

April 29, 2016

**VIA E-MAIL**

Ms. Katie Kizer, JD

Email: [Katie.kizer@gmail.com](mailto:Katie.kizer@gmail.com)

RE: 16-FOIA-108 Employment Policy

Dear Ms. Kizer:

We are in receipt of your request under the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.*

On April 25, 2016, we received your request for Metra's policy on employment applicants who have criminal histories, specifically felony convictions ("**Request**").

In response to your Request, Metra's Human Resources Department is providing you with a photocopy of a page obtained from Metra's Employee Handbook issued 8/1/2015, showing Metra's Equal Employment Opportunity policy regarding applicants with arrest records.

If I can be of further assistance to you, please do not hesitate to contact me.

Sincerely,



Kathleen E. Haton  
Freedom of Information Officer  
[foia@metrarr.com](mailto:foia@metrarr.com)  
FOIA Hotline #312-663-3642

Attachment