

EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT FORM

It shall be the policy of the Westmoreland County Transit Authority (WCTA) to practice equal opportunity with respect to all aspects of its employment practices.

Complaints alleging violations of this policy must be submitted to the attention of the EEO Officer of the WCTA within 180 calendar days of the date of incident of alleged discrimination in order to be considered.

Please complete all sections of this form:

Name: _____

Address: _____

Daytime Telephone: _____

Are you a current or past employee of the WCTA? Yes No

If no, have you applied for employment with the WCTA within the past twelve (12) months? Yes No

Under what grouping are you classifying this complaint?

Race Color Creed National origin

Sex Age Disability Other (Please describe): _____

Under what type of employment practice are you alleging discrimination?

Selection for Employment (Hiring) Promotion or Demotion

Discharge/Termination of Employment Disciplinary Action

Compensation/Annual Review Action Layoff

Benefit Award or Administration Training Opportunity

Other (Please describe): _____

Has this issue been reviewed in any other forum (i.e.: Union Grievance Procedure, etc.)?

Yes, please describe: _____ No

Signed: _____ Date: _____

Please forward complaint, in an envelope marked "Confidential" to:

EEO Officer
Westmoreland County Transit Authority
41 Bell Way
Greensburg, PA 15601

Complaint Process:

Complaints alleging discrimination shall be reported as follows:

- By e-mailing the complaint form to WCTA's EEO Officer at: ablahovec@westmorelandtransit.com.
- Mailing the complaint form to EEO Officer, 41 Bell Way, Greensburg, PA 15601
- Calling WCTA's EEO Officer at 724-832-2712

To file an EEO complaint, the complainant should complete the EEO compliant form above. This form can also be accessed by contacting WCTA's EEO Officer as noted above or by printing the form from WCTA's website at <https://www.westmorelandtransit.com>.

In the case where an allegation is made against the Executive Director/EEO Officer, the complaint should be sent to WCTA's Deputy Executive Director at 41 Bell Way, Greensburg, PA 15601.

Complaints must be filed within one-hundred eighty (180) calendar days of the incident of alleged discrimination for them to be considered.

A response will be issued within fourteen (14) calendar days of receipt unless additional time is required for investigation. If additional investigation is required, the complainant will be notified. The response will include corrective action intended or, in the case of a finding adverse to the complainant, any further recourse.

A hearing may be required to review the facts of the case in person. If so requested, the complainant agrees to make themselves available for such a hearing during normal business hours at a time mutually agreeable to all parties.

Adverse responses may be appealed to the Board of Directors at its next regularly scheduled meeting. Individuals or groups who feel they have been adversely treated at this level have recourse to a variety of Local, State and Federal quasi-judicial remedies.