

TRANSFORT DEPARTMENT EEO PROGRAM

POLICY STATEMENT

The City of Fort Collins (the "City") and the Transfort Department (hereafter, "Transfort"), a department within the City organization, have 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 shall be unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, gender expression, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

Transfort's EEO program applies to all departmental 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 with Human Resources alleging discrimination and retaliation. Employees receive written notice of the means for filing such complaints through the City's Personnel Policies and Procedures. 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.

Transfort is committed to providing reasonable accommodations to qualified individuals with disabilities who are employees or applicants for employment except when such accommodation would cause an undue hardship. Transfort is committed to providing a reasonable accommodation to an employee or applicant's religious beliefs or practices, unless doing so would cause more than a minimal burden on Transit Operations.

As the City of Fort Collins City Manager, I maintain overall responsibility and accountability for Transfort's compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, I have appointed Claudia Menendez, Equity Officer, cmenendez@fcgov.com, as the City's EEO Officer. Claudia Menendez reports directly to the Deputy City Manager and acts with my authority with all levels of management and employees.

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

Transfort is committed to continuing to develop and implement a written nondiscrimination program that sets forth the policies, practices and procedures, with goals and timetables, to which the City is committed. Transfort's EEO Program policy available for inspection by any Transfort employee or applicants 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 the Transfort's EEO Policy and Program.

Kelly DiMartino,
City Manager
City of Fort Collins