

**The University of North Texas Health Science Center
At Fort Worth**

2000

(October 1, 2000 Data)

AFFIRMATIVE ACTION PLANS

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TO: All UNT Health Science Center Employees

FROM: Ronald R. Blanck, D.O.
President

DATE: October 1, 2000

RE: Appointment of Cheryl K. Wells as Equal Employment Opportunity Administrator

Cheryl K. Wells has been appointed as the Equal Employment Opportunity (EEO) Administrator for The University of North Texas Health Science Center at Fort Worth (UNT Health Science Center).

As the EEO Administrator, Cheryl K. Wells has the primary management responsibility for ensuring compliance with the provisions of Executive Order 11246, as amended, and implementing regulations of the Office of Federal Contract Compliance Programs (OFCCP). Should anyone have any questions regarding Mrs. Wells' authority, or role as the UNT Health Science Center's EEO Administrator, please contact me immediately.

Mrs. Wells' responsibilities include the following:

1. Developing and implementing UNT Health Science Center's EEO and affirmative action policies and procedures to ensure that the requirements of Executive Order 11246, as amended, and the OFCCP implementing regulations are satisfied.
2. Developing, modifying and maintaining written affirmative action plans (AAPs), in compliance with the applicable rules and regulations of the OFCCP.
3. Evaluating EEO and affirmative action progress at UNT Health Science Center. This evaluation includes the establishing of goals and timetables that are reasonable, attainable and consistent with our institutional affirmative action commitment.
4. Assisting UNT Health Science Center's management in reaching solutions to problems that may arise as our institutional AAPs are implemented.
5. Designing and implementing audit and reporting systems that will permit the continuous monitoring of UNT Health Science Center's EEO and affirmative action progress. These systems will be used to:
 - a) measure the effectiveness of UNT Health Science Center's AAP;
 - b) determine the degree to which UNT Health Science Center's objectives and goals have been achieved; and,
 - c) indicate any need for additional action.

6. Serving as UNT Health Science Center's representative in its dealings with federal and state EEO agencies.
7. Serving as a liaison with minority organizations, women's organizations, and community action groups concerned with the employment opportunities of minorities and women.
8. Assisting in the investigation, handling and disposition of employee discrimination and sexual harassment complaints.
9. Supervising and assisting in the modification of the written AAPs.
10. Supervising and assisting in the completion of the joint Equal Employment Opportunity Commission (EEOC) reports.

Your full cooperation and support to assist Mrs. Wells in this important task is expected and necessary.

The University of North Texas Health Science Center at Fort Worth
Equal Employment Opportunity and Affirmative Action Policies

1. The University of North Texas Health Science Center at Fort Worth (UNT Health Science Center), through its responsible managers, recruits, hires, upgrades, trains, and promotes in all job titles without regard to race, color, religion, sex, national origin, age, disability or veteran status, except where an accommodation is unavailable and/or it is a bona fide occupational qualification.
2. Managers shall ensure that all personnel actions such as compensation, benefits, layoffs, returns from layoffs, Company-sponsored training, and social and recreational programs, shall be administered without regard to race, color, religion, national origin, sex, age, disability or veteran status, except where an accommodation is unavailable and/or it is a bona fide occupational qualification.
3. Managers shall base employment decisions on the principles of equal employment opportunity and with the intent to further UNT Health Science Center's commitment to affirmative action and equal employment. At no time will any covered employee, or covered applicant for employment, who exercises his/her rights pursuant to UNT Health Science Center's Affirmative Action Policy be subject to discipline, or have his/her opportunities for employment adversely affected.
4. Managers shall take affirmative action to ensure that qualified minority group individuals, females, veterans of the Vietnam Era or veterans serving active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, special disabled veterans, and persons with a disability are introduced into the workforce, are encouraged to aspire for promotion, and are considered as promotional opportunities arise.
5. UNT Health Science Center invites any employee or any applicant for employment to review UNT Health Science Center's written Affirmative Action Plans. These plans are available for inspection upon request 8:00 A.M. to 5:00 P.M., EEO Office. Any questions should be directed to me, your supervisor, or Cheryl K. Wells, EEO Administrator.
6. Applicants are encouraged to identify their race, sex and veteran status. This self-identification is strictly voluntary, confidential and will not result in retaliation of any sort.
7. Employees are invited to self-identify as an individual with a disability or special disabled Veteran. This self-identification is strictly voluntary, confidential and will not result in retaliation of any sort.
8. Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities: (1) Filing a complaint; (2) Assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of section 503 of the Rehabilitation Act of 1973, as amended (section 503), the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA) or any other Federal, state or local law requiring equal opportunity for disabled persons or special disabled veterans or covered veterans or; (3) Opposing any act or practice made unlawful by section 503 or its implementing regulations in this part or VEVRAA or its implementing regulations in this part or any other Federal, state or local law requiring equal opportunity for disabled persons or for special disabled veterans or covered veterans; or (4) Exercising any other right protected by section 503 or its implementing regulations in this part or any other right protected by VEVRAA or its implementing regulations in this part.

Ronald R. Blanck, D.O.
President
UNT Health Science Center

Cheryl K. Wells
EEO Administrator
UNT Health Science Center

**The University of North Texas Health Science Center at
Fort Worth**

**AFFIRMATIVE ACTION PLAN FOR MINORITIES
AND WOMEN**

2000 PLAN YEAR

I. **Introduction**

The University of North Texas Health Science Center at Fort Worth (UNT Health Science Center) in the following Affirmative Action Plan (AAP), hereby reaffirms its commitment to establishing and implementing comprehensive policies and procedures for affirmative action. These policies and procedures have resulted in and will continue to result in the achievement of UNT Health Science Center's AAP objectives, as well as the compliance with all applicable government regulations, concerning affirmative action and equal employment opportunity (EEO).

UNT Health Science Center's AAP covers the Company's offices located at:

3500 Camp Bowie Blvd
Fort Worth, Texas 76107-2699

As well as all out-lying offices and clinics

The principal objectives of UNT Health Science Center's AAP are:

1. To offer and to make the best possible use of all available human capabilities and resources, and to increase the employment opportunities of minorities and women at all levels and in all segments of UNT Health Science Center's organization.
2. To contribute significantly to the solution of social problems affecting members of minority groups and women by close alliance and active participation with surrounding community organizations and educational institutions.
3. To comply with all applicable governmental laws and regulations relating to nondiscrimination and affirmative action in employment, specifically Executive Order 11246, as amended.

When developing and implementing this AAP, UNT Health Science Center has been guided by its entrenched policies of providing equal employment opportunity. Any affirmative action goals that UNT Health Science Center has established are not intended as rigid, inflexible quotas that must be met, but rather as targets.

II. **EEO Policy Statement Reaffirming Commitment to Equal Employment Opportunity**

It has been, and shall continue to be the policy of UNT Health Science Center to direct our employment and personnel practices toward assuring equal opportunity for all employees and job applicants. Consequently, UNT Health Science Center intends that all personnel activities or actions relating to recruiting and hiring be free of discriminatory practices based on race, color, sex, age, religion, national origin, disability or veteran status. Also training, compensation, benefits, promotion, transfers, layoffs, recall from layoffs, terminations, and all treatment of employees will be free of discriminatory practices based on race, color, sex, age, religion, national origin, disability or veteran status.

UNT Health Science Center's EEO Administrator, Cheryl K. Wells, has been designated by Ronald R. Blanck, D.O. President UNT Health Science Center as the Equal Employment Opportunity (EEO) Administrator. The EEO Administrator is responsible for overseeing UNT Health Science Center's Affirmative Action Programs. Cheryl K. Wells will monitor the program and complete formal, semi-annual reports to senior management. These program reports will serve as a basis for appropriate action to correct any program deficiencies.

