

University of North Texas Health Science Center of Fort Worth

2001

(October 1, 2001 Data)

AFFIRMATIVE ACTION PROGRAMS

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

1. University of North Texas Health Science Center of 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, institutionally sponsored training, educational assistance, 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 Programs. These programs are available for inspection upon request 8am to 5pm, EEO Department. Any questions should be directed to me, your supervisor, or Cheryl K. Wells, EEO Administrator.
6. Applicants are encouraged to identify their race and sex. 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, special disabled Veteran or other covered 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, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), as amended, 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, 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
October 1,2001

TO: All UNT Health Science Center Employees

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

DATE: October 1, 2001

RE: (continued) 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 of Fort Worth (UNT Health Science Center).

As the EEO Administrator, Cheryl K. Wells must have the authority, resources, support of and access to top management to ensure the effective implementation of the affirmative action program. Should anyone have any questions regarding Ms. Wells' authority, or role as the EEO Administrator, please contact me immediately.

Ms. 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 programs (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 placement rate goals 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 our 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 placement rate 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, female organizations, and community action groups concerned with the employment opportunities of minorities and females.
8. Assisting in the investigation, handling and disposition of employee discrimination and sexual harassment complaints.
9. Supervising and assisting in the modifications of the written AAPs.
10. Supervising and assisting in the completion of Equal Employment Opportunity Commission (EEOC) reports.

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

University of North Texas Health Science Center of Fort Worth

AFFIRMATIVE ACTION PROGRAM

For

MINORITIES AND FEMALES

2001 Plan Year

University of North Texas Health Science Center of Fort Worth
AFFIRMATIVE ACTION PROGRAM FOR MINORITIES AND FEMALES

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I. Introduction

The University of North Texas Health Science Center of Fort Worth (UNT Health Science Center) in the following Affirmative Action Program (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 offices located at:

3500 Camp Bowie Blvd.
Fort Worth, TX 76107-2699

As well as all out-lying offices and clinics.

The principle 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 females at all levels and in all segments of our organization.
2. 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 policies of providing equal employment opportunity. Any affirmative action placement rate

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.

UNT Health Science Center's EEO Administrator, Cheryl K. Wells, has been appointed by the President 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 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 program 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-A. 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.
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, tuition assistance, 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 objectives, should they be required. The entire AAP is reviewed and updated annually.

III. Dissemination of EEO Policy Statement

A. Internal Dissemination - 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 programs:

1. UNT Health Science Center's EEO policy is included within UNT Health Science Center's Personnel Policies and Procedure Manual, and where appropriate, publicized in UNT Health Science Center's employee newsletter, annual report and other UNT Health Science Center media.
2. Annual meetings are conducted with executive, managerial, and supervisory employees for the purpose of: (a) explaining the intent of UNT Health Science Center's EEO policy, and (b) confirming managerial responsibility for AAP implementation. At such meetings, the EEO Administrator will explain UNT Health Science Center's Affirmative Action Program and confirm the President's commitment to AAP.
3. During orientation meetings scheduled for new employees, 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, EEO policies are discussed.
5. UNT Health Science Center posts its equal employment opportunity policy on bulletin boards. Additionally, the following items are prominently displayed at each Company location:
 - a) "Equal Opportunity is the Law" poster;
 - b) The federal polygraph law poster;
 - c) The federal minimum wage poster;
 - d) The federal OSHA poster; and
 - 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. 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 with regard to 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 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 female organizations have been contacted. See Exhibit 1-B

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 females applicants, apprising them of UNT Health Science Center's EEO policy. See Exhibit 1-C.
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 Employer" or "EOE" or " M/F/D/V".
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. Designation of Responsibility for Implementation of AAP - 41 C.F.R. 60-2.17(a)

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 and a description of the position's basic responsibilities has been communicated to all employees. 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 placement rate goals 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 our 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 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, female organizations, and community action groups concerned with the employment opportunities of minorities and females.
 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 Program. 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 placement rate goals 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 females are being given the fullest 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,
 - b) To encourage the full participation by minority and female employees in all UNT Health Science Center sponsored educational, training, recreational and social activities,
 - c) To ensure that no intentional segregation exists.
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 the basis of their race, color, sex, age, religion, national origin, disability or veteran status.

V. Identification of Problem Areas

UNT Health Science Center must perform in-depth analyses of its total employment process to determine whether and where impediments to equal employment opportunity exist. At a minimum UNT Health Science Center evaluates the following:

A. An analysis of the workforce by organizational/departmental unit and job group was analyzed to determine whether there are problems of minority/female utilization, or of minority/female distribution. 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 continue to 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. The Utilization Analysis included in this plan indicates UNT Health Science Center may have an under representation of females in the Executive 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 executive applicants.

