

# EEOP Short Form



Wed Aug 11 20:35:00 EDT 2010

## Step 1: Introductory Information

<b>Grant Title:</b>	Victims of Crime Act (VOCA)	<b>Grant Number:</b>	2010-VC-GX-0043
<b>Grantee Name:</b>	WA State Dept. of Labor & Industries	<b>Award Amount:</b>	\$5,290,000.00
<b>Grantee Type:</b>	State Government Agency		
<b>Address:</b>	P.O. Box 44821 Olympia, Washington 98504-4821		
<b>Contact Person:</b>	Catthi Olson	<b>Telephone #:</b>	360-902-9152
<b>Contact Address:</b>	P.O. Box 44821 Olympia, Washington 98504-4821		
<b>DOJ Grant Manager:</b>	Bradley Mitchell	<b>DOJ Telephone #:</b>	202-514-9069

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### Policy Statement:

See Attachment

## L&I Employee Policies and Procedures

### Equal Employment Opportunity Affirmative Action

**General Topic:** Personnel

**Policy #:** 3.10

**Subject:** Equal Employment Opportunity, Non-discrimination and Affirmative Action

**Issued:** January 13, 2009 (supersedes policy dated 9/30/2005)

**Applies to:** All employees

**See also:** Equal Pay Act of 1963; Civil Rights Act of 1964, as amended; Age Discrimination in Employment Act of 1967, as amended; Rehabilitation Act of 1973, as amended; Vietnam-Era Veterans Readjustment Act of 1974, as amended; Americans with Disabilities Act of 1991; Civil Rights Act of 1991; Executive Orders 93-07 and 96-04; RCW 49.60; RCW 49.74; WAC 357-25, Washington State Department of Personnel Affirmative Action Plan Guidelines; Policies 3.01, 3.11, and 3.13; L&I Washington Management Service Hiring Guidelines

**Contact:** Assistant Director, Office of Human Resources

#### Purpose and Description

The Department of Labor and Industries provides equal employment opportunities and provides agency programs and services without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, or veteran status in accordance with the principles, intent, and purpose of Washington State and Federal civil rights laws and Governor's Executive Orders. The department recognizes that providing an employment environment and customer services free from unlawful discrimination in any form is critical to achieving agency priorities.

The Department of Labor and Industries expressly prohibits any form of unlawful discrimination, including harassment, based on race, color, region, gender, sexual orientation, national origin, age, disability, marital status, or veteran status. Improper interference with the ability of any department employees to perform their job duties is absolutely not tolerated.

#### Policy

##### Equal Employment Opportunity

###### A. The agency will provide equal employment opportunity (EEO) to all persons.

1. Agency will comply with applicable state and local EEO laws governing non-discrimination in employment in all work locations.
2. This policy applies to:
  - a. all terms and conditions of employment, including, but not limited to, recruitment, hiring, placement, promotion, termination, layoff, recall and transfer, leaves of absence, compensation, training; and
  - b. All contractual agreements entered into by the agency.
3. All employees are responsible for creating and maintaining a work environment free from discrimination.
4. Supervisors, managers, and executives are accountable for ensuring that personnel actions are carried out and programs are administrated without regard to protected class status as defined in current civil rights statutes, regulations, and case law.

**B. The agency will provide equal access to its programs and services for all customers without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, or veteran status in accordance with the principles, intent, and purpose of Washington State and Federal civil rights laws.**

1. All employees are responsible for ensuring that agency services are provided in a non-discriminatory manner.
2. Supervisors, managers, and executives are accountable for ensuring that programs are administered without regard to protected class status as defined in current civil rights statutes, regulations and case law.

#### **Resolution of disputes involving alleged discrimination**

**C. All employees, supervisors, managers, and executives are responsible for initiating informal resolution of any disputes involving an allegation of unlawful discrimination at the lowest possible level.**

1. The Office of Human Resources (OHR) will provide support to employees, supervisors, managers, and executives in resolving disputes involving discrimination.
2. Employees, applicants, and customers have a right to file a complaint of discrimination with the agency or through an external agency with applicable jurisdiction.
3. Any complaint involving unlawful discrimination will be sent to OHR for independent review and, if necessary, investigation under the authority of the Assistant Director for the Office of Human Resources.