UNT Health Science Center has established this voluntary written AAP to promote affirmative action and provide equal employment opportunity. This Plan has been prepared in conformity with Executive Order 11246, as amended, and the implementing regulations of the Department of Labor's Office of Federal Contract Compliance Programs (OFCCP). The AAP is designed to provide guidance to management with respect to UNT Health Science Center's commitment to the full

implementation of its EEO and Affirmative Action Policy. UNT Health Science Center's official EEO policy statement, signed by UNT Health Science Center's President, Ronald R. Blanck, D.O., is attached as Exhibit 1. UNT Health Science Center's equal employment opportunity and affirmative action policies include the following commitments:

1. To continue to provide equal employment opportunity to all qualified persons, and to continue to recruit and hire without regard to race, color, sex, age, religion, national origin, disability or veteran status.
2. To continue to provide equal employment opportunity to all qualified persons and to continue to train, promote and compensate persons in all jobs without regard to race, color, sex, age, religion, national origin, disability or veteran status.

3. To identify and analyze all areas of UNT Health Science Center's employment process in order to further the principles of equal employment opportunity. Employment decisions are made on the basis of furthering the objectives of equal employment. Specific examples include:
- a) Recruitment and Selection - The recruitment, testing and hiring of all personnel are completed without regard to race, color, sex, age, religion, national origin, disability, or veteran status. All employee selection criteria used by UNT Health Science Center conform to the Equal Employment Opportunity Commission (EEOC) Uniform Guidelines on Employee Selection Procedures. Known sources of minority and women applicants are contacted to maximize the participation of such applicants.
 - b) Promotions - Individuals will continue to be upgraded and promoted on the basis of their ability, skill and experience. UNT Health Science Center will ensure that minority and women employees who are qualified are considered for promotion. When making promotion decisions, the supervisors directly involved, as well as the EEO Administrator and other appropriate officials, review to ensure compliance with institutional policies and procedures.
 - c) Transfers - Should vacancies occur, the supervisor directly involved and the EEO Administrator make positive efforts to transfer minority and women employees, provided that such transfers will increase the likelihood for greater job opportunities. Special scrutiny is used if a transfer involves an area where minority or female employees are underutilized.
 - d) Layoffs - Should a reduction in force become necessary, these reductions will be based on nondiscriminatory criteria. The Personnel Policies and Procedures Manual for UNT Health Science Center, Policy 4.10, will be strictly adhered to in all cases. The EEO Administrator will review the employees scheduled to be affected to ensure compliance with this AAP. Minorities and women will be treated in a nondiscriminatory manner with respect to all layoffs and recalls.

4. To ensure that all personnel actions affecting employees in the areas of compensation, benefits, transfers, layoffs, returns from layoff, UNT Health Science Center sponsored training, education, and social and recreational programs will be made without regard to race, color, sex, age, religion, national origin, disability or veteran status. UNT Health Science Center periodically reviews its personnel actions and collects data on a continuing basis for the purpose of monitoring such actions.
5. To monitor all employee benefit plans, including retirement, pension, disability and insurance benefits and to ensure that these benefits are in conformity with federal and state laws and regulations governing equal employment opportunity.
6. The EEO Administrator meets periodically with the appropriate management officials to review UNT Health Science Center's EEO progress and to develop AAP alternatives, should they be required. The entire AAP is reviewed and updated annually.

III. **Dissemination of EEO Policy Statement**

A. Internal Dissemination: Through its Human Resource Services Department, as required by 41 C.F.R. 60-2.13(b) and 60-2.21, UNT Health Science Center has successfully developed techniques for assuring continued dissemination of its EEO policy. The following statements reflect UNT Health Science Center's ongoing policies and internal dissemination program:

1. UNT Health Science Center's EEO policy is shown on the institutional website, included within UNT Health Science Center's new employee orientation materials, and where appropriate, publicized in appropriate internal newsletters, annual reports, and other UNT Health Science Center media.
2. Annual meetings are conducted with executive, managerial, and supervisory employees for the purpose of explaining the intent of UNT Health Science Center's EEO policy. In the future, the institution will ensure managerial responsibility for AAP implementation. At such meetings, the EEO Administrator will explain our institutional Affirmative Action Program and confirm that Ronald R. Blanck, D.O., President, has a personal philosophy which requires AAP compliance.

3. During new employee orientation, UNT Health Science Center's EEO and AAP policies are discussed and explained.
4. As part of UNT Health Science Center's in-house training programs, institutional EEO policies are thoroughly explained.
5. UNT Health Science Center posts its equal employment opportunity policy on bulletin boards. Additionally, the following items are prominently displayed:
 - a) "Equal Opportunity is the Law" poster;
 - b) The federal polygraph law poster;
 - c) The federal minimum wage poster;
 - e) The "Family Medical Leave Act" poster.
6. Should employees be featured in advertising, employee handbooks, or similar publications, both minority and non-minority and male and female employees will be included.
7. Where appropriate, UNT Health Science Center has communicated to its employees the existence of its AAP and will make available the necessary information so that employees will be able to avail themselves of the AAP benefits.
8. Through its words and actions, UNT Health Science Center will continue to demonstrate to its employees that it will not tolerate the harassment of any employee on account of race, color, sex, age, religion, national origin, disability or veteran status.

B. External Dissemination: UNT Health Science Center's EEO policies are disseminated externally through the following procedures:

1. UNT Health Science Center informs all recruitment sources, both verbally and in writing, of our institution's commitment to affirmative action. Contained within all communications to recruitment sources is a statement that all job applicants will be treated without regard to race, color, sex, age, religion, national origin, disability or veteran status. Various minority and women organizations have been contacted. *See Exhibit 2.*

2. UNT Health Science Center will incorporate an equal employment opportunity clause on purchase orders, as well as prominently display this clause on its employment applications.
3. UNT Health Science Center maintains contact with and communicates to the Texas Workforce Commission, as well as various other community agencies, guidance counselors, and/or principals of predominately Black and Hispanic high schools, colleges and other potential sources of minority and women applicants, apprising them of UNT Health Science Center's EEO policy.
4. UNT Health Science Center communicates to prospective employees, through the use of its employment application and posted commitment statements from President Ronald R. Blanck, D.O., the commitment of UNT Health Science Center to affirmative action.
5. When UNT Health Science Center advertises in newspapers for prospective employees, the advertisement will include the EEO solicitation: "We are an Equal Opportunity Institution".
6. Should UNT Health Science Center use employees in any advertising, pictures of both minority and non-minority and male and female employees will be shown.

IV. Establishment of Responsibility for Implementation of AAP

A. Identification and Responsibilities of EEO Administrator

As EEO Administrator, Cheryl K. Wells has the primary management responsibility for ensuring full compliance with the provisions of Executive Order 11246, as amended, and the implementing regulations of the OFCCP. Cheryl K. Wells' appointment by UNT Health Science Center's President, Ronald R. Blanck, D.O. and a description of the position's basic responsibilities have been communicated to all employees. *See* Exhibit 1. Pursuant to 41 C.F.R. 60-2.22, the responsibilities of the EEO Administrator include, but are not necessarily limited to the following:

1. Developing and modifying UNT Health Science Center's EEO and Affirmative Action Policies and procedures to ensure that the requirements of Executive Order 11246, as amended, and the OFCCP's implementing regulations are satisfied.