B. Personnel Activity

UNT Health Science Center reviews the selection, recruitment, referral, and other personnel procedures to determine whether they result in disparities in the employment or advancement of minorities or females. UNT Health Science Center identifies and analyzes all areas of the 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:

1. 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 the UNT Health Science Center conform to the Equal Employment Opportunity Commission (EEOC) Uniform

Guidelines on Employee Selection Procedures. Known sources of minority and female applicants are contacted to maximize the participation of such applicants.

2. Promotions – Individuals will continue to be upgraded and promoted on the basis of their abilities, skills and experience. UNT Health Science Center will ensure that minority and female employees who are qualified are considered for promotions.
3. Transfers – Should vacancies occur, special scrutiny is used if a transfer involves an area where minority or female employees are underutilized.
4. Layoffs – Should reductions in UNT Health Science Center’s workforce become necessary, these reductions will be based on nondiscriminatory policies: The EEO Administrator will review the employees scheduled to be affected to ensure compliance with this AAP. Minorities and females will be treated in a nondiscriminatory manner with respect to all layoffs and recalls.

C. Compensation

Compensation system(s) have been reviewed to determine whether there are gender, race, or ethnicity based disparities.

D. UNT Health Science Center has reviewed the following listed points to ensure that our commitment to equal employment opportunity and affirmative action is being implemented fully. Having reviewed these items, UNT Health Science Center has concluded:

1. Application forms are in compliance with applicable federal and state laws.
2. Job descriptions have been developed and are reviewed periodically to ensure that they reflect properly the actual functions and duties of the position.

3. Where UNT Health Science Center uses specific selection procedures, these procedures have been verified as job related.
4. Minorities and females are included in all UNT Health Science Center sponsored activities and programs. These activities and programs are fully integrated.
5. No de facto segregation exists.
6. 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.
7. 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.
8. UNT Health Science Center's subcontractors and suppliers are advised of their EEO responsibilities. All purchase orders contain an equal opportunity clause.
9. EEO posters are displayed in appropriate places at all sites of UNT Health Science Center.

VI. Development and Execution of Action Oriented Programs - 41 C.F.R. 60-2.17 (c)

The following action oriented programs and procedures have been implemented to further UNT Health Science Center's commitment to equal employment opportunity and affirmative action:

1. Job descriptions are reviewed periodically, evaluated, and revised to ensure that they are job-related and consistent for the same job throughout all departments and branches.
2. Job qualifications and specifications are reviewed to ensure that their use does not adversely affect minorities and females.
3. 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.
4. 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 underutilization of minorities and females. 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, and person with a 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 EEO'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 females 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 female applicants:
- a) Where possible, UNT Health Science Center employs minorities and females in the Human Resources Department.
 - b) UNT Health Science Center encourages minority and female employees to refer friends to UNT Health Science Center for potential employment.
 - c) UNT Health Science Center actively recruits applicants at schools having predominately minority or female enrollments.
 - d) UNT Health Science Center is evaluating the use of special employment programs such as cooperative programs, work study, summer employment for the underprivileged, and a summer work study program for male and female faculty members of schools and colleges. The use of these programs will depend upon business conditions.

- 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, disability or veteran status. In an effort to maintain acceptable promotion rates for qualified minorities and females, UNT Health Science Center utilizes the following procedures:
- a) The use of a formal employee job evaluation program
 - b) The regular review of work specifications and job qualifications to ensure job-relatedness
 - c) The review of all promotion and job transfer decisions to ensure they were completed in a non-discriminatory manner.
 - d) The use of career counseling during performance evaluation 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 HSC sponsored social and recreational activities are desegregated. UNT Health Science Center actively encourages all employees to participate in all HSC sponsored events.

UNT Health Science Center recognizes that it has identified 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: 38.2

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.

EXECUTIVE: Female Goal: 53.3

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 executive applicants.

SKILLED CRAFTS: Minority Goal: 24.5

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.

XXXXXstart herexxx

VII. Internal Audit and Reporting Requirements - 41 C.F.R. 60-2.17(d)

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, progress is monitored and senior management is kept informed. 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.
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.

VIII. Support of Community Affirmative Action Programs

To involve community members and gain local support for its AAP, 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. UNT Health Science Center supports programs concerned with the employment opportunities for minorities and females.

