absent themselves from meetings devoted to discussing matters as they relate to the hiring, retention, promotion, discipline or salary setting of a related person and shall not vote on such decisions. This will take place at any level of the decision-making process and will constitute not participating "formally" in the decision. Avoiding "informal" participation means that kindred personnel must not discuss such matters with Company staff outside of such meetings nor use their Company position to influence such decisions. Avoiding informal participation does not preclude referring a decision about a kindred person to a department head or to the Human Resources and Personnel Administration for consideration.

Instances of violation of this policy are determined after investigation by the Human Resources Manager. Responsibility for violation lies, as in other matters, with the person (s) whose position is acted upon.

The application for **Prairie Hills Transit** asks whether the individual has a relative working for the Company. If the answer to this question is "yes", the Human Resources Manager shall ask whether the related person is within the division wherein the applicant is seeking employment. If not, no further inquiry shall be made. If so, the Human Resources Manager will provide guidance concerning any possible conflict of interest.

C. General Personnel Policies and Procedures

1. Wage and Salary Administration

The Authority's wage and salary administration program is designed to allow for the administration of a fair and equitable compensation system. Its goals are to:

- Match job descriptions with actual job duties.
- Determine compensation parity between jobs of equal responsibility requiring comparable skills.
- Prepare in-depth job descriptions covering:
 - o Purpose and scope of job (general summary)
 - o Duties and responsibilities (details)
 - o Supervision exercised
 - o Supervision received
 - o Minimum qualifications (education, experience and other skills)
- Measure the job descriptions by a standardized system as a foundation for determining rank and compensation.
- Assure that the practices of compensation are fair and equitable and conform to **Prairie Hills Transit's** EEO Policy and applicable state and federal law.

The Director of Human Resources and Personnel Administration has reviewed the wage and salary program as it relates to the following:

Current classifications have been reviewed to encourage career growth. Employees are encouraged to apply for positions for which they deem themselves qualified.

- Every effort has been made to combine job classifications of a comparable nature; however, some job classifications are unique to a specific Authority function. In such cases education/experience requirements are available to employees interested in pursuing same.
- The compensation level for positions reflects equity in reference to degrees of responsibility and qualifications.

2. Benefits

Benefit plans and programs are administered according to **Prairie Hills Transit's** EEO/AA policy and in conformance with state and federal laws and regulations governing EEO/AA. The

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Company treats all medical conditions affecting an employee in the same manner, including pregnancy related conditions.

Paid Time Off (PTO) is granted to employees in accordance with the Company's leave policy. No medical condition shall require a mandatory leave unless proper medical authorities indicate it would have a negative impact on job performance and evaluation indicates an inability to perform the duties of the position.

The Company internally manages a SIMPLE IRA, a fair and equitable retirement program, which is administered through an investment firm in conformance with applicable state and federal laws.

3. Employee Development and Training

The Authority recognizes its responsibility to train and develop its employees. **Prairie Hills Transit** shares the responsibility with employees for developing their promotion potential and recognizes that development for employees takes place in a growth oriented environment of understanding and respect for each individual's uniqueness and is based on:

- The employee's willingness to participate in self-development;
- Management's commitment to assess employee skill level and to develop employee potential for promotion through the use of available training opportunities;
- Quantity and quality of career development information provided by the Human Resources and Personnel Administration department.

Prairie Hills Transit is available to provide information to employees regarding the Company's job classifications and their requirements. Potential career growth and educational information is available to interested employees.

The following procedures have been implemented by the Human Resources Manager to enhance the equitable handling of training opportunities for individuals in the Company's employment:

- Centralization of all training opportunity information is available through the department;
- Development of appropriate and applicable training programs that enhance an employee's ability to qualify for positions as they become available.

4. Employee Performance and Evaluation

To increase the communication between the managerial staff and those supervised, a regular system of employee evaluations has been instituted in the Authority. Probationary employees receive at least one written evaluation prior to the conclusion of the probationary period and again at the conclusion of the probationary period.