2. Developing, modifying and maintaining written AAPs, in compliance with the OFCCP's rules and regulations.
3. Evaluating EEO and Affirmative Action Progress at UNT Health Science Center. This evaluation includes the establishing of goals and timetables that are reasonable, attainable and consistent with UNT Health Science Center's affirmative action commitment.
4. Assisting UNT Health Science Center's management in reaching solutions to problems that may arise as Company's AAPs are implemented.
5. Designing and implementing audit and reporting systems that will permit the continuous monitoring of UNT Health Science Center's EEO and Affirmative Action Progress. These systems will be used to:
 - a) measure the effectiveness of UNT Health Science Center's AAPs;
 - b) determine the degree to which UNT Health Science Center's objectives and goals have been achieved; and,
 - c) indicate any need for additional action.
6. Serving as UNT Health Science Center's representative in its dealings with federal and state EEO agencies.
7. Serving as a liaison with minority organizations, women organizations, and community action groups concerned with the employment opportunities of minorities and women.
8. Assisting in the investigation, handling and disposition of employee complaints of discrimination and sexual harassment.
9. Supervising and assisting in the modification of the written AAPs.
10. Supervising and assisting in the completion of the Joint Committee Equal Employment Opportunity Commission (EEOC) and OFCCP EEO Reports.

B. The Responsibilities of UNT Health Science Center's Management to Ensure AAP Implementation

All UNT Health Science Center Executive and Mid-Managers have responsibility for the implementation of this written Affirmative Action Plan. Pursuant to 41 C.F.R. 60-2.23(b), this responsibility includes, but is not necessarily limited to the following:

1. Have input into the evaluation of UNT Health Science Center's EEO and affirmative action progress and developing alternative approaches.
2. Where necessary, participating in the auditing of training programs, and hiring and promotion patterns, in an effort to ensure that any impediments to achieving UNT Health Science Center's AAP goals and timetables are removed.
3. Discussing UNT Health Science Center's EEO policies with subordinates and management personnel, to ensure that UNT Health Science Center's Affirmative Action Programs are being implemented.
4. Reviewing the qualifications of employees who are transferred or promoted, to ensure that minorities and women are being given equal opportunities with respect to these personnel actions.
5. Periodically completing UNT Health Science Center office inspections:
 - a) to ensure that all EEO posters and notices are displayed, and
 - b) to encourage the full participation by minority and women employees in all UNT Health Science Center sponsored educational, training, recreational and social activities.
6. Assisting subordinates and management personnel in taking the necessary action to prevent the harassment of any employee, either because of their placement through affirmative action efforts, or on account of their race, color, sex, age, religion, national origin, disability or veteran status.

V. **Identification of Problem Areas**

A. Analysis of Potential Problem Areas:

In making an in-depth analysis of UNT Health Science Center's EEO and Affirmative Action posture, particular attention has been focused on: (a) employee training, and (b) the Job Groups where minority and women employees are underutilized. During this plan year the following items are noted as potential problems:

1. The Skilled Crafts Job Group appears to be underutilized in the area of minority representation. In the event openings arise in this job group, UNT Health Science Center will make efforts to recruit qualified minority candidates. These efforts will include advertising in publications, which historically attract Hispanic and Black skilled craft applicants. Additionally, UNT Health Science Center will attend career fairs that have the potential to reach minority applicants.
2. The Utilization Analysis included in this plan indicates UNT Health Science Center may have an under representation of females in the Faculty Job Group. UNT Health Science Center will increase recruitment efforts which target females qualified to be hired as faculty at this institution. These efforts will include recruitment activity at educational institutions which have a large female enrollment. UNT Health Science Center will advertise openings through professional magazines that target female faculty applicants
3. UNT Health Science Center will continue to strive to make progress in placing qualified minorities and women in all Job Groups throughout the institution.

B. Special Corrective Action

Pursuant to 41 C.F.R. 60-2.23, UNT Health Science Center has reviewed the following listed points to ensure that the institution's commitment to equal employment opportunity and affirmative action is being implemented fully. Having reviewed these items, UNT Health Science Center has concluded:

1. The sex and minority composition of UNT Health Science Center's workforce and applicant flow generally matches the availability of such groups in applicable recruitment area.

2. Where under utilization in any Job Group exists, goals have been established. Such goals are contained in the Utilization Analysis section of this AAP.
3. Based on their availability, the horizontal and vertical movement of minority and women employees is occurring at satisfactory levels.
4. The selection process utilized for transfers and promotions is nondiscriminatory. No job qualifications or standards are used that have the effect of eliminating from consideration any greater percentage of minorities or women than other employees eliminate.
5. Application forms are in compliance with applicable federal and state laws.
6. Job descriptions have been developed and are reviewed periodically to ensure that they reflect properly the actual functions and duties of the position.
7. Where UNT Health Science Center uses specific selection procedures, these procedures have been verified as job related.
8. With supervisory or management positions, the ratio of referrals/hires for minorities and women does not indicate that a higher percentage of minorities or women are being rejected, as compared to the ratio of referrals/hires for all employees. Moreover, any employment interviewing and screening is performed by personnel fully cognizant of UNT Health Science Center's EEO and affirmative action policies.
9. Minorities and women are included in all UNT Health Science Center sponsored activities and programs. These activities and programs are fully integrated.
10. No de facto segregation exists.
11. Neither artificial barriers, nor restrictive seniority provisions exist that result in overt or inadvertent discrimination in any Job Group.
12. Employee support is strong for UNT Health Science Center's policy of equal employment opportunity. This AAP has been communicated fully to all levels of management.

13. UNT Health Science Center utilizes some formal training, as well as on-the-job training, for the purposes of increasing employees' knowledge in their present jobs and for promoting employees. Training opportunities are made available on a nondiscriminatory basis.
14. UNT Health Science Center's subcontractors and suppliers are advised of their EEO responsibilities. All purchase orders contain an equal opportunity clause.
15. EEO posters are displayed in appropriate places at UNT Health Science Center.
16. An analysis of UNT Health Science Center's compensation, promotion, selection, and other policies and practices, indicates that no affected class exists among UNT Health Science Center's workforce.

C. Process to Correct Under utilization

UNT Health Science Center recognizes that it has identified a limited number of Job Groups that are underutilized for minorities or women. The declaration of an under utilization does not amount to an admission of impermissible conduct. It is neither a finding of discrimination nor an indication of a lack of good faith affirmative action efforts. Rather, it is a technical targeting term used exclusively by UNT Health Science Center when it seeks to apply good faith efforts to increase the percentage utilization of minorities and women in UNT Health Science Center's work force. As in past years, UNT Health Science Center will monitor its activities during the plan year in all Job Groups, but will pay special attention to the particularly sensitive areas identified in this plan's Utilization Analysis.

UNT Health Science Center identifies the areas of female and minority as underutilized. The following is a plan of action to correct the under utilization:

- a) Where appropriate, identification of minority or female candidates for promotion to possible opening.
- b) Where appropriate, establishment of training programs to identify and promote females and minorities.

FACULTY: Female: Goal = 45.2%

UNT Health Science Center will target educational institutions that have a large female enrollment.

UNT Health Science Center will advertise openings through professional magazines that target female faculty applicants.

SKILLED CRAFTS: Minority: Goal = 29.5%

If openings arise, UNT Health Science Center will advertise in publications which historically attract Hispanic and Black skilled craft applicants.

UNT Health Science Center will attend career fairs that have the potential to reach minority applicants.

D. Report on Prior Year Affirmative Action Program Goals

The following demonstrates UNT Health Science Center's placements made during the plan period in areas of under utilization for prior plan year as required by 60-1.40c. Refer to Exhibit 8 for a copy of the Affirmative Action Progress-Prior Year AAP.

UNT Health Science Center's 1999 AAP had goals to increase minority employees in all areas. It appears from a review of the statistics from the 1999 AAP and the 2000 AAP, UNT Health Science Center has made progress.