IX. Compliance with OFCCP Sex Discrimination Guidelines - 41 C.F.R. 60-20

UNT Health Science Center complies with the sex discrimination guidelines. UNT Health Science Center'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 employee manual and employment application forms expressly state that we do 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 female 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 distinction between married and unmarried persons.
7. UNT Health Science Center does not deny employment to females 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 amended, and Title VII of the 1964 Civil Rights Act. UNT Health Science Center'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, UNT Health Science Center will continue to take affirmative action as follows:
 - a) Recruit females and encourage existing female employees to apply for positions that have been traditionally male.
 - b) Should formal management training programs be created, ensure that females are encouraged to apply and qualified female applicants are accepted.
 - c) Ensure that senior management has been made aware of the requirements set forth above.

X. Policy with Respect to Harassment

Nondiscrimination: It is the policy of the University of North Texas Health Science Center not to discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status, or Veterans of the Vietnam Era status, in its educational programs, activities, admission, or employment policies and practices.

In addition to complying with federal and state equal opportunity laws and regulations, the Health Science Center declares harassment that is based on individual differences (including sexual orientation) to be inconsistent with its mission and educational goals. The nondiscrimination policy is supported by the Health Science Center's policy (detailed in Policy 2.07) statement on cultural awareness and diversity. The Health Science Center specifically incorporates protections for qualified persons with disabilities (detailed in Policy 2.03); a prohibition against sexual harassment (detailed in 2.05), and a prohibition against age limitations (detailed in Policy 2.02).

A. Employment Discrimination: It is the policy of the UNT Health Science Center not to illegally discriminate in any aspect of employment, including, but not limited to:

- hiring and firing
- compensation
- assignment or classification of employees
- transfer
- promotion
- job advertisements, recruitment, testing
- use of health science center facilities
- training and apprenticeship programs
- fringe benefits pay
- retirement plans and disability leave
- other terms and conditions of employment

Disdiscriminatory practices also include:*

- harassment on the basis of race, color, religion, sex (including sexual orientation), national origin, disability, or age

- retaliation against an individual for filing a charge of discrimination
- retaliation against an individual for participating in an investigation
- retaliation against an individual for opposing discriminatory practices
- employment decisions based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex, race, age, religion, or ethnic group
- employment decisions based on stereotypes or assumptions about individuals with disabilities
- denying employment opportunities to a person because of marriage to, or association with, an individual of a particular race, religion, national origin, or an individual with a disability.

****NOTE: The discriminatory practices described herein may or may not constitute discrimination under the law. Said practices do violate Health Science Center policy.***

B. Specific anti-discrimination laws: Brief descriptions of specific anti-discrimination laws appear below. For additional information contact the Equal Employment Opportunity Office.

- Title VI of the Civil Rights Act of 1964 is a national law that protects persons from discrimination based on their race, color, or national origin in programs and activities that receive Federal financial assistance.
- Title VII of the Civil Rights Act of 1964 prohibits employment based upon these criteria: Race, Color, Religion, Sex, or National Origin.
- National Origin Discrimination: It is illegal to discriminate against an individual because of birthplace, ancestry, culture, or linguistic characteristics common to a specific ethnic group. A rule requiring that employees speak only English on the job may violate Title VII of the Civil Rights Act of 1964 unless an employer (the Health Science Center) shows that the requirement is necessary for conducting the business. If the employer (the Health Science Center) believes such a rule is necessary, employees must be informed when English is required and the consequences for violating the rule.
- Religious Accommodation: Employers must reasonably accommodate the religious belief of an employee or prospective employee unless doing so would impose an undue hardship.
- Pregnancy Based Discrimination: Pregnancy, childbirth, and related medical conditions must be treated in the same way as other temporary illnesses or conditions.
- Age Discrimination in Employment Act (ADEA): The ADEA's broad ban against age discrimination also specifically prohibits:
 - 1) Statements or specifications in job notices or advertisements of age preference and limitations; an age limit may only be specified in the rare circumstance where age has been proven to be a bona fide occupational qualification (detailed in Policy 2.02);

- 2) Discrimination on the basis of age by apprenticeship programs, including joint labor-management apprenticeship programs or denial of benefits to older employees ,
- Equal Pay Act (EPA): The EPA prohibits discrimination on the basis of sex in the payment of wages or benefits, where men and women perform work of similar skill, effort, and responsibility for the same employer under similar working conditions ,

- **Disability Discrimination:** Section 504 of the Rehabilitation Act of 1973 and Title I of the Americans with Disabilities Act (ADA) prohibit discrimination on the basis of disability in all employment practices. The Health Science Center complies with ADA (detailed in Policy 2.03) and supports reasonable accommodation for qualified individuals.
- **Veterans Discrimination:** The Vietnam Era Veterans Readjustment Act of 1974 prohibits any federal government contractor from discriminating against qualified disabled veterans and veterans of the Vietnam era. The Act also requires employers to take affirmative action in hiring and promoting these veterans (detailed in Policy 2.04).
- **Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq. (1982),** prohibits sex discrimination in educational programs and activities receiving federal financial assistance

3. Equal Employment Opportunity and Affirmative Action:

It is the policy of the Health Science Center to insure equal employment opportunity to all individuals.