The probationary period is a continuation of the testing process. It is the most clearly job-related test devised. The probationary period gives the employee time to adjust and the department manager or supervisor time to evaluate.

The performance evaluation system is used to ensure the development and continuation of an effective Authority workforce. To assist department heads and managerial personnel in implementing these evaluation procedures, the Human Resources and Executive Administration department has conducted workshops on performance evaluation.

After an employee has completed his/her probationary period, written performance evaluations takes place on an annual basis and are placed in the employee's personnel file.

Employee performance evaluations are conducted to provide employees and supervisors with an analysis of the employee's job performance. This evaluation and sharing of information between supervisor and employee enables employees to accurately make self-development plans. It also enables supervisory personnel to maintain an awareness of the employee's skill level and plan accordingly for training and/or developmental assignments.

When a performance evaluation is conducted, the following benefits can be realized:

- Realistic assignment of work;
- Objective analysis of employee's capabilities;
- Analysis of departmental strengths and weaknesses;
- Assessment of training needs;
- Monitoring of training effectiveness and assessment of development plans;
- Employee awareness of performance.

5. Progressive Corrective Actions

If circumstances warrant the imposition of progressive discipline it will be imposed consistently and equitably for the purpose of the correcting deficiencies.

In such cases, progressive corrective procedures will normally follow the outline below, depending upon the severity of the infraction:

1. Verbal Warning
2. Written Warning
3. Disciplinary Suspension
 - Prior to suspending an employee, the director, manager, or supervisor should contact the Human Resources Manager and Executive Director to obtain assistance in determining if this action is warranted and consistent with **Prairie Hills Transit's** policies.
4. Termination

An employee who receives disciplinary action pursuant to this procedure prior to termination and feels unjustly treated may utilize the complaint procedures outlined in this document.

The application of progressive discipline is not intended to conflict with **Prairie Hills Transit's** Personnel Policies and Procedures as they relate to an individual's employment status.

6. Discrimination & Harassment Complaint Procedures

This section provides for processing and reviewing internal discrimination complaints.

General Guidelines

Any **Prairie Hills Transit** employee or applicant for employment who feels he/she has been discriminated against because of race, color, religion, sex, national origin, age, handicap, marital status, or sexual preference has the right to register a complaint in accordance with procedures outlined in this section.

All employees of **Prairie Hills Transit** have the unrestricted right to communicate with the Contract Compliance Officer within the Office of Contract Compliance (OCC).

Prairie Hills Transit will ensure that each employee and his/her witness will be free from restraint, intimidation, interference, coercion or reprisal at all stages within the process.

Persons named as allegedly discriminating staff will be adequately informed of the charges made against them and will be afforded the opportunity of respond to those charges.

The primary purpose of the discrimination and harassment complaint procedure is to determine whether discrimination has occurred and, if confirmed, take appropriate action to correct the situation.

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For complaints other than discrimination and harassment, bargaining unit employees should follow the grievance procedures outline in their union contract.

MONITORING AND REPORTING

Prairie Hills Transit's Equal Employment Opportunity Officer has established an internal monitoring and reporting system. The purpose of this reporting system is to:

- a. Assess accomplishments and establish and enforce a system of accountability.
- b. Evaluate the EEO/AA Program and to take necessary corrective action.
- c. Identify areas in which EEO/AA goals or the implementation of affirmative steps have not been accomplished.
- d. Provide a precise and factual data base for future projections and compliance reviews.

Data will be collected on a yearly basis and reported quarterly to the General Manager. To assess progress toward attainment of the goals of this Equal Employment Opportunity/Affirmative Action Program, the following quantitative and qualitative measures shall be made by using statistical reports.