- The 1999 AAP **Executive Job Group** had a utilization of 9.8% minority and 19.4% female. The 2000 AAP Executive Group had a 14.6% minority utilization and a 24.4% female utilization. Based on current availability data, this job group is not under utilized.
- The 1999 AAP **Faculty Job Group** had a utilization of 17.8% minority and 17.8% female. The 2000 AAP Faculty Job Group had a utilization of 19.6% minority and 19.6% female. Based on current availability data, this group's is underutilized by 45.2% in the female category. Strategies to address this under utilization are shown above.
- The 1999 AAP **Professional Job Group** had a utilization of 26.7% minority and 68.9% female. The 2000 AAP Professional Job Group had a utilization of 30.5% minority and 70.9% female. Based on current availability data, this group is not underutilized.

- The 1999 AAP **Clerical/Secretarial Job Group** had a utilization of 38.5% minority and 85% female. The 2000 AAP Clerical/Secretarial Job Group had a utilization of 23.7% minority and 90.4% female. Based on current availability data, this group is not underutilized.
- The 1999 AAP **Paraprofessional/Technical Job Group** had a utilization of 31.1% minority and 80.6% female. The 2000 AAP Paraprofessional/Technical Job Group had a utilization of 39.8% minority and 79.6% female. Based on current availability data, this group is not underutilized.
- The 1999 AA **Skilled Crafts Job Group** had a utilization of 6.7% minority and 0% female. The 2000 AAP Skilled Crafts Job Group had a utilization of 6.3% minority and 0% female. Based on current availability data, this group is underutilized. Strategies to address this under utilization are shown above.
- The 1999 AA **Service Maintenance Job Group** had a utilization of 71.0% minority and 49.2% female utilization. The 2000 AAP Service Maintenance Job Group had a utilization of 65.9% minority and 48.8% female. Based on current availability data, this group is not underutilized.

Job descriptions, qualifications and specifications are made available to those members of management who are involved in the recruiting, screening, selecting, and promoting of employees. Outside recruitment sources are provided with requisite job-related information; consequently, these recruitment sources are able to recruit qualified persons on a nondiscriminatory basis.

UNT Health Science Center makes an on-going effort to evaluate the entire selection process and to make every good faith effort to select persons according to ability and qualifications. While completing this process, UNT Health Science Center recognizes its commitment to take affirmative action to remedy any under utilization of minorities and women. There is no department or Job Group in UNT Health Science Center that is limited to employees of a particular race, color, sex, age, religion, national origin, disability or veteran status. To help ensure equal employment opportunity throughout the selection process, UNT Health Science Center undertakes the following:

- a) to select carefully and train all employees who are involved in the recruiting, screening, selection, promotion, disciplining and related personnel processes, to ensure that employee personnel actions are made without regard to race, color, sex, age, religion, national origin, disability or veteran status;
 - b) the EEO Administrator is conversant with the EEOC's Uniform Guidelines on Employee Selection Procedures and ensures the implementation of the guidelines that are applicable to UNT Health Science Center; and,
 - c) the EEO Administrator reviews all selection techniques and employment standards. Where selection techniques or employment standards are found to have an adverse impact on minorities or women and are not essential to job function they are revised or eliminated.
5. UNT Health Science Center uses the following techniques to maintain a satisfactory flow of qualified minority and women applicants:
- a) where possible, UNT Health Science Center employs minorities and women in the Human Resources Department.
 - b) UNT Health Science Center encourages minority and women employees to refer friends to UNT Health Science Center for potential employment.
 - c) UNT Health Science Center is evaluating the use of special employment programs such as cooperative programs, work study jobs, summer employment for the underprivileged, and a summer work study program for men and women faculty members of schools and colleges. The use of these programs will depend upon business conditions.
 - d) UNT Health Science Center has contacted various women and minority organizations, as outlined in 41 C.F.R. 60-2.24(e)(1), to arrange for on-site conferences regarding the employment of minorities and women and to tour UNT Health Science Center's facilities.
 - e) when available, UNT Health Science Center participates in job fairs, career days, youth motivation programs, and related activities.

6. UNT Health Science Center reviews periodically its promotion criteria and procedures to ensure that promotional decisions are made without regard to race, color, sex, age, religion, national origin, persons with a disability or veteran status. In an effort to maintain acceptable promotion rates for qualified minorities and women, UNT Health Science Center utilizes the following procedures:
 - a) the providing of job training for job-related courses or certificate programs.
 - b) the use of a formal employee job evaluation program.
 - c) the regular review of work specifications and job qualifications to ensure job-relatedness.
 - d) the review of all promotion and job transfer decisions to ensure they were completed in a non-discriminatory manner.
 - f) the use of career counseling during performance evaluations to ensure that all employees are made aware of the job opportunities available to them.
7. UNT Health Science Center ensures that its facilities and institutional sponsored social and recreational activities are desegregated. UNT Health Science Center actively encourages all employees to participate in all UNT Health Science Center sponsored events.

VI. Internal Audit and Reporting Requirements

The most important element to implement a written AAP effectively requires an accurate internal audit and reporting system to monitor equal employment opportunity compliance. Through UNT Health Science Center's system, the institution's progress is monitored and senior management is kept informed. Pursuant to 41 C.F.R. 60-2.25, UNT Health Science Center has established the following EEO internal audit and reporting system:

1. Records of all applicants, job referrals, placements, transfers, promotions, and separations are monitored at all levels to ensure that UNT Health Science Center's EEO policy is followed. These records are maintained by EEO Job Categories, Job Groups, and Company departments.
2. UNT Health Science Center's progress toward meeting its affirmative action goals and timetables is evaluated and communicated through regular discussions with department managers.
3. To attempt to ensure compliance, the EEO Administrator communicates as often as necessary with all levels of management concerning recommendations to improve EEO performance.

VII. **Support of Community Affirmative Action Programs**

To involve community members and gain local support for its AAP, pursuant to 41 C.F.R. . 60-2.26, UNT Health Science Center completes the following:

1. Where appropriate, UNT Health Science Center appoints key members of management to serve on merit employment councils, community relation boards, and similar organizations.
2. When requested for HCOP, UNT Health Science Center assists these institutions in designing programs to enable minority and female graduates to compete in the open employment market on a more equitable basis.

VIII. **Compliance with OFCCP Sex Discrimination Guidelines**

UNT Health Science Center complies with the sex discrimination guidelines issued by the OFCCP at 41 C.F.R. 60-20.1, *et seq.* Company's compliance is achieved through the following procedures:

1. UNT Health Science Center's employment advertising does not express a sex preference, nor does it appear in sex-segregated columns.
2. Applicants and employees of both sexes are recruited for all positions.
3. UNT Health Science Center's Personnel Policies and Procedures Manual and employment application forms expressly state that Company does not discriminate on the basis of sex.
4. UNT Health Science Center never relies upon any existing or repealed state female "protective" laws to deny women employees the right to any job they are qualified to perform.
5. UNT Health Science Center makes no distinction based upon sex with regard to employment opportunities, wages, hours or other terms and conditions of employment.
6. UNT Health Science Center makes no distinctions between married and unmarried persons.
7. UNT Health Science Center does not deny employment to women with young children.

8. UNT Health Science Center complies with the Age Discrimination in Employment Act and does not terminate employees of either sex when they reach a certain age.
9. UNT Health Science Center provides appropriate physical facilities for both sexes.
10. UNT Health Science Center complies with the 1978 Pregnancy Discrimination Act, as it amended Title VII of the 1964 Civil Rights Act. Company's leave of absence policy is uniformly applied regardless of sex. Maternity leave is treated like any other short-term disability leave.
11. UNT Health Science Center's wage rates are not related to or based on the sex of employees.
12. In conformance with 41 C.F.R. 60-20.6, UNTHSC@FW will continue to take affirmative action as follows:
 - a) recruit women and encourage existing women employees to apply for positions that have been traditionally male.
 - b) encourage women to apply for the fee reimbursement program.
 - c) ensure that there is equal access to the fee reimbursement program, regardless of sex.
 - d) should formal management training programs be created, ensure that women are encouraged to apply and qualified women applicants are accepted.
 - e) ensure that senior management has been made aware of the requirements set forth above.