- A. The Health Science Center will seek to insure by all means at its disposal that all prohibited discriminatory conditions in employment are eliminated;
- B. The Health Science Center will also insure that the practices of those responsible in matters of employment, including all supervisors, are nondiscriminatory;
- C. The Health Science Center will take affirmative action to recruit, employ and promote qualified members of specific categories in accordance with state and federal law and the Health Science Center. (Note: Guidelines for search committees are available upon request from the Human Resource Services Department.)

4. Responsibility:

A. Monitoring: It is the responsibility of the EEO Office, in concert with the Health Science Center's Compliance Office, to monitor compliance with the provisions of this policy, and with all Federal and State laws, executive orders and regulations regarding equal opportunity and affirmative action. The supervision of all academic equal employment efforts is the responsibility of the Provost and Senior Vice President for Health Affairs. The supervision of all nonacademic equal employment efforts is the responsibility of the Senior Vice President for Finance and Administration. Ultimate responsibility for the Health Science Center's equal employment opportunity and affirmative action efforts lie with the President of the University of North Texas Health Science Center.

B. Actions: All divisions of the Health Science Center will:

1. **Follow policies of recruitment, employment, upgrading, promotion, transfer,**

training, lay-off or termination for all categories of employment, without regard

to race, color, disability(where reasonable accommodations can be made), sex, age, national origin, religion, Vietnam Era veteran or disabled veteran status.

2. Determine all matters of employment and of subsequent promotion to a higher position only upon the individual's qualification for a position for which he/she is to be considered.
3. Administer equitably all programs involving salary, fringe benefits, and participation in the affairs of the Health Science Center for all individuals without regard to any of the characteristics named above.

5. External Recruiting:

In its relationship with external recruiting sources, the Health Science Center will require complete conformity to the principles stated above, insuring full opportunity for equal consideration for all prospective employees.

6. Non-Retaliation:

Retaliation against an individual for in good faith filing a claim of discrimination, instituting or causing to be instituted any proceeding under or related to state or federal anti-discrimination laws, testifying in a discrimination investigation or proceeding, or for otherwise opposing discriminatory actions or practice will not be tolerated.

7. Notification:

Faculty and staff should report suspected violations of this policy and/or the sexual harassment policy (2.05) to their immediate supervisor, the administrative director or chair of their department, or the Equal Employment Opportunity Office. Students should report violations to the administrative director or chair of the department in which the alleged incident occurred, to the [appropriate] Dean of Students, or the Equal Employment Opportunity Office.

8. Complaint Procedure:

Prompt reporting of a complaint is strongly encouraged, as it allows for rapid response to and resolution of objectionable behavior. Procedures for filing a complaint are explained in Policy 2.10 Information and Procedural Guidelines for Pursuing and Resolving a Complaint of Discrimination, Including Sexual Harassment (Policy 2.05) and Voluntary Alternative Dispute Resolution (Policy 9.02).

9. Confidentiality:

All individuals who are involved in the complaint reporting, mediation and/or investigation process are obligated to maintain confidentiality of the proceedings in accordance with law .

10. Legal Implications and Sanctions:

- A. Health Science Center Imposed:** Health Science Center sanctions for violations of the Health Science Center policy on discrimination (including sexual harassment) may include any disciplinary action, up to and including termination of employment for faculty, staff, and student employees or the dismissal of students. These activities may not be a violation of state or federal law, but such activities may be viewed as constituting moral turpitude or gross neglect of academic responsibilities.
- B. Civil:** Discrimination is illegal under federal and state law. Official governmental investigations by the Equal Employment Opportunity Commission, the Texas Commission on Human Rights, and/or the Office of Civil Rights of the Department of Education may result in civil liability against the Health Science Center and any person found to have engaged in illegal discrimination.

