



(For Board Meeting of October 9, 2009)

SUMMARY OF RECOMMENDATIONS
MEETING OF THE RULES, POLICY AND INDUSTRIAL
RELATIONS COMMITTEE/COMMITTEE OF THE WHOLE
FRIDAY, OCTOBER 9, 2009
(CHAIR BARBARA L. PAHRE)

Item No. 1

Approve adoption of the 2009-2012 Affirmative Action Plan (Plan); and, authorize submittal of the Plan to the Federal Transportation Administration.

Action by the Board – Resolution

Item No. 2

Approve revisions to the Employee Computer Purchase Loan Program, as outlined in the staff report.

Action by the Board -- Resolution



Agenda Item No. 1

To: Rules, Policy and Industrial Relations Committee/Committee of the Whole
Meeting of October 9, 2009

From: Susan Spencer, Employee Relations and Diversity Programs Administrator
Z. Wayne Johnson, Deputy General Manager, Administration & Development
Celia G. Kupersmith, General Manager

Subject: **APPROVE ADOPTION OF THE 2009-2012 AFFIRMATIVE ACTION PLAN**

Recommendation

It is recommended that the Board of Directors approve the new Affirmative Action Plan (AAP) for the period of July 1, 2009, through June 30, 2012, and authorize submittal of the AAP to the Federal Transportation Administration (FTA), as required.

Background

In accordance with the requirements set forth in FTA Circular 4704.1, "Equal Employment Opportunity Program Guidelines for Grant Recipients" dated July 26, 1988, the District is required to submit an AAP to the FTA every three years for review and approval. In compliance with this reporting requirement, the Employee Relations and Diversity Programs Office reviewed and updated the AAP that ended as of June 30, 2009. The new AAP covers the three-year timeframe of July 1, 2009, through June 30, 2012. The AAP identifies underutilization in the areas of women and minorities using 2000 Census data; and sets forth goals and strategies to address areas of underutilization. While this project was undertaken in compliance with federal requirements, it is important to note that the AAP also provides a key management opportunity to lay out guidance for the organization's growth and development. Copies of the complete Affirmative Action Plan 2009-2012 are available for review in the Office of the District Secretary.

Based on the analysis undertaken in compliance with the regulations, the District is doing quite well, with an overall representation of total employees showing 43% minority and 24% women. This represents a 1% increase for both minorities and women from the previous plan year. The District's labor force is divided into seven EEOC designated job categories. With the assistance of a nationally recognized consultant, Biddle and Associates, District data was cleaned up to better align job titles with job categories, and to set up electronic data capture. Past years AAPs were largely manually prepared.

We are pleased to report that the District achieved its employment goals in the following areas: women in the Executive category; women and minorities in the Technicians category and minorities in the Skilled Crafts category. On the other hand, the District has identified an underutilization of minorities in the Executive category; women in the Protective Services category; women in the Skilled Crafts category and women in the Service Occupations category. The District is not alone in being challenged to recruit and hire women into these largely non-traditional roles, but remains committed to making progress against the goals. At the Executive level, the District did hire a minority male last year, as a Deputy General Manager, and will stay cognizant of the goal when other opportunities to hire arise.

The AAP also includes employee and applicant data by residence. The employee residence data shows that the majority of District employees reside in one of five (5) counties: Sonoma, Marin, San Francisco, Solano and Contra Costa. Compared to the 2006 data, there was a 2% decrease of employees residing in Marin County. The majority of applicants come from Sonoma, Marin, Contra Costa and Alameda Counties, with the largest increase from 2006 coming from Sonoma County and the largest decrease coming from San Francisco County.

To address the underutilization of minorities and women in certain job categories, the Employee Relations and Diversity Programs Office and the Human Resources Department will continue to review current external recruitment strategies to identify effective and innovative ways to attract qualified women and minorities to the District's applicant pool. The District will also identify strategies to improve upon our external outreach efforts for veterans and qualified individuals with disabilities. Recruitment, selection and testing practices will also be reviewed during this plan period. Employee development and training programs will continue to be offered to employees to prepare them for lateral and promotional positions.

Lastly, District policies and procedures related to EEO and Affirmative Action are being reviewed and updated to reflect any regulatory language changes and to ensure alignment with both the letter and spirit of the regulations and the District's policy statement. The EEO/Affirmative Action Policy Statement has been updated for inclusion in the AAP and is attached to this report.

Attached to this report is a presentation that staff will provide to the Rules Committee on October 9, 2009.

Upon approval by the Board of Directors, the AAP will be submitted to the Federal Transit Administration for review and acceptance.

Fiscal Impact

There is no fiscal impact associated with this report. By submitting the AAP at this time, the District remains eligible for future federal grant funds.

Attachments:

- October 9, 2009, Presentation to the Rules Committee
- EEO/Affirmative Action Policy Statement



Agenda Item No. 2

To: Rules, Policy and Industrial Relations Committee /Committee of the Whole
Meeting of October 9, 2009

From: Z. Wayne Johnson, Deputy General Manager Administration and Development
Celia G. Kupersmith, General Manager

Subject: **APPROVE REVISIONS TO THE EMPLOYEE COMPUTER PURCHASE
LOAN PROGRAM**

Recommendation

The Rules, Policy and Industrial Relations Committee recommends that the Board of Directors approve revisions to the existing Employee Computer Purchase Loan Program that allow for a repeated participation in the program, while reducing the maximum dollar value of the loan program, in recognition of the reduced cost of computers since the inception of the original employee computer purchase loan program.

Background

The District has a long standing history of providing employee computer purchase loans as a means of encouraging a technologically competitive workforce, while also facilitating communications to and from our participating field and office personnel. Employees are able to practice and enhance their computer skills, telecommute in approved circumstances, and access the District's intranet site for employee information, training, updates and alerts. The current loan program policy allows an employee to participate only once in his/her career with the District. The program is popular with employees but lightly used due to the "only once in your career" requirement.

Over time, the District has received requests from employees asking that the program be revised to allow participation more than once. Most recently, the District received a petition from a group of Bus Division employees requesting that the existing policy be modified so that they could replace outdated personal computers, and to assist them in electronically accessing run books, Human Resource forms and other District website information now, and in preparation for new emerging technologies. It should be noted that the signatures on the recent Bus Division request were collected by Bus Operator Chuck Everett who was tragically killed in the shootings at the San Rafael-Richmond Bridge Toll Plaza.

In response to the many requests and in recognition that the program is outdated in its current form, it is recommended that the program be revised in the following manner:

1. The maximum allowable loan amount would be reduced from \$2, 500 to \$800 in response to the lower computer prices now available;
2. Employees would be eligible to participate once every three (3) years so that equipment can be kept up to date;
3. Loans will have a 12 month (maximum of 24 pay periods) repayment period, as opposed to two years previously;
4. The program will loan funds for the purchase of personal computer equipment primarily, most of which comes equipped with standard business software. Software purchased separately and non-factory installed is not eligible under this program;
5. Computers purchased under this program are for personal use only; and
6. The procedures associated with the computer loan program are streamlined, when compared to the past program, to simplify the administrative processing of loan applications.

The proposed policy is attached for your information.

Fiscal Impact

There is no fiscal impact associated with this program based on the expectation that all loans will be fully repaid within a year, and the administrative process associated with the program is relatively minimal.