



## POLICY

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<b>CATEGORY:</b>	<b>Board Administration</b>	<b>No: 1.0.110.02</b>
<b>TITLE:</b>	<b>Equal Employment Opportunity</b>	
<b>SUPERSEDES:</b>	<b>Policy 1.0.110.01 dated October 24, 2008</b>	
<b>EFFECTIVE:</b>	<b>October 31, 2014</b>	
<b>BOARD APPROVAL:</b>	<b>October 30, 2014</b>	
<b>DATE OF LAST REVIEW:</b>	<b>October 30, 2014</b>	

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### I. PURPOSE

To state the Board's commitment to comply with all applicable federal and state laws, rules, guidelines, regulations, and executive orders that promote equal employment opportunity in all employment and programs.

### II. DEFINITIONS

*Board* – Coastal Bend Workforce Development Board, d.b.a. Workforce Solutions of the Coastal Bend.

*Equal Employment Opportunity (EEO)* – Employment practices which do not discriminate on the basis of race, color, religion, sex, or national origin. Such discrimination is outlawed by Title VII of the Civil Rights Act of 1964. 42 U.S.C. §2000e-2.

*Workforce Investment Act, Title I, Section 188*- prohibits discrimination on the grounds of race, color, national origin, sex, age, disability, religion, political affiliation or belief, participant status, and against certain noncitizens.

*Equal Opportunity (EO) Officer* – Administers EEO policies and procedures in accordance with applicable laws.

*Contracted Service Providers (Contractors)* – Responsible for the delivery of workforce services in accordance with applicable laws, rules, Board policy and the terms and conditions of the contract.

### III. POLICY STATEMENT

The Board will provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief to employees, applicants for employment, participants, program applicants and the public. Discrimination is prohibited against any beneficiary of programs funded under Title I of the Workforce Investment Act of 1998, on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his/her participation in any WIA Title I financially assisted program or activity. All Board staff is responsible for active program support and personal leadership in establishing, maintaining, and carrying out an effective equal employment opportunity program.

Each position within Workforce Solutions of the Coastal Bend shall have a job description, which describes the duties and responsibilities, essential job functions, and qualifications/criteria of the position. Job descriptions shall ensure that job qualifications/criteria do not unlawfully discriminate against or exclude people with disabilities (*29 CFR Part 32.14(b); 29 CFR §37.2(a), §37.10(b); WIA Section 188; and Section*

504 of the Rehabilitation Act as amended). Any job description review shall be documented by the reviewers' signature and date.

All applicants for employment and employees will receive equal consideration based solely on job-related factors, such as qualifications, performance, and availability. Such equal consideration applies to all personnel actions, including but not limited to recruitment, selection, appointment, job assignment, training, transfer, promotion, merit increases, demotion, termination, pay rates, and fringe benefits.

The Board will cooperate with agencies responsible for the enforcement of state and federal laws, executive orders, court rulings, and other regulations dealing with unlawful discriminatory practices related to employment. Training on civil rights and equal employment opportunity will be provided to its employees and will be required of contractors.

The Board reviews, evaluates, and monitors all customer services and personnel matters to ensure these are in accordance with this policy and prompt attention is given to areas of inconsistency.

The Board will investigate charges of alleged discrimination in employment, both internally and externally, and informs the general public of their rights in regard to equal employment opportunity.

The Board assures that all personnel will conform to the principles outlined in this policy through adherence to the above statements and recognizes that the effective application of equal opportunity in employment must involve more than a non-discriminatory policy statement.

Such regulations include:

- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination under any program or activity receiving federal financial assistance.
- Title VII of the Civil Rights Act of 1964, as amended, and its implementing regulations at 29 CFR Part 37 which prohibit discrimination based on race, color, religion, sex, or national origin in any term, condition or privilege of employment.
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals on the basis of disability.
- Age Discrimination in Employment Act of 1967, as amended, which prohibits discrimination against individuals 40 years of age and older.
- Americans with Disabilities Act of 1990 which prohibits discrimination against qualified individuals with disabilities.
- Age Discrimination Act of 1975, as amended, which prohibits discrimination based on age in programs receiving federal financial assistance.
- Texas Commission on Human Rights Act, as amended, which prohibits discrimination in employment based on race, color, handicap, religion, sex, national origin, or age (40-70).
- Title IX of the Education Amendments of 1972, as amended.
- Equal Pay Act of 1963, as amended, which requires equal pay for men and women performing substantially equal work.
- Pregnancy Discrimination Act of 1978 which prohibits discrimination against pregnant women.

The Board of Directors authorizes the President/CEO or his/her designee to administer all personnel policies and procedures.

#### **IV. PROCEDURES - N/A**

#### **V. RELATED POLICY INFORMATION - N/A**

**VI. RESPONSIBILITIES**

President/CEO – Responsible for the Board’s adherence to all applicable laws and rules with respect to this policy.

Equal Opportunity Officer – Responsible for ensuring Board and contractor staff are trained to comply with this policy; coordinating the recipient’s obligations and compliance activities under the nondiscrimination and equal opportunity provisions of WIA and for providing oversight and monitoring of adherence and compliance with this policy.

Contractors – Must ensure staff is apprised of and complies with the requirements of this policy.

**VII. FORMS & INSTRUCTIONS - N/A**

**VIII. DISTRIBUTION**

Board of Directors

Board Staff

Contracted Service Provider Staff

**IX. SIGNATURES:**

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Reviewed by EO Officer

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Date

\_\_\_\_\_  
President/CEO

\_\_\_\_\_  
Date