REFERENCE:

- Title IV of the Civil Rights Act of 1964, as amended by the Civil Rights Act of 1991, protects constitutional rights in public facilities and public education, and prohibits discrimination in federally assisted programs.
- Title VI of the Civil Rights Act of 1964 protects persons from discrimination based on their race, color, or national origin in programs and activities that receive Federal financial assistance.
- Title VII of the Civil Rights Act of 1964 prohibits employment discrimination based on race, color, religion, sex, or national origin.
- The Civil Rights Act of 1991 provides monetary damages in cases of intentional employment discrimination.

The Equal Pay Act of 1963 (EPA) protects men and women who perform substantially equal work in the same establishment from sex-based wage discrimination.

- The Age Discrimination in Employment Act of 1967 (ADEA) protects individuals who are 40 years of age or older.

- Title I of the Americans with Disabilities Act of 1990 (ADA) prohibits employment discrimination against qualified individuals with disabilities in the private sector, and in state and local governments.
- Pregnancy Discrimination Act of 1978 requires employers to treat women affected by pregnancy, childbirth, and related medical conditions in the same manner as other employees for all employment related purposes.
- Pregnancy Discrimination Act of 1978 requires employers to treat women affected by pregnancy, childbirth, and related medical conditions in the same manner as other employees for all employment related purposes.
- Section 504 of the Rehabilitation Act of 1973 prohibits disability discrimination.
- Vocational Rehabilitation Act of 1973 makes it unlawful for a federal contractor to discriminate on the basis of physical or mental disability.
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq. (1982), prohibits sex discrimination in educational programs and activities receiving federal financial assistance
- Vietnam Era Veterans Readjustment Act of 1974 prohibits federal government contractors from discriminating against qualified disabled veterans and veterans of the Vietnam era. These veterans are included in affirmative action and promotion policies.
- Section 21.125(a), Texas Labor Code, as amended by HB 3048, Seventy-Fifth Legislature. clarifies the prohibition against impermissible consideration for race, color, sex, national origin, religion, age, or disability in employment practice.

XI. Statements Concerning Consideration of Minorities and Females Not Now in the Workforce

Government regulations require that placement rate goals be established for underutilized Job Groups, that consideration be given to minorities and females 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. UNT Health Science Center is evaluating the use of dependent care benefits. Where possible, we will participate in high school and college co-op programs with institutions that have a high female and/or minority enrollment.

In meeting the placement rate 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.

XII. 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.

XIII. Exhibits

University of North Texas Health Science Center of Fort Worth Affirmative Action Program for Minorities and Females listing of exhibits:

- 1-A. University of North Texas Health Science Center of Fort Worth EEO Policy Statement.
- 1-B. Letters to recruiting sources—organization.
- 1-C. Letters to recruiting sources—school.
- 1-D. Applicant Flow Logs, New Hire Logs, Transfer and Promotion Logs, and Termination and Separation Logs.
- 1-E. Letters appointing members of management to community service boards.
- 1-F. Letters from secondary schools and colleges requesting assistance.
- 1-G. Sample Certificate of Compliance.
- 1-H. Affirmative Action Progress—Prior Year AAP

EXHIBIT 1-A

EEO Policy Statement

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

1. University of North Texas Health Science Center of 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 Programs. These programs are available for inspection upon request 8am to 5pm, EEO Department. Any questions should be directed to me, your supervisor, or Cheryl K. Wells, EEO Administrator.
6. Applicants are encouraged to identify their race and sex. 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, special disabled Veteran or other covered 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, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), as amended, 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, 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

October 1,2001

CERTIFICATE OF COMPLIANCE???

As a federal contractor, University of North Texas Health Science Center of Fort Worth (UNT Health Science Center) is subject to the requirements of: Executive Order 11246, as amended (Equal Employment Opportunity); Section 2012 of the Vietnam Era Veterans Readjustment Act of 1974, Section 503 of the Rehabilitation Act of 1973 and the Veterans Employment Opportunity Act of 1998.

The following Compliance Certificate, executed by the undersigned Supplier, represents Supplier’s certification that it has completed its responsibilities under the foregoing executive orders.

