

A F F I R M A T I V E

A C T I O N

P L A N

OKLAHOMA COMMISSION FOR TEACHER PREPARATION

STATE OF OKLAHOMA

EFFECTIVE TO JUNE 30, 2012

OKLAHOMA COMMISSION FOR TEACHER PREPARATION
OFFICE'S POLICY AGAINST SEXUAL HARASSMENT

It is the policy of the Oklahoma Commissioner for Teacher Preparation not to discriminate in any of its employment practices on the basis of political or religious opinion or affiliation, race, creed, color, gender, age, ancestry, marital status or disability so long as the disability does not render the employee unable to do the work for which employed. 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. It includes, but is not limited to unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such conduct is explicitly or implicitly a requirement of the individual's employment, or used as a basis for any employment decision concerning that individual, or when such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile or offensive work environment. Such behavior is prohibited by the Civil Rights Act of 1964, by the regulatory guidelines of the Equal Employment Opportunity Commission, by applicable state laws, the State Merit Rules of Employment, and by this policy. In some circumstances it may also violate other laws (for example, criminal assault).

Sexual harassment will not be condoned or tolerated in the Oklahoma Commission for Teacher Preparation. Any supervisory employee, employee with authority for personnel matters, or other agent or officer of this agency who knows or should have known that any employee is being subjected to sexual harassment must take immediate corrective action or report the facts to Lynette House or to me.

Appropriate disciplinary actions will be taken against any employee who causes, engages in, encourages, condones or otherwise permits unlawful sexual harassment, and against any supervisory or other responsible employee who fails to take corrective action as provided above. Such conduct may be grounds for termination of employment with this agency.

Any employee who believes that he or she has been the victim of unlawful sex harassment may complain of sex discrimination in accordance with the agency's grievance procedure.

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

Linda Reid, Appointing Authority
Executive Director
September 1, 2012

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 political or religious opinion or affiliation, race, creed, gender, age, color, national origin, 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. 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. Barbara Taft, Manager of Administrative Services, acted as the Affirmative Action/Equal Opportunity Officer during fiscal year 2011.

Lynette House has been delegated the responsibility for implementation of the affirmative action plan and may be reached at (405) 525-2612 X3002. She will serve as the Affirmative Action/Equal Opportunity Officer for this agency. She or the Executive Director will be available to any employee having questions or needing assistance regarding affirmative action or equal employment opportunity in this agency. Ms. House reviewed the agency's progress and prepared this report.

My personal commitment to this policy is complete and 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.

The Affirmative Action Employment Opportunity Office for the Oklahoma Commission for Teacher Preparation-Agency #269 is located at 3545 NW 58th Street, Suite #200, Oklahoma City, Oklahoma. The telephone number is (405) 525-2612, Fax (405) 525-0373.

Linda Reid, Appointing Authority
Executive Director
September 1, 2012

RESPONSIBILITY FOR IMPLEMENTATION

The Executive Director exercises overall responsibility for equal employment opportunity and affirmative action within the Commission for Teacher Preparation (OCTP).

The EEO/AA Officer is responsible for the following:

- 1 - Develop the Affirmative Action Plan and monitor its effectiveness.
- 2 - Direct the identification of problem areas and assist in arriving at solutions to problems.
- 3 - Design and implement control systems to measure program effectiveness and determine the degree to which goals have been met.
- 4 - Serve as liaison between the agency and the various state/federal compliance agencies.
- 5 - Develop and implement the internal and external communication system for promoting the equal employment opportunity program of the agency.
- 6 - Keep the agency informed of developments in the EEO area.
- 7 - Ensure all EEO/AA notices are displayed on the OCTP Intranet or agency bulletin board.
- 8 - Conduct periodic evaluations of the agency's equal employment opportunity program, report findings to the appointing authority, and recommend needed modifications, including remedial training or disciplinary action.

Each Department Head will have the following duties:

- 1 - Assist in problem identification and problem resolution.
- 2 - Inform all employees of the importance of their EEO efforts and results and of the role of affirmative action.
- 3 - Take positive affirmative action to prevent harassment of employees.
- 4 - Continue to communicate the agency's EEO policies.

It is every employee's responsibility to:

- 1 - Apply all laws, rules, regulations, policies and procedures fairly and impartially to all persons, without regard to race, color, sex, age, national origin, physical or mental handicap, religious affiliation or political opinion or affiliation.
- 2 - Exhibit an attitude of respect, courtesy and cooperation toward fellow employees and the public.
- 3 - Aid supervisors and managers in carrying out their responsibilities with regard to the equal employment opportunity program.
- 4 - Be familiar with the affirmative action plan and make good faith effort to adhere to their assigned responsibilities within 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 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 or on the Agency's Intranet. 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.

STATEMENT OF AGENCY GOALS FOR UNDERUTILIZATION

There have been no new hires.

Every effort will continue to be made to seek out applicants from underutilized classes for any openings in OCTP employment force. When hiring, OCTP will continue its commitment to hiring staff representative of the available work force. 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. Applications received from eligible participants in the Temporary Assistance to Needy Families Program (TANF) through the State Work Incentive Program are also considered.

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

EVALUATION OF FY- 11 AA/EEO EFFORTS

The number of full time individuals in the agency as of June 30, 2011, was 10 with no new hires. There was 1 African American female, 1 Caucasian male and 8 Caucasian females. At the end of FY-10, there were 10 employees, representing 1 African American female, 1 Caucasian male and 8 Caucasian females with no new hires. At the end of FY-09, there were 10 employees, representing 1 African American female, 1 Caucasian male and 8 Caucasian females with no new hires.

EFFORTS DIRECTED TOWARD PERSONS BETWEEN THE AGES OF 40 AND 70

There were no new hires between the ages of 40 and 70 in the period 7/1/10 to 6/30/11.

The agency recognizes this age group has been targeted as a concern because statistics from the Oklahoma Employment Security Commission reflect there have been a large number of lawsuits alleging age discrimination, and is making an effort to hire from this targeted group when vacancies occur. This age group, as well as minority groups, will be carefully considered as factors in future hiring.

PROBLEM IDENTIFICATION STATEMENT

<u>PROBLEM</u>	<u>ACTION</u>	<u>RESPONSIBLE OFFICIALS</u>	<u>TARGET DATE</u>
EEO/AA concepts must be communicated to directors within the Agency.	<ol style="list-style-type: none">1. Provide Information on EEO/AA policies.2. Keep Directors informed to problem areas that need attention when recruiting and hiring.	Division Directors, Personnel Officer and EEO/AA Officer.	Continuous