

OKLAHOMA COMMISSION FOR TEACHER PREPARATION'S POLICY STATEMENT
ON
EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

Consistent with federal and state laws and guidelines established for equal employment opportunity and affirmative action, I would like to affirm my continuing policy to provide equal employment and advancement opportunity in all job classifications of this agency without regard to race, color, religion, sex, national origin, age, political affiliation or opinion, or disability so long as the disability does not render the person unable to do the work for which employed.

The principals of equal employment opportunity apply to all employment practices and personnel actions throughout the agency, including recruiting, hiring, promotions, demotions, separations, training, transfers, layoffs (RIF), recall, compensation, benefits and all other terms and conditions of employment. I want to remind each employee that all personnel actions as well as all decisions relating to employment practices are to be made in accordance with the spirit of equal employment opportunity for all.

We have developed an affirmative action plan to help us achieve our goal of equal employment opportunity for all. Lynette House, Executive Secretary, 405-525-2612, lhhouse@octp.org, has been delegated the responsibility of implementing the plan, including monitoring and evaluating our progress and reporting the results to me.

In addition, Lynette House is assigned to serve as the Affirmative Action/Equal Opportunity Officer for this agency. She or the Interim Executive Director is available to any employee having questions or needing assistance regarding affirmative action or equal employment opportunity in this agency.

My personal commitment to this policy is complete. I accept overall responsibility for equal employment opportunity and affirmative action within this agency. I expect each and every employee to perform his or her duties and responsibilities in a manner that will demonstrate this agency's firm commitment in this most important area.



Signature of Appointing Authority

Renée Launey-Rodolf, Interim Executive Director

Print Appointing Authority's Name and Title

Date

8/24/12

OKLAHOMA COMMISSION FOR TEACHER PREPARATION
POLICY AGAINST SEXUAL HARASSMENT

It is the policy of the Oklahoma Commission for Teacher Preparation not to discriminate in any of its employment practices on the basis of race, color, religion, sex, national origin, age, political affiliation or opinion, or disability so long as the disability does not render the employee unable to do the work for which employed, or marital status. Any form of unlawful discrimination to which this policy applies is a very serious matter and will not be tolerated.

Sexual harassment is a form of unlawful discrimination based on sex. In some circumstances, it may violate other laws (for example, criminal assault). Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Conduct prohibited by this policy includes, but is not limited to:

Unwelcome sexual flirtation; Advances or propositions for sexual activity; Continued or repeated verbal abuse of a sexual nature, such as suggestive comments and sexually explicit jokes; Sexually degrading language to describe an individual; Remarks of a sexual nature to describe a person's body or clothing; Display of sexually demeaning objects and pictures; Offensive physical contact, such as unwelcome touching, pinching, or brushing the body; Coerced sexual intercourse; Sexual assault.

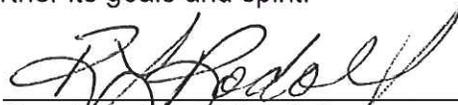
Such conduct is unlawful discrimination based on sex when submission to such conduct is explicitly or implicitly a requirement of the individual's employment, or used as a basis for any employment-related decision concerning that individual, or when such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creates an intimidating, hostile or offensive work environment.

Sexual harassment will not be condoned. Employees are absolutely prohibited from engaging in sexual harassing behavior. Furthermore, any supervisory employee, employee with authority for personnel matters, or other agent or officer of this agency who knows or should have known that an employee of this agency is being subjected to sexual harassment must either take immediate corrective action or report the facts to an Assistant Administrator or to me. *All employees have a duty to immediately report sexual harassment to a supervisor, an Assistant Administrator or directly to me.*

Appropriate disciplinary measures will be taken against any employee who causes, engages in, encourages, condones or otherwise permits unlawful sexual harassment, as well as supervisory or other responsible employees who fail to take corrective action as provided above. Such conduct may be grounds for disciplinary action, up to and including termination of employment.

Any employee who believes that he or she has been the victim of sexual harassment may complain of discrimination based on sex in accordance with this agency's grievance procedure or the complaint may be filed directly with me. Any employee attempting to penalize or retaliate against another employee for filing a complaint, reporting an incident of sexual harassment, or cooperating with an investigation of alleged sexual harassment, shall be subject to disciplinary action, up to and including termination of employment.

It is the responsibility of all employees in this agency, supervisory and non-supervisory, to adhere to this policy and to use all reasonable efforts to further its goals and spirit.



Signature of Appointing Authority

Renée Launey-Rodolf, Interim Executive Director

Print Appointing Authority's Name and Title

Date

8/24/12

Appointing Authority

It is the responsibility of the appointing authority to exercise overall responsibility for equal employment opportunity and affirmative action within the Oklahoma Commission for Teacher Preparation.