IX. Policy with Respect to Harassment

It is always the policy of UNT Health Science Center to afford a hospitable, cooperative and non-coercive work environment. That policy recognizes that harassment of any kind directed to an employee, including harassment of a sexual nature, is improper and will not be tolerated. Anyone guilty of engaging in such harassment will be subject to appropriate discipline, up to and including discharge.

No management official may threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect an individual's employment or career development. Sexual harassing conduct, whether committed by supervisors or non-supervisory personnel, is strictly prohibited. Sexually harassing conduct may include: propositions; verbal abuse of a sexual nature; graphic verbal commentaries regarding an individual's body; sexual or degrading words used to describe an individual; and, the display of suggestive objects or pictures.

UNT Health Science Center encourages all employees that believe they have been subjected to acts of harassment, to inform their supervisor or the Human Resource Services/EEO Department immediately to ensure that appropriate action may be taken to prevent such conduct. Where appropriate, strict confidentiality will be respected. In accordance with UNT Health Science Center's Sexual Harassment policy, supervisors are required to notify the EEO Office when they learn of an instance or occurrence that may constitute a violation of this policy.

X. Statements Concerning Consideration of Minorities and Women Not Now in the Workforce

Government regulations require that goals be established for underutilized Job Groups, that consideration be given to minorities and women not currently in UNT Health Science Center's workforce, but having the requisite skills, and that affirmative action be utilized to recruit these individuals. Where possible, UNT Health Science Center allows employees to work flexible hours or offers part-time employment to individuals who qualify. In meeting the goals established in the Utilization Analysis, and in hiring new employees generally, UNT Health Science Center makes every good faith effort to meet its affirmative action goals.

XI. Conclusion

UNT Health Science Center is committed to equal employment opportunity for all employees and employment applicants. In all employment transactions, it is the intention of UNT Health Science Center to use every good faith effort to accomplish the objectives of its equal employment opportunity policy as embodied in this AAP.

Affirmative Action Plan for

Minorities and Women

TABLE OF EXHIBITS

1. The University of North Texas Health Science Center at Fort Worth EEO Policy Statement.
2. Letters to recruiting sources
3. Historically Underutilized Business Policy
4. Affirmative Action Progress – Prior Year AAP

EXHIBIT 1

The University of North Texas Health Science Center at Fort Worth Equal Employment Opportunity and Affirmative Action Policies

1. The University of North Texas Health Science Center at Fort Worth (UNT Health Science Center), through its responsible managers, recruits, hires, upgrades, trains, and promotes in all job titles without regard to race, color, religion, sex, national origin, age, disability or veteran status, except where an accommodation is unavailable and/or it is a bona fide occupational qualification.
2. Managers shall ensure that all personnel actions such as compensation, benefits, layoffs, returns from layoffs, Company-sponsored training, educational tuition assistance, and social and recreational programs, shall be administered without regard to race, color, religion, national origin, sex, age, disability or veteran status, except where an accommodation is unavailable and/or it is a bona fide occupational qualification.
3. Managers shall base employment decisions on the principles of equal employment opportunity and with the intent to further UNT Health Science Center's commitment to affirmative action and equal employment. At no time will any covered employee, or covered applicant for employment, who exercises his/her rights pursuant to UNT Health Science Center's Affirmative Action Policy be subject to discipline, or have his/her opportunities for employment adversely affected.
4. Managers shall take affirmative action to ensure that qualified minority group individuals, females, veterans of the Vietnam Era or veterans serving active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, special disabled veterans, and persons with a disability are introduced into the workforce, are encouraged to aspire for promotion, and are considered as promotional opportunities arise.
5. UNT Health Science Center invites any employee or any applicant for employment to review UNT Health Science Center's written Affirmative Action Plans. These plans are available for inspection upon request 8:00 A.M. to 5:00 P.M., EEO Office. Any questions should be directed to me, your supervisor, or Cheryl K. Wells, EEO Administrator.
6. Applicants are encouraged to identify their race, sex and veteran status. This self-identification is strictly voluntary, confidential and will not result in retaliation of any sort.
7. Employees are invited to self-identify as an individual with a disability or special disabled Veteran. This self-identification is strictly voluntary, confidential and will not result in retaliation of any sort.
8. Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities: (1) Filing a complaint; (2) Assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of section 503 of the Rehabilitation Act of 1973, as amended (section 503), the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA) or any other Federal, state or local law requiring equal opportunity for disabled persons or special disabled veterans or covered veterans or; (3) Opposing any act or practice made unlawful by section 503 or its implementing regulations in this part or VEVRAA or its implementing regulations in this part or any other Federal, state or local law requiring equal opportunity for disabled persons or for special disabled veterans or covered veterans; or; (4) Exercising any other right protected by section 503 or its implementing regulations in this part or any other right protected by VEVRAA or its implementing regulations in this part.

Ronald R. Blanck, D.O.
President, UNT Health Science Center

EXHIBIT 2
Notices to Recruiting Sources

The University of North Texas Health Science Center at Fort Worth (UNT Health Science Center) is committed to the principles of providing equal employment opportunity to qualified minorities, women, and veterans. UNT Health Science Center has developed an affirmative action program to ensure the realization of that goal.

Weekly Employment Opportunities are mailed to a multitude of agencies, including agencies which target minorities, women and veterans. The complete listing to which the Employment Opportunities are mailed is attached.

EXHIBIT 3

HISTORICALLY UNDERUTILIZED BUSINESS POLICY

EXHIBIT 4

AFFIRMATIVE ACTION PROGRESS – PRIOR YEAR AAP

The following demonstrates UNT Health Science Center's placements made during the plan period in areas of under utilization for prior plan year as required by 60-1.40c. Refer to Exhibit 8 for a copy of the Affirmative Action Progress-Prior Year AAP.

UNT Health Science Center's 1999 AAP had goals to increase minority employees in all areas. It appears from a review of the statistics from the 1999 AAP and the 2000 AAP, UNT Health Science Center has made progress.

- The 1999 AAP **Executive Job Group** had a utilization of 9.8% minority and 19.4% female. The 2000 AAP Executive Group had a 14.6% minority utilization and a 24.4% female utilization. Based on current availability data, this job group is not under utilized.
- The 1999 AAP **Faculty Job Group** had a utilization of 17.8% minority and 17.8% female. The 2000 AAP Faculty Job Group had a utilization of 19.6% minority and 19.6% female. Based on current availability data, this group's is underutilized by 45.2% in the female category. Strategies to address this under utilization are shown above.
- The 1999 AAP **Professional Job Group** had a utilization of 26.7% minority and 68.9% female. The 2000 AAP Professional Job Group had a utilization of 30.5% minority and 70.9% female. Based on current availability data, this group is not underutilized.
- The 1999 AAP **Clerical/Secretarial Job Group** had a utilization of 38.5% minority and 85% female. The 2000 AAP Clerical/Secretarial Job Group had a utilization of 23.7% minority and 90.4% female. Based on current availability data, this group is not underutilized.
- The 1999 AAP **Paraprofessional/Technical Job Group** had a utilization of 31.1% minority and 80.6% female. The 2000 AAP Paraprofessional/Technical Job Group had a utilization of 39.8% minority and 79.6% female. Based on current availability data, this group is not underutilized.

EXHIBIT 4 continued...

- The 1999 AA **Skilled Crafts Job Group** had a utilization of 6.7% minority and 0% female. The 2000 AAP Skilled Crafts Job Group had a utilization of 6.3% minority and 0% female. Based on current availability data, this group is underutilized. Strategies to address this under utilization are shown above.
- The 1999 AA **Service Maintenance Job Group** had a utilization of 71.0% minority and 49.2% female utilization. The 2000 AAP Service Maintenance Job Group had a utilization of 65.9% minority and 48.8% female. Based on current availability data, this group is not underutilized.

