Policy 0505

From Human Resources

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PERSONNEL POLICY MANUAL
MoDOT Personnel Policy Title: Equal Employment Opportunity **Policy Number**: 0505 **Chapter Title**: Employment **Effective Date**: April 1, 2010 **Supersedes Policy Number**: 0505 **Dated**: December 5, 2005
Approved By: Micki Knudsen, Human Resources Director (Signature on file)

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POLICY STATEMENT

The department is committed to equal opportunity and affirmative action. It is the department's intention to provide fairness in all personnel management transactions including recruiting, hiring, training and development, job assignments, promotions, transfers, personnel policy administration, and discipline. Discrimination or harassment based on race, sex, age, religion, color, national origin, disability, or genetic information is prohibited and will not be tolerated. Retaliation for opposing or formally complaining about discrimination or harassment is also prohibited and will not be tolerated.

DEFINITIONS

Disability: Refer to Personnel Policy 0506, "Physical or Mental Disability," for this definition.

Discrimination: An adverse job action taken against an employee including, but not limited to, disciplinary action, work assignments, performance evaluation, or promotion denial based on race, sex, age, religion, color, national origin, disability, or genetic information.

Harassment: Includes, but is not limited to, verbally or physically abusive, insulting, hostile, or intimidating behavior or conduct toward an individual or group based on race, sex, age, religion, color, national origin, or disability.

Sexual Harassment: Includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature.

Retaliation: An adverse job action taken against an employee and includes, but is not limited to, disciplinary action, work assignment, performance evaluation, or promotion denial as a direct result of an employee's opposition to unlawful employment practices, or because the employee filed a charge, testified, assisted, or participated in a proceeding, investigation, or litigation regarding discrimination or harassment.

PROVISIONS / REQUIREMENTS

1. Any employee found to have engaged in discrimination, harassment (including sexual), or retaliation will be subject to a disciplinary action that could include termination.

2. Any supervisor/manager who fails to act upon being put on notice of allegations of discrimination, harassment (including sexual), or retaliation, will be subject to a disciplinary action that could include termination.

3. Supervisory personnel will be evaluated on the performance of their supervisory responsibilities, including demonstrated support for the department's commitment to equal opportunity and diversity.

4. In an effort to prevent sexual harassment, the department prohibits any consensual social relationship between a management level employee or supervisor and an employee in his/her line of authority. See Personnel Policy 2513, "Workplace Relationships."

5. The Missouri Department of Transportation (MoDOT) Diversity Plan is the Affirmative Action Plan. The plan is a set of results-oriented policies, programs, and procedures designed to prevent

discrimination and to promote employment opportunities for minorities and females. The procedures included in the plan, coupled with good faith efforts, are designated to ensure equal employment opportunity. The Diversity Plan serves as a directive to all supervisory and administrative personnel, who are accountable for familiarity with the contents of the plan, for carrying out their responsibilities in accordance with the plan, and ensuring that all employees and applicants are provided with their right to be free from unlawful discrimination in the hiring and promoting process. Employees can contact their local Human Resources Manager if they would like to view the plan.

6. When a job vacancy is to be staffed, refer to Personnel Policy 0517, “Staffing of Department Vacancies.” An attempt should be made to be ensure a diverse applicant pool, especially for those positions for which the department's workforce shows underutilization. The department's hiring goals are to be considered in the hiring decision.

7. All department supervisors involved in the employment process are accountable for making a good faith effort in bridging any gap between the availability of females and minorities and their presence in the MoDOT workforce.

CROSS REFERENCES

Personnel Policy 0506, “Physical or Mental Disability”

Personnel Policy 0517, “Staffing of Department Vacancies”

Personnel Policy 2513, “Workplace Relationships”

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