- a. Number of positions posted.
- b. Number of applicants offered employment for each position, by population group.
- c. Number of applications for promotion or transfer, by population group.
- d. Number and percent of positions filled by promotions, by population group.
- e. Number and percent of positions filled by transfer, by population group.
- f. Number and percent of positions filled by new employees, by population group.
- g. Number and percent of hires completing probationary period, by population group.
- h. Number and percent of grievances based on charges of discrimination filed and/or upheld, by population group.
- i. Number and percent of persons terminated.

All data will be categorized by positions and EEO codes.

**TITLE VI/NONDISCRIMINATION COMPLAINT FORM
SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION**

Check what you believe to be the basis for the discrimination against you, such as race, sex or national origin. If you think that was more than one basis, more than one basis may be checked. You may also check more than one race/ethnic category.

I believe I was (or continue to be) discriminated against because of the following basis:

- | | |
|--|--|
| <input type="checkbox"/> Race | <input type="checkbox"/> Hispanic or Latino |
| <input type="checkbox"/> Color | <input type="checkbox"/> American Indian or Alaska Native |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Black or African American |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |
| <input type="checkbox"/> <input type="checkbox"/> Male <input type="checkbox"/> Female | <input type="checkbox"/> Asian |
| <input type="checkbox"/> National Origin | <input type="checkbox"/> White |
| <input type="checkbox"/> Other: Please Explain: | |

Was a complaint filed with any other agency? _____

If yes, please list the name of the agency or agencies below:

Name(s) of department employees or programs/offices involved in discrimination and/or harrassment:

Name(s) of any witnesses:

Explain specific complaint:

(explain in your own words what happened, the date(s) incidents occurred, who was involved, etc. Use backside of page for additional space or attach a separate sheet if needed. Please state the date(s) the incidents occurred or when the last incident occurred. All complaints need to be filed within 180 days of the last occurrence of discrimination and/or harassment.)

What are you hoping will result from this complaint?

NAME _____ HOME PHONE _____

ADDRESS _____

E-MAIL ADDRESS _____ WORK/CELL PHONE _____

SIGNATURE

DATE

DOT USE ONLY

DOT OFFICE _____ DATE COMPLAINT RECEIVED _____

DATE COMPLAINT REFERRED TO FEDERAL AGENCY _____

AGENCY THE COMPLAINT REFERRED TO _____

DATE INVESTIGATED _____ DATE COMPLETED _____

RESULTS:

June D. Hansen, Civil Rights Compliance Officer
South Dakota Department of Transportation

DATE

Prairie Hills Transit

Title VI Complaint Form

Section I:

Name:

Address:

Phone (home):

Phone (work)

Email:

 Accessible Format
Requirements?

 Large Print

 TDD

 Audio Tape

 Other

Section II:

Are you filing this complaint on your own behalf?

 Yes*

 No

*If you answered "Yes" to this question, go to Section III.

 If not, please supply the name and relationship of the person for
whom you are complaining:

Please explain why you have filed for a third party:

 Please confirm that you have obtained the permission of the
aggrieved party, if you are filing on behalf of a third party.

 Yes*

 No

Section III:

I believe the discrimination I experienced was based on (check all that apply):

 Race

 Color

 National Origin

Date of the Alleged Discrimination (MM/DD/YYYY): _____

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use and attach a separate sheet of paper.

Prairie Hills Transit

Section IV:			
Have you previously filed a Title VI complaint with this agency?	Yes	No	
Section V:			
Have you filed this complaint with any Federal, State, or local agency, or with any Federal or State court?			
[] Yes [] No			
If yes, check all that apply:			
[] Federal Agency		[] State Agency	
[] Federal Court		[] Local Agency	
[] State Court			

Please provide information about a contact person at the agency/court where the complaint was filed.

Name: _____

Title: _____

Agency: _____

Address: _____

Telephone: _____

Section VI:

Name of agency complaint is against: _____

Contact Person: _____

Title: _____

Phone Number: _____

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

Signature

Date

Please submit this form in person to the address below, or mail this form to:

Human Resources Manager
Prairie Hills Transit
2015 Tumble Weed Trail
Spearfish, SD 57783-8810