
Director's Policy

Number: DP-01-R6

Effective Date: July 2006

Supersedes: DP-01-R5 (01/06/2005)

TITLE Equal Employment Opportunity

POLICY

The California Department of Transportation (Department) uses merit and excellence of qualifications as the basic principles guiding the Department's Equal Employment Opportunity (EEO) efforts, in regards to employee recruitment, hiring, retention, training, transfers, promotions, and related public and private sector business activities.

The Department supports a "Zero Tolerance" policy of discrimination and harassment in providing EEO to all applicants, employees, clients, and customers, without regard to race, sex, color, religion, national or ethnic origin, age, political affiliation, ancestry, marital status, sexual orientation, disability, or medical condition. Retaliation against Department employees, applicants, vendors, contractors, special service employees, or an employee of another state department or agency, who are engaged in the implementation of the EEO policy, would constitute a violation.

INTENDED RESULTS

The Department's EEO policy has been developed to ensure a work environment free from all forms of discrimination and harassment for its diversified work force. The principles of EEO are utilized in all employment decisions and business practices, unless such practices violate state and federal laws and statutes, court orders, or result in a loss of federal funds.

RESPONSIBILITIES

Deputy Directors, District Directors, Chief and Deputy District Directors, Division Chiefs, Managers, and Supervisors:

- Ensure the work environment is free from discrimination and harassment by ensuring that program objectives, standards, and practices are in compliance with equal employment opportunity guidelines, to the extent allowed by law.

Deputy Director, Office of Civil Rights:

- Ensures the Department's EEO program and plan are fully implemented and enforced in all departmental programs and business activities.

Deputy Director, Administration:

- Ensures that employment recruitment, hiring, retention, training, transfers, promotions, and business activities are in compliance with EEO guidelines.
- Ensures active recruitment efforts of qualified applicants are broad and inclusive of all segments of the relevant work force.

- Ensures implementation of the Department's Reasonable Accommodation Program.

Chief, Office of Equal Opportunity:

- Prepares the Department's annual EEO Plan, including Workforce Analysis, Upward Mobility, and Persons with Disabilities Plan.
- Provides EEO technical assistance to managers and supervisors, and ensures departmental employees receive comprehensive EEO awareness training.
- Provides oversight for the Department's informal and formal discrimination complaint processes.

Manager, Equal Employment Opportunity Program:

- Ensures comprehensive, neutral, and timely investigations of formal discrimination complaints and uniform complaint intake processes in a manner consistent with the Department's EEO Investigations Procedural Manual.

District and Headquarters EEO Managers, Officers, and Coordinators:

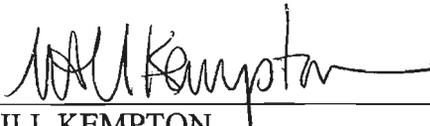
- Ensure the implementation and monitoring of District programs and business activities to ensure compliance with EEO guidelines and Office of Equal Opportunity directives and maintain a work environment free from discrimination and harassment.

Employees, Applicants, and Business Partners:

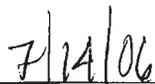
- Ensure fellow employees, business partners, and the general public are treated with dignity and respect in a work environment free from discrimination and harassment.

APPLICABILITY

All departmental employees, applicants, and business partners.



WILL KEMPTON
Director



Date Signed