

Equal Employment Opportunity

The agency strives to provide equal employment opportunity without regard to race, religion, color, national origin, gender, sexual orientation, age, genetic information, veteran's status or disability for all applicants and employees of the agency. To establish and communicate a goal and a plan for creating a workforce that accurately reflects the diversity of the state's workforce population, the agency will promote and implement this policy in all personnel actions (recruiting, hiring, promoting, etc.).

Human Resources will inform all employees of the agency's Recruitment and Workforce Diversity Plan and discuss the plan at appropriate staff meetings. The phrase "An Equal Opportunity Employer" will be used in all employment announcements and advertisements. The concepts of the plan will also be communicated to job applicants. New employees are expected to learn and follow the policies and procedures set forth by the agency as well as those set forth by their respective divisions.

All members of agency management are accountable for the effective implementation of this policy.

I. Recruitment and Workforce Diversity Plan

With the established goal of creating a workforce that accurately reflects the diversity of the state's workforce population, the agency shall compare workforce data from the Texas Workforce Commission Civil Rights Division for minorities and women with its own. If agency minority and female percentages fall below these figures, recruiting goals will be revised accordingly.

Agency policy for providing equal employment opportunity shall be implemented by the following recruitment procedures and guidelines: (1) notifying placement offices at universities and junior colleges of job openings; (2) maintaining relations with community organizations such as agencies and groups including Greater Austin Hispanic Chamber of Commerce, Austin African American Chamber of Commerce, and Disabled American Veterans that could serve as referral sources for qualified minority, women, veterans, and disabled applicants; (3) using organizations and personal contacts of current staff to encourage ongoing referral of qualified minority, female, veterans and disabled applicants; and (4) advertising in minority newspapers and other publications serving women, veteran's groups, and disabled individuals.

II. Responsibilities

Human Resources will follow procedures to ensure the Recruitment and Workforce Diversity Plan is being followed and goals are met by analyzing and evaluating, on a quarterly basis, the progress the agency has made toward the plan's implementation and preparing a written status report for the Executive Director at least quarterly based upon the findings of the analysis.

Managers and supervisors shall be accountable for: (1) ensuring that their employees follow EEO policies in their organizational units; (2) clarifying EEO policies for their employees; (3)

periodically reviewing training, hiring, and promotion practices to eliminate impediments to goal accomplishment; (4) documenting selection decisions; and (5) using the quarterly EEO report to assess and evaluate recruitment needs and target goals.

Before interviews are conducted, applicants will be screened in a manner to ensure a non-discriminatory selection process the application form shall require only information directly related to an applicant's education, knowledge, skills, abilities and experience and questions that are not job-related will not be allowed during the interview.

See also Hiring Practices.

To further ensure nondiscriminatory practices, personnel actions (evaluation, promotions, transfers, dismissals, etc.) will be made without regard to a person's race, religion, color, sex, age, genetic information, national origin, veteran's status, disability or sexual orientation.

All employees will be encouraged to further their training and education so that they may have the opportunity to progress to a higher job classification.

III. Work Environment

The agency strives to ensure a workplace with a diverse team of people and professions. This work environment is achieved through a productive, efficient workforce that is free of discrimination, intimidation, and harassment.

Employees shall not direct degrading or abusive conduct toward other people in the work environment. The agency considers such conduct unacceptable in the workplace. The agency considers any behavior that degrades another's race, color, religion, sex, national origin, disability, or age a serious violation of the agency's EEO policy. The agency will take timely corrective action as each behavior occurs. Such behavior includes, but is not limited to, offensive name calling, jokes, slang, and posting offensive materials on state property.

Authority: Texas Labor Code, Chapter 21