

Director's Policy

Number: DP-01-R11

Effective Date: 3/5/2018

Supersedes: DP-01-R10 (12/01/2014)

Responsible Program: Administration,
Equal Employment Opportunity Program

TITLE Equal Employment Opportunity

POLICY

The California Department of Transportation (Caltrans) uses merit and excellence of qualifications as the basic principles guiding Caltrans Equal Employment Opportunity (EEO) efforts regarding employee recruitment, hiring, retention, training, transfers, promotions and related public and private sector business activities.

Caltrans strives to maintain a diverse workforce and to provide EEO to all applicants, employees, clients, and customers, without regard to race, religious creed, color, national origin, ancestry, age, disability (physical or mental), medical condition (cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, or related medical condition), gender, gender identity, gender expression, sexual orientation, political affiliation, or military and veteran status (Government Code sections 12920 and 19702 *et seq.*) Caltrans has a “Zero Tolerance” policy for EEO-related discrimination and/or harassment.

It is a violation of this policy to retaliate against Caltrans employees, applicants, vendors, contractors, special service employees, or an employee of another department or agency who has supported this policy, filed a complaint, testified, or assisted in any proceeding under this policy.

All applicants and employees have the right to file complaints alleging discrimination. All internal EEO complaints must be filed with the Caltrans Discrimination Complaint Investigation Unit (DCIU) within one year from the last date upon which the alleged violation(s) of policy occurred.

INTENDED RESULTS

Caltrans' EEO policy has been developed to ensure a work environment free from all forms of discrimination and harassment for its diverse workforce. The principles of EEO are applied in all employment decisions and business practices, unless such practices would violate state or federal laws and statutes, court orders, or result in a loss of federal funds.

RESPONSIBILITIES

Deputy Director, Administration:

- Serves as the EEO Officer for Caltrans.
- Ensures that the Caltrans EEO program and plan are fully implemented and complied with in all programs and business activities.
- Ensures that employment, recruitment, hiring, retention, training, transfers, promotions and business activities comply with EEO guidelines and laws.
- Ensures that active recruitment efforts for qualified applicants are broad and inclusive of all segments of the relevant workforce.
- Ensures the [Director's EEO Policy Statement](#) is implemented and maintained up to date.

Program Manager, Equal Employment Opportunity Program:

- Prepares Caltrans annual EEO Plan, which includes the Workforce Analysis, Upward Mobility, Bilingual Services Program, and Persons with Disabilities Plan.
- Provides EEO technical assistance to managers and supervisors.
- Provides oversight for Caltrans informal and formal discrimination complaint processes.
- Ensures that comprehensive, neutral and timely investigations of formal discrimination complaints and provides a thorough, impartial, uniform, and confidential complaint intake process that is consistent with the Caltrans EEO Investigation Procedures Manual.

Deputy Directors, District Directors, Chief/Deputy District Directors, Division Chiefs:

- Provide a work environment free from discrimination and harassment by ensuring that program objectives, standards and practices comply with EEO guidelines.
- Ensure that managers and supervisors review this policy with their employees on an annual basis.
- Designate EEO contact(s) for their District and/or Division.

Managers and Supervisors:

- Provide a work environment that is free from discrimination and harassment by ensuring that standards and practices comply with EEO guidelines.
- Review this policy with employees on an annual basis.
- Forward complaints to the District and/or the Headquarters EEOP officers in a confidential and timely manner.
- Ensure that employees are aware of their responsibility to cooperate fully in the investigation processes of a complaint and in disciplinary proceedings for violations of this policy.
- Take immediate and appropriate corrective action when a violation of this EEO policy occurs. Corrective action may include remedial or disciplinary action after an appropriate finding that a policy violation occurred, and/or taking steps

during the period that an investigation of a complaint is pending to prevent additional potential or alleged policy violations.

- Provide a work environment that is free from retaliation for those who have supported this policy, filed a complaint, testified, or assisted in any proceeding under this policy.

District and Headquarters EEO Managers, Officers, and Coordinators:

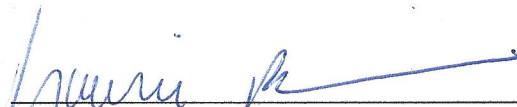
- Monitor the implementation of District programs and ensure that business activities comply with EEO guidelines and directives.
- Monitor and ensure that the work environment is free from discrimination and harassment.
- Serve as the local staff resource for managers, supervisors, employees, and investigators regarding EEO issues.
- Serve as a point of contact for employees to initiate the complaint process.

Employees, Applicants and Business Partners:

- Ensure that fellow employees, business partners, and the general public are treated with dignity and respect, in a work environment that is free from discrimination and harassment.
- Immediately report alleged violations of this policy to a supervisor, manager, EEO officer, or the DCIU.
- Cooperate fully in the investigation processes of a complaint and in disciplinary proceedings for violations of this policy.

APPLICABILITY

This policy applies to all Caltrans employees, applicants and business partners.



LAURIE BERMAN
Director

3/5/18

Date Signed