RESPONSIBILITIES OF EEO/AA OFFICER

- A. Developing affirmative action programs, plans, policy statements, and internal communications.
- B. Assisting in the identification of problem areas and effecting solutions to problems.
- C. Designing and implementing audit and reporting systems to:
 - 1. Measure the effectiveness of the agency's program.
 - 2. Indicate remedial action needed to correct deficiencies.
 - 3. Determine the degree to which the agency's goals and objectives have been attained.
- D. Serving as liaison between the agency and the various state and federal compliance agencies.
- E. Serving as the agency's outreach and referral resource for minority organizations, women's organizations, organizations for disabled and older persons, and community action groups concerned with employment opportunities for minorities, women, disabled and older persons.
- F. Investigating cases and drafting recommendations for resolution of discrimination complaints.
- G. Keeping the agency's various organizational levels informed of developments in the EEO area.
- H. Inspecting the agency's various worksites to ensure that EEO information is being disseminated and prominently displayed when appropriate.
- I. Monitoring the agency's personnel practices to ensure no discriminatory practices exist.

Responsibilities for managers and supervisors include:

- A. Assisting in the identification of problem areas and establishment of unit goals and objectives.
- B. Monitoring training programs and hiring and promotion patterns to eliminate any impediments to goal attainment.
- C. Conducting career counseling with employees, with special attention given to minorities, women, disabled persons and older workers to ensure they have full access to opportunities for career progression (i.e., transfers, promotions, training, etc.).
- D. Active involvement with organizations that work with or on the behalf of minorities, women, disabled and older persons, as well as community-based agencies and leaders.
- E. Scheduling regular meetings and training sessions with supervisory staff and/or employees to keep them abreast of policy changes and program objectives.
- F. Regular communication with staff to emphasize the agency's EEO policies, including the policy against harassment of employees.

Responsibilities for ALL employees include:

- A. Apply all laws, rules, regulations, policies, and procedures fairly and impartially toward all persons, without regard to race, color, religion, sex, national origin, age, political affiliation or opinion, or disability so long as the disability does not render the person unable to do the work for which employed.
- B. Exhibit an attitude of respect, courtesy, and cooperation toward fellow employees and the public.
- C. Aid supervisors and managers in carrying out their responsibilities with regard to the EEO/AA program.
- D. Be familiar with the affirmative action plan and make a good faith effort to complete their assigned responsibilities as identified in the plan.

DISSEMINATION OF PLAN AND POLICY

Internally, the Affirmative Action Policy/Plan will be available to employees as soon as it is approved by the Interim Executive Director for the Oklahoma Commission for Teacher Preparation and the Office of Personnel Management. Applicable equal opportunity posters and the agency's policy statement will be prominently posted in the work facility on the Agency's bulletin board. The plan will be posted on the agency web and disseminated to each employee with instructions for them to be aware of its contents, location, and availability at all times.

Externally, the policy statement will be communicated through our recruiting and hiring efforts. The plan will be distributed through the State Publications Clearinghouse of the Oklahoma Department of Libraries and copies are available upon requests. Our application form is the standard form used by the Office of Personnel Management and states that we are an equal opportunity employer. Our performance evaluation form is also the standard PMP form which has been approved by the Office of Personnel Management and insures that promotions, demotions, etc., will be based on performance and will be non-discriminatory in nature. Our policy statement and our statement of responsibilities require that each employee of the Commission for Teacher Preparation will exhibit an attitude of mutual respect, courtesy, and cooperation toward their fellow employees and the public. We hope that through this effort, our commitment to the Equal Employment Opportunity and Affirmative Action Plan will be apparent.

The Oklahoma Commission for Teacher Preparation (OCTP) continues its commitment to maintain a workforce that is representative of the available labor force.

The OCTP utilizes the media as recruiting tools when possible. We have utilized various newspapers including the Daily Oklahoman, Black Chronicle, Dan Quyen Newspaper and El Nacional Newspaper.

Consideration is given to all qualified applicants with an attempt to hire from minority, handicapped and special groups, without regard to age when filling vacancies. Applications received from eligible participants in the Temporary Assistance to Needy Families Program (TANF) through the State Work Incentive Program are also considered.

EVALUATION OF PRECEDING YEARS' AA/EEO EFFORTS

The Oklahoma Commission for Teacher Preparation (OCTP) had no new hires in the past year. However, every effort will continue to seek out applicants from underutilized classes in the recruitment, hiring and promotion of women and minorities.

As in past hiring, OCTP will hire through the Office of Personnel Management. OCTP utilizes the Office of Personnel Management (OPM), various cultural newspapers and the media as resources for any position that is added to staff. OCTP recognizes the need for AA/EEO and will make every effort to hire women and minorities when vacancies occur.

The Appointing Authority is the Interim Executive Director who implements these actions and will continue to insure that these efforts are implemented.

OCTP identified lack of communication as a problem area in the preceding years.

IDENTIFICATION OF PROBLEM AREAS; CORRECTIVE ACTION

The Oklahoma Commission for Teacher Preparation (OCTP) has identified one problem area which is the communication of the Agency's Policy Statement. The AA/EEO Officer will be responsible for implementing the plan, including monitoring and evaluating the progress of the agency and reporting the results to the Interim Executive Director. Applicable equal opportunity posters and the agency's policy statement will be prominently posted in the work facility on the Agency's bulletin board.