- A. EQUAL OPPORTUNITY CLAUSE** (applicable to federal contractors and sub-contractors, with orders amounting to \$10,000 or more). Supplier is aware and fully informed of its responsibilities under Executive Order 11246 and agrees to be bound by its provisions. (Reference to Executive Order 11246 includes all amendments.)
- B. AFFIRMATIVE ACTION COMPLIANCE PROGRAM** (applicable to federal contractors and sub-contractors, with orders amounting to \$50,000 or more, provided contractor/supplier has 50 or more employees). Supplier certifies to UNT Health Science Center and to the United States government that since UNT Health Science Center is a federal contractor, Supplier will, if appropriate: (a) file with the appropriate federal agency a complete and accurate report on Standard Form 100 (EEO-1) within 30 days after the signing of this certificate (unless such a report has been filed in the last 12 months), and continue to file such reports annually, on or September 30, or as otherwise provided by law or regulation; and (b) develop and maintain a written affirmative action compliance program in accordance with the regulations of the Office of Federal Contract Compliance Programs promulgated under Executive Order 11246, as amended.
- C. EMPLOYMENT OF THE DISABLED** (EXECUTIVE ORDER 11758, applicable to federal contractors and sub-contractors, with orders amounting to \$10,000 or more). Supplier acknowledges that if applicable, it is bound by the Affirmative Action for Disabled Workers Clause set forth in Section 60-741.4 of Title 41 C.F.R., promulgated under Section 503 of the Rehabilitation Act of 1973 and that the clause is incorporated by reference into this Certificate of Compliance.
- D. EMPLOYMENT OF 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** (applicable to federal contractors and sub-contractors, with orders amounting to \$25,000 or more). Supplier acknowledges that if applicable, it is bound by the Affirmative Action for Disabled Veterans of the Vietnam Era Clause, as set forth in Section 60-250.4 of Title 41 C.F.R., promulgated under the Vietnam Era Veterans Readjustment Assistance Act of 1974 and the Veterans Employment Opportunity Act of 1998 and that the clause is incorporated by reference into this Certificate of Compliance.
- E. GENERAL** – Supplier understands and agrees that this Certification does not create any enforceable rights hereunder for any firm, organization, or individual. The undersigned agrees that the provisions of this Certificate of Compliance are hereby incorporated in every non-exempt contract or purchase order between UNT Health Science Center and Supplier currently in force, or that may be issued during a one-year period from the date of execution of this Certificate.

(Supplier’s Name)

(Signature of Authorized Representative)

(Supplier’s Address)

(Name of Authorized Representative)

(Supplier’s Address)

(Title of Authorized Representative)

(Date of Execution)

Please return executed certificate to:
Cheryl K. Wells, EEO Administrator
University of North Texas Health Science Center of Fort Worth

Report of Results of 2000 AAP Goals

Exhibit 1-H Sample Report

[Remove sample report and replace with your current progress report]

This report references the group representation in the 2000 affirmative action plan as well as the goals set forth in that plan. Additionally, the actual hires, transfers into and promotions into groups in the AAP year are identified as placements for the purposes of this analysis. Placement Rate Goals are set at the level equal to the estimated availability of minorities and females for the job group.

Job Group	2000 Job Group Representation					Placement Rate Goals		Placements					Goal Achieved	
	Total	Minority	Min%	Female	Fem%	Minority	Female	Total	Minority	MinRate	Female	FemRate	Minority	Female
2	34	7	20.6%	9	26.5%		45.0%	12	5	41.67%	6	50.00%		Yes
3	38	10	26.3%	21	55.3%		60.0%	17	3	17.65%	9	52.94%		No
7A	122	58	47.5%	81	66.4%	51.0%		38	29	76.32%	34	89.47%	Yes	

University of North Texas Health Science Center of Fort Worth

October 1, 2000 to September 30, 2001

AFFIRMATIVE ACTION PROGRAM

For

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

**University of North Texas Health Science Center of Fort Worth
AFFIRMATIVE ACTION PROGRAM FOR PERSONS WITH A DISABILITY,
SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA
AND OTHER COVERED VETERANS
October 1, 2000 to September 30, 2001**

DEFINITIONS

“Disabled” – A disabled individual is any person who (1) has a physical or mental impairment which substantially limits one or more major life activities, (2) has a record of such impairment, or (3) is regarded as having such impairment.

“Disabled Veteran” – A person entitled to disability compensation under laws administered by the Veterans Administration for a disability rated at 30 percent or more, or a person whose discharge or release from active duty was a disability incurred or aggravated in the line of duty.

“Special disabled Veterans” – (1) A Veteran who is entitled to compensation (but for the receipt of military pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability “Disabled Veteran” – A person entitled to disability (A) rated at 30 percent or more, or (B) rated at 10 or 20 percent in the case of a Veteran who has been determined under 38U.S.C. 3106, to have a serious employment disability; or (ii) a person who was discharged or released from active duty because of a service-connected disability.

“Veteran of the Vietnam Era” – A person (1) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released there from other than a dishonorable discharge, or (2) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975.

