

# EEOP Short Form



Tue Aug 31 18:50:12 EDT 2010

## **Step 1: Introductory Information**

### **Policy Statement:**

Douglas County is dedicated to the principles of Equal Employment Opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, veteran status or any other status protected by federal, state or local law.

Also see attached Equal Employment Opportunity/Unlawful Harassment policy from Employee Handbook. (Not enough character space to include)

## **Section II: CORE POLICIES**

### **EQUAL EMPLOYMENT OPPORTUNITY/UNLAWFUL HARASSMENT**

Douglas County is dedicated to the principles of Equal Employment Opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, veteran status or any other status protected by federal, state or local law.

Douglas County is further committed to maintaining a positive working environment free of unlawful harassment and sensitive to the diversity of its employees. In doing so, the County prohibits harassment because of age, race, sex, color, religion, national origin, disability, veteran status or any other legally protected status.

This applies to all terms, conditions and privileges of employment including recruitment, selection, compensation, benefits, training, placement, transfer, promotion, termination, leaves of absence, and any other employment-related process.

This policy applies to all employees including managers, supervisors, co-workers, and non-employees such as customers, vendors, consultants, citizens, etc. If an employee feels this principle has been violated, they should use the complaint procedure set forth below.

### **SEXUAL HARASSMENT**

Because sexual harassment raises issues that are to some extent unique in comparison to other harassment, the County believes it warrants separate emphasis. Douglas County strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Each employee is expected to conduct themselves in a professional and business-like manner at all times. Inappropriate sexual conduct that could lead to a claim of sexual

harassment is expressly prohibited by this policy. Such conduct includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form: Such as cartoons, posters, calendars, notes, letters, e-mail;
- Verbal form: Such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates;
- Physical gestures and other nonverbal behavior: Such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

This policy applies to all employees including Elected Officials, directors, managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

### **EEO/SEXUAL HARASSMENT COMPLAINT PROCEDURE**

If the employee believes there has been a violation of the EEO policy on harassment based on any of the protected classes mentioned above, including sexual harassment, they must immediately report the circumstances to either their Department Official or to the Human Resources Department. Any complaint will be kept as confidential as possible.

If, after as thorough an investigation as practicable has been made, it is determined that an employee's behavior is in violation of this policy, appropriate disciplinary action may be taken against the offending employee.

Douglas County prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If an employee perceives retaliation for making a complaint or their participation in the investigation, immediately report the circumstances to the Human Resources Department. The situation will be promptly investigated.

## Step 4b: Narrative Underutilization Analysis

The Human Resources Department finds two areas of underutilization of County employees, cross classified by race, national origin, and sex, to the relevant labor market.

1. White females are significantly under represented in the following job categories:

Technicians  
Service/Maintenance

Although the Utilization Analysis Chart also indicated another area of significant under representation, it corresponds to white males in the Administrative Support job category. Since this is not a minority group, no action is required.

The Utilization Analysis Chart does not show any other underutilization that is greater than -3%.

As of July 2010, our hiring process includes the opportunity for applicants to self-identify gender and racial origin/ethnicity. This should provide us with data in the future to better analyze and manage our underutilization and objectives.

## Step 5 & 6: Objectives and Steps

### 1. To encourage white females to apply for vacancies in the Technicians and Service Maintenance job categories

- a. Human Resources will review the hiring process to determine whether any step in the selection process for these positions may have had a significant impact on screening out white female applicants. The findings will be summarized in a written report within three months of the completion of this EEO Short Form. Based on the results a determination will be made on what action, if any, may be required i.e., changing the candidate selection process.
- b. Human Resources will create a memo that outlines our Equal Employment Opportunity practice. The memo will be sent to hiring managers and supervisors when they are in the process of actively recruiting for a position.
- c. Human Resources, in conjunction with County departments, will enhance outreach efforts that target white female applicants in the Technician and Service Maintenance categories.

