



Annual Equal Employment Opportunity Policy City of Charlottesville, Virginia – Transit Operations

FOR FEDERAL FISCAL YEAR 2024 (OCTOBER 1, 2023 – SEPTEMBER 30, 2024)

1. The City of Charlottesville has a strong commitment to the community and our employees. As an equal-opportunity employer, we strive to have a workforce that reflects the community and our employees. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, marital status, genetic information, disability, veteran status, or other protected class.
2. The City of Charlottesville's Equal Employment Opportunity (EEO) 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.
3. All applicants and employees have the right to file complaints alleging discrimination. Retaliation against an individual who files a charge of 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.
4. The City of Charlottesville 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 of undue hardship.
5. As the City of Charlottesville's City Manager, I maintain overall responsibility and accountability for the City's Compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, I have appointed Ashley Reynolds Marshall as the EEO Officer for Charlottesville Area Transit, (434) 970-3116. Ashley Reynolds Marshall will report directly to me and act with my authority with all levels of management, labor unions, and employees.
6. All City of Charlottesville executives, management, and supervisory personnel, however, share in the responsibility for implementing and monitoring the City's EEO Policy and Program within their respective areas and will be assigned specific tasks to ensure compliance is achieved. The City of Charlottesville will evaluate its managers' and supervisors' performance on their successful implementation of the City's policies and procedures in the same way the City assesses their performance regarding other agencies' goals.
7. The City of Charlottesville 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 agency is committed and makes the EEO Program available for inspection by any employee or applicant for employment upon request.
8. I, Samuel Sanders, Jr., City Manager, 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.

Approved: Samuel Sanders, Jr.
Samuel Sanders, Jr. City Manager

Date: Sep 12, 2023