“Other Eligible Veterans” – Includes (1) Veterans who served in World War II, with active duty service between December 7, 1941 and April 28, 1952 and (2) includes those Veterans who served in a campaign or an expedition for which a campaign badge, a service medal, or an expeditionary medal has been awarded.

University of North Texas Health Science Center of Fort Worth

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

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I. Policy Statement - 41 C.F.R. 60-741.44(a); 250.1

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 University of North Texas Health Science Center of 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 (Hereto, referred as “persons with a disability and covered veterans”). 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 and covered veterans 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’s Affirmative Action Program for qualified persons with a disability and covered veterans is reviewed and updated annually. If there are any significant changes in Company’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 8am to 5pm, EEO Department.

On a strictly voluntary basis, UNT Health Science Center invites all covered veterans 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 subjected 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, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), as amended, 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, 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 Program For Persons With a Disability and Covered Veterans - 41 C.F.R. 60-741.44 (i)

Implementation of responsibilities for the Affirmative Action Program for persons with a disability and covered veterans 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 - 41 C.F.R. 60-741.44

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

1. Developed policy statements regarding an Affirmative Action Program for persons with a disability and covered veterans.
2. Developed an Affirmative Action Program for persons with a disability and covered veterans.
3. Developed and implemented effective internal and external communication techniques regarding UNT Health Science Center's Affirmative Action Program persons with a disability and covered veterans. 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) 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 Company officials in the implementation of UNT Health Science Center's Affirmative Action Program.

7. When applicable, identified potential problem areas in conjunction with known persons with a disability and covered veterans.
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 other covered veterans.
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 and covered veterans 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 and covered veterans.

- c) Arrange for the active involvement by Company officials in the community service programs of local organizations of and for persons with a disability and covered veterans.
- d) Advise top management officials of the latest developments in the affirmative action area for persons with a disability and covered veterans.
- 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, 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 and covered veterans to ensure that the commitments in the UNT Health Science Center's AAP are implemented.
- h) Hold briefing sessions with representatives from recruiting sources. An intricate part of these briefings will include: clear and concise explanations of current and future job openings, position descriptions, explanations of UNT Health Science Center's selection process, and if available, the offering of recruiting literature.
- i) 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.
- j) Exert a special effort to hire qualified persons and covered veterans for UNT Health Science Center's Human Resources Department.

- k) Involve employees who are persons with a disability and covered veterans in the participation of career days, youth motivation programs, and related activities in the community.
- l) Incorporate a special effort to reach students who are persons with a disability and covered veterans during recruiting at any school.
- m) Evaluated the possibility for participating in work-study programs with rehabilitation facilities and schools that specialize in training or educating individuals with a disability and covered veterans.
- n) 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.
- o) Evaluate the possibility of establishing federally assisted apprenticeship and on-the-job training programs under 38 U.S.C. 1787.
- p) Participate in job fairs for persons with a disability and covered veterans.

IV. Job Qualifications - 41 C.F. R. 60-741.44 (c); 250.44(c)

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 individual 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.

When UNT Health Science Center conducts a comprehensive medical examination of a covered veteran or person with a disability, the results of such an examination are kept confidential to comply with 41 C.F.R. 60-250.23(d); 741.23 (d), 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 either 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 (41 C.F.R. – 741.44(d); 250-44(d)). 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 expense.

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 - 41 C.F.R. 60-250.44(f); 741.44(f)

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. Company 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, the Veterans Administration Regional Office, the National Alliance of Businessmen, national 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 completed recruitment activities at educational institutions that participate in the training of the disabled. These institutions include schools for the blind, deaf or mentally challenged. UNT Health Science Center has also engaged in recruitment activities with veterans' service organizations that service special disabled veterans and other covered veterans. Meaningful contacts with the above named agencies or facilities have been made for such purposes as advice, technical assistance, and referral of potential applicants who are qualified persons with a disability or qualified covered veterans. See Exhibits 2-B and 2-C. 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.

VI. Internal Dissemination of Persons with Disability and Covered Veterans Affirmative Action Policy of UNT Health Science Center - 41 C.F.R. 741-44(g); 250.44(g)

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 Company'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 Company 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 2

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, Company has adopted and disseminated an internal policy. 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 (s) 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. The Company's Affirmative Action Policy

for persons with a disability and covered veterans reflects the President's 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 Company bulletin boards. 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 with the policy. See Exhibit 2-D.

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.