Job descriptions, qualifications and specifications are made available to those members of management who are involved in the recruiting, screening, selecting, and promoting of employees. Outside recruitment sources are provided with requisite job-related information; consequently, these recruitment sources are able to recruit qualified persons on a nondiscriminatory basis.

**The University of North Texas Health Science Center at
Fort Worth**

**AFFIRMATIVE ACTION PLAN FOR PERSONS
WITH A DISABILITY, SPECIAL DISABLED
VETERANS, AND VETERANS OF THE
VIETNAM ERA
AND OTHER COVERED VETERANS**

2000 PLAN YEAR

I. **Policy Statement**

Under the affirmative action obligations imposed by Section 503 of the Rehabilitation Act of 1973, Vietnam Era Veterans Readjustment Act of 1974 and the Veterans Employment Opportunity Act of 1998, it is the policy of The University of North Texas Health Science Center at Fort Worth (UNT Health Science Center), through a positive outreach program, to provide equal employment opportunities and to advance in employment qualified persons with a disability, special disabled veterans, veterans of the Vietnam era, and veterans serving active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. This policy is designed to employ and advance all qualified individuals with a disability and covered veterans at all levels of employment, including the executive level. UNT Health Science Center's policy of providing equal employment opportunities to qualified persons with a disability, special disabled veterans, veterans of the Vietnam era and veterans serving active duty during a war or in a campaign or expedition for which a campaign badge has been authorized shall apply to all employment practices including, but not limited to: upgrading, demotion or transfer, layoff or termination, rates of pay or other forms of compensation, and selection for training. UNT Health Science Center attempts to comply with all of the rules, regulations, and relevant orders of the Secretary of Labor and the Office of Federal Contract Compliance Programs (OFCCP), issued pursuant to the 1973 Rehabilitation Act and the 1974 Vietnam Era Veterans Readjustment Act and the Veterans Employment Opportunity Act of 1998.

The UNT Health Science Center Affirmative Action Program for qualified persons with a disability, special disabled veterans, veterans of the Vietnam era, and veterans serving active duty during a war or in a campaign or expedition for which a campaign badge has been authorized is reviewed and updated annually. If there are any significant changes in UNT Health Science Center's procedure, or if employee rights or benefits are modified as a result of an annual updating, these changes are communicated to employees and to applicants for employment. This affirmative action program is available for inspection 8:00 A.M. to 5:00 P.M., EEO Office.

On a strictly voluntary basis, UNT Health Science Center invites all veterans of the Vietnam era and veterans serving active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, who are either employees, or who were applicants for employment, and employees who are persons with a disability or covered veterans with a disability, and who wish to benefit under UNT Health Science Center's Affirmative Action Program, to identify themselves to either their immediate supervisor, or to Cheryl K. Wells, EEO Administrator. Any individual who identifies himself (herself) will not be subject to any form of harassment or retaliation based on his (her) status or self-identification. Further, this self-identification will be kept confidential.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities: (1) Filing a complaint; (2) Assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of section 503 of the Rehabilitation Act of 1973, as amended (section 503), the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA) or any other Federal, State or local law requiring equal opportunity for disabled persons or special disabled veterans or covered veterans; or (3) Opposing any act or practice made unlawful by Section 503 or its implementing regulations in this part or VEVRAA or its implementing regulations in this part or any other federal, state or local law requiring equal opportunity for disabled persons or for special disabled veterans or covered veterans; or (4) Exercising any other right protected by section 503 or its implementing regulations in this part or any other right protected by VEVRAA or its implementing regulations in this part.

II. Appointment of Cheryl K. Wells as the EEO Administrator Responsible For the Implementation of the Affirmative Action Plan For Persons With A Disability and Covered Veterans

Implementation responsibilities for the Affirmative Action Plan for persons with a disability, special disabled veterans, veterans of the Vietnam era, and veterans serving active duty during a war or in a campaign or expedition for which a campaign badge has been authorized is with Cheryl K. Wells, EEO Administrator. The EEO Administrator is also responsible for the implementation of the Affirmative Action Program regarding females and minorities. Additionally, Cheryl K. Wells' name appears on all internal and external communications regarding UNT Health Science Center's Affirmative Action Programs. Cheryl K. Wells has been given the necessary top management support and staff to manage the implementation of UNT Health Science Center's Affirmative Action Programs.

III. Responsibilities of the EEO Administrator Regarding the Affirmative Action Program for Persons with a

Disability and Covered Veterans

As EEO Administrator, Cheryl K. Wells has completed or will complete the following responsibilities:

1. Developed policy statements regarding an Affirmative Action Plan for persons with a disability, special disabled veterans, veterans of the Vietnam era, and veterans serving active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.
2. Developed an Affirmative Action Program for persons with a disability, special disabled veterans, veterans of the Vietnam era and veterans serving active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.
3. Developed and implemented effective internal and external communication techniques regarding UNT Health Science Center's Affirmative Action Program for persons with a disability, special disabled veterans, veterans of the Vietnam era, and veterans serving active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. A specific program detailing UNT Health Science Center's internal and external dissemination policies regarding its AAP for persons with a disability and covered veterans can be found in Sections V and VI of this AAP.
4. Conducted regular discussions with Company officials, managers, supervisors, and employees to ensure that UNT Health Science Center's policies are being followed.
5. Advised managers that:
 - a) In addition to other criteria, a manager's work performance is evaluated on the basis of his/her affirmative action efforts.
 - b) When applicable, UNT Health Science Center is obligated to prevent the harassment of employees placed through affirmative action efforts.
6. Identified problem areas, particularly regarding accommodation requirements, in conjunction with line management and top UNT Health Science Center officials in the implementation of UNT Health Science Center's Affirmative Action Program.

7. When applicable, identified potential problem areas in conjunction with known employees with a disability, known special disabled veterans, known veterans of the Vietnam era or veterans serving active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.
8. Considered solutions to affirmative action problems as a result of meetings with line management, UNT Health Science Center officials, known individuals with a disability, known special disabled veterans, and known veterans of the Vietnam era and veterans serving active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.
9. Designed and implemented audit and reporting systems that:
 - a) measure the effectiveness of UNT Health Science Center's programs.
 - b) indicate any need for remedial action.
 - c) determine the degree to which UNT Health Science Center's objectives have been obtained.
 - d) determine whether all employees identified as persons with a disability, special disabled veterans, veterans of the Vietnam era, or veterans serving active duty during a war or in a campaign or expedition for which a campaign badge has been authorized have had the opportunity to participate in all Company sponsored educational, training, recreational, and social events.
 - e) ensure that each location of UNT Health Science Center is in compliance with the 1973 Rehabilitation Act, the 1974 Vietnam Era Veterans Readjustment Act, Veterans Employment Opportunity Act of 1998, applicable OFCCP regulations, and this Affirmative Action Program.
10. Cheryl K. Wells has either completed or will:
 - a) be available to act as the liaison between UNT Health Science Center and the OFCCP.
 - b) act as a liaison between UNT Health Science Center and organizations of and for persons with a disability, special disabled veterans, veterans of the Vietnam era, and veterans serving active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

- c) arrange for the active involvement by UNT Health Science Center officials in the community service programs of local organizations of and for persons with a disability, special disabled veterans, and veterans of the Vietnam era and veterans serving active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.
- d) advise top management officials of the latest developments in the affirmative action area for persons with a disability, special disabled veterans, and veterans of the Vietnam era and veterans serving active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.
- e) ensure that job qualification requirements created pursuant to this AAP are made available to all members of management involved in UNT Health Science Center's recruitment, screening, selection, and promotional processes.
- f) evaluate and monitor the total hiring process including training and promotion to ensure freedom from stereotyping persons, veterans of the Vietnam era and veterans serving active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, in a manner that limits their access to all jobs for which they are qualified.
- g) select carefully and train all personnel involved in the promotion, discipline, and related processes for persons with a disability, special disabled veterans, and veterans of the Vietnam era and veterans serving active duty during a war or in a campaign or expedition for which a campaign badge has been authorized to ensure that the commitments in the UNT Health Science Center's AAP are implemented.
- h) create with representatives from recruiting sources formal arrangements for the referral of applicants, with a program to ensure a follow-up and feedback procedure concerning the disposition of referred applicants.