#### **Retaliation is prohibited**

**D. The agency prohibits retaliation against any individual who files a charge of discrimination, reports harassment, or who assists, testifies, or participates in the investigation of any allegation of unlawful discrimination.**

#### **Affirmative Action Plan (AAP)**

**E. The agency will maintain an AAP and provide regular updates according to Department of Personnel AAP Guidelines and directives from the Governor of the State of Washington.**

The plan will articulate strategies for eliminating barriers to equal opportunity in all personnel transactions including, but not limited to, recruitment, appointment, employee development, and corrective/disciplinary action.

#### **Responsibility for the AAP**

**F. The AAP will be developed and monitored by the Director's designee in OHR who will have responsibility for coordinating with Washington State and Federal affirmative action oversight agencies and committees.**

1. OHR has responsibility to provide staff support to employees, supervisors, managers, and executives in order to implement the plan.
2. All employees, supervisors, managers, and executives are responsible for implementing the plan.
3. The Director has the ultimate responsibility for the plan.

#### **Implementation of policy**

**G. Managers and supervisors are primarily responsible for implementation and compliance with equal employment practices within each division and program area.**

1. OHR is responsible for the agency's overall compliance and will maintain personnel records consistent with applicable laws and regulations.
2. Every supervisor is responsible for ensuring that his or her employees are aware of the requirements of this policy.
3. Training will be provided by OHR to ensure that all employees, supervisors, managers, and executives understand EEO principles, procedures, and responsibilities.
4. The agency will ensure that visible posters regarding equal employment opportunity are displayed as required by law, and that all advertising for job applicants includes the statement "Equal Opportunity Employer."
5. Employees are required to promptly report to a member of management or an OHR representative any apparent unlawful discrimination, including harassment.
6. Any complaint involving unlawful discrimination will be sent promptly to OHR for independent review and, if necessary, investigation under the authority of the Assistant Director for the Office of Human Resources.
7. This policy will be made available through the agency's electronic policy manual and in alternative formats upon request.

#### **Remedy for violation of policy**

#### **H. Violation of this policy will not be tolerated.**

The agency will investigate every issue that is brought to its attention related to this policy and will take appropriate disciplinary action to address any violation, up to and including dismissal.

## **Step 4b: Narrative Underutilization Analysis**

The Washington State Department of Labor & Industries, in consultation with the office of Human Resources (OHR) has reviewed the Utilization Analysis, comparing the agencies workforce to the relevant labor market and notes the following:

White males are under-represented in the job categories of: Officials/Administrators (-8%); Professionals (-9%); and Administrative Support (-13%).

White females are significantly under-represented in the job category of Technicians (-34%).

## **Step 5 & 6: Objectives and Steps**

### **1. To encourage white females to apply for Technician category jobs.**

- a. Agency's Staffing office will review applicant flow data to determine what step in the selection process, for the Technician category jobs, have had an impact on screening out white female applicants. Based on result of findings, suggestions to consider in modifying candidate selection processes will be reported and provided to agency hiring authorities.
- b. Agency's OHR Staffing office will continue to review the composition of the applicant pool for all vacancies in the Technician categories and determine whether white females are under-represented in the applicant pools.
- c. Agency's Staffing office will enhance outreach efforts that encourage white female applicants in the Technician jobs category through continued partnerships with building and trade associations, educational / vocational institutions, and social networking through professional networks.

### **2. To encourage white males to apply for Officials/Administrators, Professionals, and Administrative Support category jobs.**

- a. Staffing office will also examine agency workforce for internal feeder groups to all under-represented job categories ensuring outreach and equal employment opportunity for white men when filling vacancies available in the Officials/Administrators, Professionals, and Administrative Support job categories. Every effort will be made to recruit qualified white males.

