

RESOLUTION 24-43 – AUTHORIZING AN AMENDMENT TO THE AUTHORITY’S PERSONNEL MANUAL – EQUAL EMPLOYMENT OPPORTUNITY/ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURES.

WHEREAS, the Delaware River and Bay Authority (the “Authority”) is committed to excellence in public employment; and

WHEREAS, the Authority is committed to recruiting, employing, and retaining high-quality individuals, possessing required knowledge, skills, and abilities for their respective job duties; and

WHEREAS, the Authority is committed to ensuring that individuals using its services, benefits, facilities, programs, or activities are free from harassment or discrimination in the use of Authority facilities and services; and

WHEREAS, the Authority has adopted a Personnel Manual providing general descriptions and guidelines concerning the Authority’s personnel policies and practices; and

WHEREAS, the Authority reviews and amends the Personnel Manual from time to time; and

WHEREAS, the Authority last amended its Equal Employment Opportunity and Anti-Harassment Policy in 2017; and

WHEREAS, in 2023 as the result of an FTA Triennial Review associated with federal grant funding, the Authority received guidance on ways to improve its processes; and

WHEREAS, the Authority has determined that it is in the Authority’s best interest to amend its Personnel Manual by replacing in its entirety the Equal Employment Opportunity and Anti- Harassment Policy found in Section III with a revised policy; and

WHEREAS, the Authority’s Personnel Committee has reviewed the proposed amendment and recommends its consideration to the Board.

NOW, THEREFORE, BE IT RESOLVED, that the Equal Employment Opportunity and Anti- Harassment Policy authorized by Resolution 17-58 is hereby rescinded; and

NOW, THEREFORE BE IT FURTHER RESOLVED that the Authority’s Equal Employment Opportunity and Anti-Harassment Policy contained in Section III of the Personnel Manual is hereby amended by deleting this section and replacing it in its entirety with the Equal Employment Opportunity, Anti-Discrimination and Anti-Harassment Policy and Complaint Procedures attached hereto.

Resolution 24-43 Executive Summary Sheet

Resolution: AUTHORIZING AN AMENDMENT TO THE AUTHORITY'S PERSONNEL MANUAL – EQUAL EMPLOYMENT OPPORTUNITY/ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURES.

Committee: Personnel

Committee/Board Date: September 17, 2024

Board Date: September 17, 2024

Purpose: To update and amend the Equal Employment Opportunity and Anti-Harassment Policy contained in Section III of the Personnel Manual.

Background: The Authority's Personnel Manual has been in existence since 1965; this manual was last revised in its entirety in March 2000.

The Personnel Manual provides general descriptions and guidelines concerning the Authority's personnel policies and practices. The provisions in the Personnel Manual are subject to change by the Authority at any time.

Resolution 17-58 amended the Authority's Equal Employment Opportunity and Anti-Harassment Policy contained in Section III of the Personnel Manual to create a centralized point of intake for all complaints under this policy.

The policy has been renamed and further revised to comply with federal grant funding requirements to clarify that a designated EEO officer shall report directly to the Executive Director with input and concurrence on all hiring and promotion decisions and members of the public may also utilize the complaint process established by this policy. It also provides timeframes for completing an investigation and the type of information that individuals can expect to receive when the investigation is completed.