- i) exert a special effort to hire qualified persons and veterans of the Vietnam era and veterans serving active duty during a war or in a campaign or expedition for which a campaign badge has been authorized for UNT Health Science Center's Human Resources Department.
- j) involve employees who are persons with a disability, special disabled veterans, and veterans of the Vietnam era and veterans serving active duty during a war or in a campaign or expedition for which a campaign badge has been authorized in the participation of career days, youth motivation programs, and related activities in the community.
- k) utilize all available resources to continue and/or establish on-the-job training programs for qualified individuals with a disability, special disabled veterans, and veterans of the Vietnam era and veterans serving active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.
- l) evaluate the possibility of establishing federally assisted apprenticeship and on-the-job training programs under 38 U.S.C. 1787.
- m) participate in "job fairs" for persons with a disability, special disabled veterans, and veterans of the Vietnam era and veterans serving active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

IV. **Job Qualifications**

UNT Health Science Center has reviewed its personnel processes and determined that its present procedures are careful, thorough, and systematic in their consideration of the job qualifications of applicants and employees who are covered veterans and persons with a disability. To ensure that all covered veterans and persons with a disability have been given the proper consideration for job vacancies, UNT Health Science Center has adopted an internal compliance procedure. *See Exhibit A.*

UNT Health Science Center analyzes specific job qualifications every time there is a job vacancy to ensure that the qualification requirements do not tend to screen out persons with a disability or covered veterans. This analysis is completed on an individualized basis should a person with a disability or covered veteran be excluded from an open position. All qualification requirements approved by UNT Health Science Center are job related or consistent with business necessity and the safe performance of the job.

Whenever UNT Health Science Center applies either physical or mental job qualification requirements in the selection of applicants or employees, for employment or other changes in employment status, *e.g.*, promotion, demotion, or training, if the qualification requirements tend to screen out individuals with a disability or covered veterans, the job requirements must be related to the specific job.

In the event UNT Health Science Center must request a medical examination of a covered veteran or person with a disability, to make a determination for an accommodation or job design, the results of such an examination are kept confidential, except that:

1. supervisors, managers, and UNT Health Science Center officials may be informed regarding restrictions and accommodations for the work or duties of qualified individuals with a disability or covered veterans.
2. employees familiar with first aid may be informed, where and to the extent appropriate, if a qualified individual with a disability or a covered veteran might require emergency treatment.

3. OFCCP officials investigating compliance with the 1973 Rehabilitation Act, the 1974 Vietnam Era Veterans Readjustment Act or the Veterans Employment Opportunity Act of 1998 will be informed.

It is UNT Health Science Center's policy to make a reasonable accommodation to the physical and mental limitations of any employee with a disability, qualified applicants with a disability, or qualified covered veterans, unless his/her accommodation imposes an undue hardship on UNT Health Science Center's business. In determining the extent of UNT Health Science Center's accommodation obligations, the following factors, among others, are considered:

1. business necessity; and
2. financial cost and expenses.

When UNT Health Science Center offers employment or promotions to qualified individuals with a disability or covered veterans, UNT Health Science Center does not reduce the amount of compensation offered because of any disability income, pension, or other benefit the person with a disability or the qualified covered veteran receives from any other source.

V. Outreach, Positive Recruitment, and External Dissemination of UNT Health Science Center's Persons with a Disability and Covered Veterans Affirmative Action Policy.

After reviewing and determining that the Affirmative Action Policies of UNT Health Science Center provide the required affirmative action for the employment and the advancement of qualified individuals with a disability and covered veterans, UNT Health Science Center has undertaken the following outreach and positive recruitment activities:

1. UNT Health Science Center has enlisted the assistance and support of the following recruiting sources: state employment service agencies, state vocational rehabilitation agencies and facilities, sheltered workshops, college placement offices, state education agencies, veterans groups, and organizations of or for individuals with a disability and covered veterans.
2. When hiring has been required or will be needed, UNT Health Science Center has requested technical

advise and has conducted recruitment activities at educational institutions that participate in the training of the disabled. These institutions include schools for the blind, deaf. UNT Health Science Center has also engaged in recruitment activities with veterans' service organizations that service special disabled veterans and/or veterans of the Vietnam era and veterans serving active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. Meaningful contacts with the above named agencies or facilities have been made for such purposes as advice, technical assistance. While the technical assistance received from the resources described in this paragraph has consisted of advice on proper placement, recruitment, training, and accommodations, UNT Health Science Center has retained the final authority to approve the acceptability of the advice from these resources. UNT Health Science Center has reviewed internal employment records of promotable and transferable qualified known individuals with a disability and covered veterans to ensure that their present and potential skills have been utilized fully and developed.

3. UNT Health Science Center has included, or will include, workers with a disability and covered veterans when UNT Health Science Center employees are pictured in consumer, promotional, or help-wanted advertising. *See Exhibit B.*

VI. Internal Dissemination of Persons with a Disability and Covered Veterans Affirmative Action Policy of UNT Health Science Center.

In an effort to promote positive affirmative action for individuals with a disability and covered veterans, UNT Health Science Center has developed internal communications that foster understanding, acceptance, and support among UNT Health Science Center's executive, management, and supervisory personnel. Additionally, all other UNT Health Science Center employees have been notified and encouraged to take the necessary action to aid UNT Health Science Center in meeting its affirmative action obligations. UNT Health Science Center has informed its employees and applicants for employment of its commitment to engage in affirmative action to increase the employment opportunities for qualified individuals with a disability and covered veterans. *See Exhibit C.*

UNT Health Science Center realizes that a strong outreach program is ineffective without the adequate internal support from management personnel and other employees. In order to assure greater employee cooperation and participation in UNT Health Science Center's affirmative action efforts, the institution has adopted and disseminated an internal policy.

See Exhibit B. This policy has been implemented as follows:

1. The policy is included in UNT Health Science Center's Personnel Policies and Procedures Manual.
2. The policy has been publicized in UNT Health Science Center's newsletter and annual reports.
3. The policy has been explained at meetings with executive, management, and supervisory personnel. At these meetings, the intent of the policy and individual responsibility for effective implementation has been explained. UNT Health Science Center's President UNT Health Science Center has made it clear that UNT Health Science Center's Affirmative Action Policy for persons with a disability and covered veterans reflects his personal attitude.
4. The policy has been and will continue to be discussed at employee meetings.
5. The policy has been and will continue to be discussed in both employee orientation and management training programs.
6. The policy will be included in publication articles concerning accomplishments of UNT Health Science Center's workers with a disability and covered veterans.
7. The policy is posted on institutional bulletin boards and presented to UNT Health Science Center's applicants for employment. A statement that employees and applicants are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the 1973 Rehabilitation Act or the 1974 Vietnam Era Veterans Readjustment Act and the Veterans Employment Opportunity Act of 1998 is contained within the policy. *See Exhibit C.*

VII. **Conclusion**

UNT Health Science Center is committed to equal employment opportunity for all employees and employment applicants. In all employment transactions, it is the intention of UNT Health Science Center to use every good faith effort to accomplish the objectives of its equal employment opportunity policy as embodied in this AAP.