## **Step 7a: Internal Dissemination**

The EEOP will be made available electronically, published on the OHR Intranet site.

Hard copies will also be made available upon request to OHR.

Copies of EEOP will be provided to the agency's Executive Management Team.

## **Step 7b: External Dissemination**

Agency's Staffing office will post on its public website a PDF file of the EEOP Short Form that any user may access and download.

Hard copies will also be made available upon request to OHR.

**Utilization Analysis Chart**  
**Relevant Labor Market: Thurston County, Washington**

Job Categories	Male						Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
<b>Officials/Administrators</b>														
Workforce #/%	83/44%	4/2%	3/2%	5/3%	2/1%	0/0%	0/0%	80/43%	3/2%	0/0%	5/3%	3/2%	0/0%	0/0%
CLS #/%	7,910/52%	235/2%	230/2%	70/0%	215/1%	30/0%	130/1%	5,665/37%	250/2%	130/1%	105/1%	205/1%	45/0%	45/0%
Utilization #/%	-8%	1%	0%	2%	-0%	-0%	-1%	5%	-0%	-1%	2%	0%	-0%	-0%
<b>Professionals</b>														
Workforce #/%	496/33%	29/2%	23/2%	11/1%	32/2%	1/0%	0/0%	720/48%	70/5%	35/2%	26/2%	55/4%	5/0%	0/0%
CLS #/%	9,295/42%	300/1%	180/1%	50/0%	435/2%	20/0%	130/1%	10,710/48%	315/1%	205/1%	85/0%	450/2%	10/0%	120/1%
Utilization #/%	-9%	1%	1%	1%	0%	-0%	-1%	-0%	3%	1%	1%	2%	0%	-1%
<b>Technicians</b>														
Workforce #/%	282/68%	21/5%	6/1%	2/0%	9/2%	0/0%	0/0%	76/18%	14/3%	3/1%	5/1%	7/2%	0/0%	0/0%
CLS #/%	900/39%	34/1%	10/0%	10/0%	25/1%	15/1%	15/1%	1,180/51%	30/1%	40/2%	0/0%	25/1%	4/0%	4/0%
Utilization #/%	27%	3%	1%	0%	1%	-1%	-1%	-34%	2%	-1%	1%	1%	-0%	-0%
<b>Protective Services: Sworn</b>														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	1,495/69%	110/5%	100/5%	65/3%	0/0%	10/0%	20/1%	335/15%	4/0%	4/0%	25/1%	4/0%	4/0%	0/0%
Utilization #/%														
<b>Protective Services: Non-sworn</b>														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	25/17%	0/0%	0/0%	4/3%	0/0%	0/0%	0/0%	115/78%	4/3%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%														
<b>Administrative Support</b>														
Workforce #/%	69/12%	9/2%	5/1%	9/2%	19/3%	1/0%	0/0%	350/58%	53/9%	19/3%	13/2%	50/8%	2/0%	0/0%
CLS #/%	6,670/25%	330/1%	265/1%	85/0%	345/1%	70/0%	60/0%	16,620/62%	695/3%	330/1%	210/1%	755/3%	115/0%	135/1%
Utilization #/%	-13%	0%	-0%	1%	2%	-0%	-0%	-4%	6%	2%	1%	6%	-0%	-1%
<b>Skilled Craft</b>														

Job Categories	Male						Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	8,395/85%	405/4%	130/1%	125/1%	145/1%	50/1%	80/1%	430/4%	30/0%	0/0%	10/0%	15/0%	0/0%	10/0%
Utilization #/%														
<b>Service/Maintenance</b>														
Workforce #/%	3/50%	2/33%	0/0%	0/0%	0/0%	0/0%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	11,665/46%	985/4%	460/2%	265/1%	675/3%	115/0%	165/1%	8,950/35%	575/2%	210/1%	180/1%	930/4%	110/0%	155/1%
Utilization #/%	4%	29%	-2%	-1%	-3%	-0%	-1%	-19%	-2%	-1%	-1%	-4%	-0%	-1%