Ronald R. Blanck, D.O.
President

Cheryl K. Wells
EEO Administrator

VIII. Exhibits

University of North Texas Health Science Center of Fort Worth Affirmative Action Program for persons with a disability, special disabled veterans and veterans of the Vietnam Era and covered veterans listing of exhibits:

- 2-A Procedures for filling vacancies
- 2-B Letters to recruiting sources—Disability
- 2-C Letter to recruiting sources—Veterans
- 2-D Sample EEO Policy Statement
- 2-E Notifications to Texas Job Service

Exhibit 2-A

Procedures for Filling Vacancies

Exhibit 2-A

Procedures for Filling Vacancies

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 war 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, and
 - 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 war 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 Company 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 Employment Service for each new opening where Company intends on filling a new position with an outside hire. The purpose of this notification is so that the Texas Employment Service may notify qualified veterans.

Exhibit 2-B

Letters to Recruiting Sources—Disability

[Exhibit 2-B Sample Letter to be printed On the Contractor's Stationery]

Dear [Recruiting Source]:

University of North Texas Health Science Center of 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, Company makes reasonable accommodations to the physical or mental limitations of a qualified employee with a disability.

I would sincerely appreciate your informing your members (or students) of out interest in employing qualified individuals with a disability.

Thank you.

Sincerely yours,

Cheryl K. Wells
EEO Administrator

[Include in AAP-actual letters forwarded to the recruiting sources]

Exhibit 2-C

Letters to Recruiting Sources—Veterans

[Exhibit 2-C Sample Letter to be printed On the Contractor's Stationery]

Dear [Recruiting Source]:

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

I would sincerely appreciate your informing your members (or students) or our interest in employing qualified special disabled veterans 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.

Thank you.

Sincerely yours,

Cheryl K. Wells
EEO Administrator

[Include in AAP-actual letters forwarded to the recruiting sources]

Exhibit 2-D

EEO Policy Statement

[Exhibit 2-D To be printed on contractor's stationery]
University of North Texas Health Science Center of Fort Worth
Equal Employment Opportunity and Affirmative Action Policies

1. University of North Texas Health Science Center of 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 Programs. These programs are available for inspection upon request 8am to 5pm, EEO Department. Any questions should be directed to me, your supervisor, or Cheryl K. Wells, EEO Administrator.
6. Applicants are encouraged to identify their race and sex. 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, special disabled Veteran or other covered 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, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), as amended, 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, 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

October 1, 2001

[Posted on contractor's bulletin boards where employees & applicants can view it]

Exhibit 2-E

Notifications to Texas Job Service

[Exhibit 2-E Sample Letter to be printed On the Contractor's Stationery]

Texas Job Service

Date: _____

Dear Sir/Madam:

University of North Texas Health Science Center of Fort Worth (UNT Health Science Center) is an affirmative action employer and seeks to promote the interests of 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. Pursuant to UNT Health Science Center's obligations as an affirmative action employer, please be advised that Company currently has an opening for the position of _____, at the salary of _____.

Should you have any qualified applicants who are special disabled veterans 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, please contact me immediately. Thank you.

Sincerely yours,

Cheryl K. Wells
EEO Administrator

[Include in AAP-actual letters forwarded to state job services.]

University of North Texas Health Science Center of Fort Worth

AFFIRMATIVE ACTION PROGRAM

POLICY ON RELIGIOUS BELIEFS/NATIONAL ORIGIN

**EQUAL EMPLOYMENT OPPORTUNITY POLICY
ON
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 of 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 the Company'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. Company 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, Company 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 Company would have to suffer undue hardship.

Ms. 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

University of North Texas Health Science Center of Fort Worth

AFFIRMATIVE ACTION PROGRAM

WORK FORCE ANALYSIS

University of North Texas Health Science Center of Fort Worth

AFFIRMATIVE ACTION PROGRAM

LINES OF PROGRESSION

University of North Texas Health Science Center of Fort Worth

AFFIRMATIVE ACTION PROGRAM

JOB GROUP ANALYSIS

University of North Texas Health Science Center of Fort Worth

AFFIRMATIVE ACTION PROGRAM

AVAILABILITY ANALYSIS

University of North Texas Health Science Center of Fort Worth

AFFIRMATIVE ACTION PROGRAM

AVAILABILITY STATISTICS

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AFFIRMATIVE ACTION PROGRAM

UTILIZATION ANALYSIS

University of North Texas Health Science Center of Fort Worth

AFFIRMATIVE ACTION PROGRAM

EEO-1 ANALYSIS

University of North Texas Health Science Center of Fort Worth

AFFIRMATIVE ACTION PROGRAM

MISCELLANEOUS REPORTS