



# City of Pflugerville Equal Employment Opportunity (EEO) Plan

## **SECTION 1 – Purpose**

City of Pflugerville is committed to providing equal employment opportunities to all applicants and employees. Accordingly, City of Pflugerville considers applicants and employees on individual merit and qualifications, without regard to race, religion, color, sex, national origin, age, disability, or genetic information. The only exceptions are based on bona fide occupational qualifications.

The purpose of this policy is to identify the City of Pflugerville's commitment and delineate certain practices that will confirm that commitment and to comply with requirements such as Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, and Title 28 C.F.R. subpart E, § 42.301 et. seq. for law enforcement grants.

This Plan supersedes any previous Equal Employment Opportunity Plans. This Plan applies to every employee of the Pflugerville Police Department.

## **SECTION 2 – Prohibitions**

Employees must not, in their official capacity, discriminate in employment practices against any person because of the person's race, color, religion, sex, national origin, age, disability, or genetic information. "Employment practices" as used in this Plan means all terms and conditions of employment, including, but not limited to, recruiting, advertising, screening, classification, selection, appointment, hiring, assignment, transfer, promotion, demotion, discipline, layoff, termination, leave practices, rates of pay, fringe benefits, or other forms of pay or credit for services rendered, and access to and use of county facilities. In addition, discrimination on the basis of race, color, or national origin for programs and activities receiving Federal financial assistance is also prohibited.

Any intentional or unintentional conduct of discrimination that is based on race, color, religion, sex, national origin, age, or disability will not be tolerated and will result in disciplinary action up to and including termination. Retaliation against persons alleging discrimination and persons involved in the act or investigation process is also prohibited. Except as required by law, all employment is "at-will"; accordingly, City of Pflugerville may terminate them at any time.

## **SECTION 3- Equal Employment Opportunity Manager**

It is the policy of City of Pflugerville to continuously maintain the appointment of an Equal Employment Opportunity Manager (EEO Manager). The name and contact information for the EEO Officer will be communicated along with this plan. The EEO Manager has responsibility for effectively administering and promoting an active program of equal employment opportunity. The EEO Manager will coordinate the EEO efforts of department heads, managers, and supervisors in the position of hiring personnel. The EEO Manager has the responsibility for effectively administering and promoting an active program of equal employment opportunity. The EEO Manager will make recommendations, where appropriate, to correct any deficiencies found in the Equal Employment Plan, to the Assistant City Manager, Finance and Administration. The EEO Officer will ensure that this policy and plan are being carried out.

### **Equal Employment Opportunity Manager**

(effective 10/1/2017)

Elizabeth Taplin, HR Manager  
City of Pflugerville Human Resources Office  
203 West Main Street, Ste C  
Pflugerville, TX 78660  
(512) 990-6179

## **SECTION 4 – Evaluation by the Equal Employment Opportunity Manager**

The City of Pflugerville Human Resources Department evaluates employment opportunities under this Plan and in so doing:

- Identifies and analyzes any problem areas inherent in the utilization or participation of all qualified persons in employment phases (recruitment, selection, and promotion), since identification and analysis are necessary prerequisites to the successful development and implementation of this Plan.
- Analyzes and identifies problem areas separately for recruitment, selection, and promotion of minorities and women. All racial or ethnic data collected to perform evaluations under this Plan is cross-classified by sex.
- Analyzes present representation of minority persons, including women, in the eight job categories identified by the Equal Employment Opportunity Commission.

- Analyzes recruitment and employment selection procedures, such as job descriptions, application forms, recruitment methods and sources, interview procedures, test administration and test validity, education requirements, referral procedures, and final selection methods to ensure that equal opportunity is being afforded in all job categories.
- Analyzes seniority practices, promotion procedures, lateral and vertical transfer procedures, and formal and informal training programs to ensure that equal opportunity is being afforded to all qualified individuals.
- Maintains a job classification record clearly indicating each job classification or assignment and the number of employees within each respective job category by race, sex, and national origin (for example, Hispanic, Asian or Pacific Islander, and American Indian or Alaskan Native); and maintains a record of job descriptions (describing essential job functions or duties) and the rate of pay for each classification. Where the rate of pay is based on length of time in the job or other factors (including abilities), notes the maximum rate of pay for each.
- Maintains statistical records of the number of individuals by race/color, sex and national origin (if available) applying for employment within the preceding fiscal year and the number by race, sex, and national origin (if available) of the applicants who were offered employment and those who were actually hired.
- Obtains statistical data from the Department of Justice, the Texas Workforce Commission, or other reliable entity regarding the characteristics of the pertinent labor markets within this statistical area, including total population, total workforce, and existing unemployment by race/color, sex, and national origin.
- Conducts an ongoing evaluation program to ascertain whether recruitment, selection, or promotional policies cause a disparate impact on the basis of race, color, religion, sex, national origin, age, disability, or genetic information.

## **SECTION 5 – Enforcement**

In addition to other duties, the Equal Employment Manager (the "Manager") administers and enforces this Plan by:

- Instituting a program for attracting minorities through the dissemination of job postings, use of advertising media patronized by minorities, use of minority group contacts and community relations programs. However, nothing in this policy is operated in a manner that excludes any person or group from equal employment opportunity and the program tries at all times to disseminate information to all persons or groups in the community - minorities, majorities, men and women alike.

- Disseminating this Plan to all Department Heads and making it available to all applicants and the general public.
- Completing necessary evaluations and making recommendations to the Assistant City Manager, Finance and Administration, on any changes that are needed in the personnel policies. Where changes are recommended, the Manager shall set forth in written detail the specific steps that should be taken to achieve equal employment opportunity. As an example, if through evaluation, it is determined that certain selection practices and procedures (i.e. minimum educational levels) are not validly related to the performance of the essential functions of a specific job or position and that said practices may cause a disparate impact on the basis of race, color, religion, sex, national origin, age, or disability, then the Manager recommends that the practice or procedure be changed.
- Coordinating the presentation of grievances. People who believe they have been adversely affected by any act or practice prohibited by this Plan may file a grievance. Employees must file a grievance in accordance with the Dispute Resolution process or Personnel Appeal Board process as detailed in Section 8.01 of the City of Pflugerville Employee Handbook. Other persons may seek to redress their grievances by filing a grievance directly with the Equal Employment Manager. In the latter case, the person or his counsel may appear before the City Manager and make an oral or written presentation of his/her grievance. The City Manager may, in his or her discretion, grant any and all relief allowed by law.
- Receiving notice from City of Pflugerville departments of new or available employment opportunities.

## **SECTION 6- Reporting**

The Equal Employment Opportunity Manager will complete annually an EEOP Utilization Report to the Assistant City Manager, Finance and Administration, by February 28 for the preceding fiscal year (October 1 through September 30) detailing the EEO activities from the previous fiscal year. This report will be considered part of the Equal Employment Opportunity Plan for the current year. This report will include data as required by Title 28 C.F.R. subpart E, § 42.304.

The Equal Employment Opportunity Plan and the annual report will be kept in the Human Resources offices and is available for review by the public at any time.