Potential organizations that may be utilized:

- o National Association of Women in Construction
  - Metro Denver Chapter 112
  - Colorado Springs Chapter 356
- o Women in Technology International
  - Denver
- o NAS Recruitment

## Step 7a: Internal Dissemination

1. The EEO Short Form will be posted on the Human Resources page on our intranet site, DCNET.
2. A hard copy will be kept in the Human Resources reception area.
3. The EEO will be added to New Employee Orientation.

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

1. A link to the EEOP will be included on our recruitment webpage.
2. The following statement is included on our recruitment webpage.

Douglas County is dedicated to the principles of Equal Employment Opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, veteran status or any other status protected by federal, state or local law.

**Utilization Analysis Chart**  
**Relevant Labor Market: Douglas County, Colorado**

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 #/%	11/61%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/39%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	15,485/61%	615/2%	170/1%	65/0%	225/1%	0/0%	25/0%	8,075/32%	425/2%	90/0%	30/0%	155/1%	4/0%	10/0%
Utilization #/%	0%	-2%	-1%	-0%	-1%	0%	-0%	7%	-2%	-0%	-0%	-1%	-0%	-0%
<b>Professionals</b>														
Workforce #/%	95/45%	1/0%	2/1%	0/0%	1/0%	0/0%	0/0%	102/49%	5/2%	1/0%	1/0%	2/1%	0/0%	0/0%
CLS #/%	13,320/48%	490/2%	140/1%	75/0%	530/2%	15/0%	50/0%	11,725/43%	505/2%	125/0%	90/0%	370/1%	4/0%	60/0%
Utilization #/%	-3%	-1%	0%	-0%	-1%	-0%	-0%	6%	1%	0%	0%	-0%	-0%	-0%
<b>Technicians</b>														
Workforce #/%	55/67%	1/1%	0/0%	1/1%	1/1%	0/0%	0/0%	22/27%	0/0%	0/0%	0/0%	2/2%	0/0%	0/0%
CLS #/%	635/43%	19/1%	0/0%	0/0%	40/3%	0/0%	15/1%	700/47%	25/2%	20/1%	10/1%	25/2%	0/0%	0/0%
Utilization #/%	24%	-0%	0%	1%	-1%	0%	-1%	-20%	-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 #/%	1,205/82%	25/2%	35/2%	15/1%	10/1%	4/0%	0/0%	170/12%	4/0%	0/0%	0/0%	0/0%	0/0%	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 #/%	30/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	75/71%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%														
<b>Administrative Support</b>														
Workforce #/%	9/7%	0/0%	1/1%	1/1%	0/0%	0/0%	0/0%	118/86%	6/4%	1/1%	1/1%	0/0%	1/1%	0/0%
CLS #/%	9,425/36%	480/2%	140/1%	45/0%	105/0%	0/0%	70/0%	14,545/55%	845/3%	105/0%	70/0%	375/1%	10/0%	50/0%
Utilization #/%	-29%	-2%	0%	1%	-0%	0%	-0%	30%	1%	0%	0%	-1%	1%	-0%

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>Skilled Craft</b>														
Workforce #/%	31/89%	1/3%	0/0%	1/3%	0/0%	0/0%	0/0%	2/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,680/85%	280/5%	30/1%	40/1%	30/1%	10/0%	40/1%	355/6%	40/1%	4/0%	0/0%	20/0%	0/0%	0/0%
Utilization #/%	4%	-2%	-1%	2%	-1%	-0%	-1%	-1%	-1%	-0%	0%	-0%	0%	0%
<b>Service/Maintenance</b>														
Workforce #/%	86/80%	10/9%	1/1%	1/1%	0/0%	0/0%	0/0%	10/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,530/45%	380/4%	45/0%	20/0%	200/2%	4/0%	25/0%	4,300/43%	295/3%	25/0%	15/0%	170/2%	0/0%	35/0%
Utilization #/%	35%	5%	0%	1%	-2%	-0%	-0%	-34%	-3%	-0%	-0%	-2%	0%	-0%

I understand the regulatory obligation under 28 C.F.R. 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Short Form.

I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.

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[signature]

[title]

[date]