**The University of North Texas Health Science Center at
Fort Worth**

Affirmative Action Plan

for

**Persons With a Disability,
Special Disabled Veterans and
Veterans of the Vietnam era and covered veterans**

EXHIBITS

TABLE OF EXHIBITS

- A. Procedures for filling vacancies.
- B. Letters to recruiting sources--Disability.
- C. EEO Policy Statement.

EXHIBIT A

The following is a set of procedures that UNT Health Science Center utilizes to ensure that qualified employees or applicants who are covered veterans or persons with a disability have been considered for job vacancies.

1. UNT Health Science Center's personnel records for each known employee with a disability, known special disabled veteran, and known veteran of the Vietnam era and veterans serving active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, include:
 - a) the identification of each promotion for which the employee was considered, and
 - b) the identification of each training program for which the employee was considered,
 - c) these files or personnel records must be maintained separately and with the strictest of confidence.
2. In every case where an employee who is a person with a disability, special disabled veteran, or veteran of the Vietnam era and veterans serving active duty during a war or in a campaign or expedition for which a campaign badge has been authorized has been rejected for a promotion or training, or a covered veteran applicant who has been rejected for employment, a statement of the reasons for that rejection has been appended to the employee's personnel file or the applicant's employment application. This statement includes a comparison of the qualifications of the rejected applicant or employee with the person(s) selected, as well as a description of the accommodations considered. When applicants or employees have been selected for hire, promotion, or training, and UNT Health Science Center has undertaken any accommodation that made it possible for the institution to place an individual with a disability or covered veteran on the job, the personnel file has contained a description of that accommodation.
3. Pursuant to 41 C.F.R., 60-250.4(b) and (h), UNT Health Science Center notifies the Texas Workforce Commission for each new opening where the institution intends on filling the new position with an outside hire. The purpose of this notification is so that the Texas Workforce Commission may notify qualified veterans.

APPENDIX B

Letters to recruiting sources

The University of North Texas Health Science Center at Fort Worth is committed to the principles of providing equal employment opportunity to qualified individuals with a disability and has developed an Affirmative Action Program to ensure the realization of that goal. As part of our program, UNT Health Science Center makes reasonable accommodations to the physical or mental limitations of a qualified employee with a disability.

Weekly Employment Opportunities are mailed to a multitude of agencies, including agencies which target minorities and women. The complete listing to which the Employment Opportunities are mailed is attached.

EXHIBIT C

The University of North Texas Health Science Center at Fort Worth

Equal Employment Opportunity and Affirmative Action Policies

1. The University of North Texas Health Science Center at Fort Worth (UNT Health Science Center), through its responsible managers, recruits, hires, upgrades, trains, and promotes in all job titles without regard to race, color, religion, sex, national origin, age, disability or veteran status, except where an accommodation is unavailable and/or it is a bona fide occupational qualification.
2. Managers shall ensure that all personnel actions such as compensation, benefits, layoffs, returns from layoffs, Company-sponsored training, educational tuition assistance, and social and recreational programs, shall be administered without regard to race, color, religion, national origin, sex, age, disability or veteran status, except where an accommodation is unavailable and/or it is a bona fide occupational qualification.
3. Managers shall base employment decisions on the principles of equal employment opportunity and with the intent to further UNT Health Science Center's commitment to affirmative action and equal employment. At no time will any covered employee, or covered applicant for employment, who exercises his/her rights pursuant to UNT Health Science Center's Affirmative Action Policy be subject to discipline, or have his/her opportunities for employment adversely affected.
4. Managers shall take affirmative action to ensure that qualified minority group individuals, females, veterans of the Vietnam Era or veterans serving active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, special disabled veterans, and persons with a disability are introduced into the workforce, are encouraged to aspire for promotion, and are considered as promotional opportunities arise.
5. UNT Health Science Center invites any employee or any applicant for employment to review UNT Health Science Center's written Affirmative Action Plans. These plans are available for inspection upon request 8:00 A.M. to 5:00 P.M., EEO Office. Any questions should be directed to me, your supervisor, or Cheryl K. Wells, EEO Administrator.
6. Applicants are encouraged to identify their race, sex and veteran status. This self-identification is strictly voluntary, confidential and will not result in retaliation of any sort.
7. Employees are invited to self-identify as an individual with a disability or special disabled Veteran. This self-identification is strictly voluntary, confidential and will not result in retaliation of any sort.
8. Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities: (1) Filing a complaint; (2) Assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of section 503 of the Rehabilitation Act of 1973, as amended (section 503), the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA) or any other Federal, state or local law requiring equal opportunity for disabled persons or special disabled veterans or covered veterans or; (3) Opposing any act or practice made unlawful by section 503 or its implementing regulations in this part or VEVRAA or its implementing regulations in this part or any other Federal, state or local law requiring equal opportunity for disabled persons or for special disabled veterans or covered veterans; or (4) Exercising any other right protected by section 503 or its implementing regulations in this part or any other right protected by VEVRAA or its implementing regulations in this part.

**The University of North Texas Health Science Center at
Fort Worth**

2000

AFFIRMATIVE ACTION PLAN

**Policy on:
RELIGIOUS BELIEFS
NATIONAL ORIGIN
EQUAL EMPLOYMENT OPPORTUNITY POLICY
RELIGION/NATIONAL ORIGIN**

Pursuant to the guidelines prohibiting discrimination on the basis of religion or national origin, 41 C.F.R. 60-50.1, *et seq.*, University of North Texas Health Science Center at Fort Worth (UNT Health Science Center) hereby reaffirms that it does not discriminate against employees, or applicants for employment, because of religion or national origin. UNT Health Science Center takes affirmative action to ensure that employees, or applicants for employment, are treated without regard to their religion or national origin. Such action includes, but is not necessarily limited to the following: employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay (or other forms of compensation), and selection for training.

UNT Health Science Center has reviewed its employment practices and determined that all of its employees, including those who belong to religious or ethnic groups, have received fair consideration for all job opportunities. Special attention has been directed toward executive and middle management levels. At this time, there are no deficiencies. Based upon Company's review, UNT Health Science Center will continue to undertake the following recruitment activities:

1. A specific policy directive will be communicated to all employees reaffirming UNT Health Science Center's obligation to provide equal employment opportunity without regard to religion or national origin. This policy will be communicated in such a manner as to foster understanding, acceptance, and support among UNT Health Science Center's executives, managers, supervisors, and all other employees, and to encourage such persons to take the necessary action to aid Company in meeting its obligations.
2. UNT Health Science Center has developed internal procedures to ensure that UNT Health Science Center's obligation to provide equal employment opportunity, without regard to religion or national origin, is being fully implemented. All employment activities are reviewed by UNT Health Science Center's EEO Administrator, Cheryl K. Wells.
3. On an annual basis, UNT Health Science Center informs all management employees of UNT Health Science Center's commitment to equal employment opportunity for all persons, without regard to religion or national origin.

UNT Health Science Center acknowledges its responsibility to make reasonable accommodations for the religious observances and practices of its existing or prospective employees. An accommodation for religious purposes will only be denied should UNT Health Science Center determine that UNT Health Science Center would have to suffer undue hardship. Mrs. Wells will make the final determination regarding any request for an accommodation. During this accommodation evaluation, the following factors will continue to be considered:

1. business necessity;
2. financial costs and expenses; and
3. resulting personnel problems.

**The University of North Texas Health Science Center at
Fort Worth**

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AFFIRMATIVE ACTION PLAN

WORK FORCE ANALYSIS

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WORK FORCE ANALYSIS

LINES OF PROGRESSION

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JOB GROUP ANALYSIS

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AFFIRMATIVE ACTION PLAN

AVAILABILITY ANALYSIS

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AFFIRMATIVE ACTION PLAN

AVAILABILITY STATISTICS

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AFFIRMATIVE ACTION PLAN

UTILIZATION ANALYSIS