

<b>OFFICE OF STATE AID ROAD CONSTRUCTION</b>			S.O.P. NO. SA I-3-25
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Subject: S.O.P. EQUAL EMPLOYMENT OPPORTUNITY POLICY			Distribution A, B, C, D, E
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PURPOSE: To set forth Equal Employment Opportunity Policy.

## OFFICE OF STATE AID ROAD CONSTRUCTION

### EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY

#### EEO POLICY STATEMENT:

It is the policy of the Office of State Aid Road Construction to assure Equal Employment Opportunity to all its employees and employment applicants. Equal Employment Opportunity will be afforded to all regardless of race, sex, religion, color, national origin, age, disability, or any other factor not directly related to ability or potential for satisfactory job performance. Nondiscrimination applies to all employment practices, including recruitment, employment, compensation, assignments, training, promotions, transfers, demotions, disciplinary actions, layoffs, terminations, and benefits.

In accordance with the Office's policy of assuring Equal Employment Opportunity regardless of sex, the Office of State Aid Road Construction will not tolerate sexual harassment of its employees or employment applicants. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal/physical actions of a sexual nature when submission to these actions, whether spoken or unspoken, is necessary to keep or obtain employment or when submission to or rejection of sexual overtures is used as a basis for promotions, performance ratings, or other personnel actions, or when these actions interfere with an individual's work performance or create an intimidating, hostile, or offensive work environment. The Office of State Aid Road Construction will not tolerate sexual harassment by any of its employees or by non-employees whose conduct makes the employer liable and responsible for corrective actions. Each manager/supervisor is responsible for any sexual harassment about which he/she failed to take corrective actions.

The Office of State Aid Road Construction will not discriminate against qualified disabled persons. A qualified disabled person is one who can perform the essential functions of the position within normal safety requirements and with reasonable accommodation. Reasonable accommodation will be determined on a case-by-case basis. Staff will pursue the possibility of making facilities accessible, buying or modifying equipment, changing work schedules, restructuring the job, or reassigning an employee who becomes disabled and unable to perform his/her duties. Employers are obligated to make reasonable accommodations only to the known physical or mental limitations; therefore, it is the responsibility of the employee to notify his/her supervisor if an accommodation is needed. Examples of disabilities are visual, speech, and hearing impairments; orthopedic impairments; loss of a body part; disfigurement; cerebral palsy; seizure disorder; muscular dystrophy; multiple sclerosis; learning disabilities; mental retardation; emotional or mental illness; drug addiction; cancer; heart disease; and diabetes.

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The Office of State Aid Road Construction is committed to Affirmative Action and to maintaining a work force with an equitable representation of women and minorities. Annually, management will assess the agency's present Equal Employment Opportunity status. The Office of State Aid Road Construction's yearly Affirmative Action Plan will include this assessment and describe corrective action to any weaknesses found.

Administrators, managers, and supervisors are responsible for Equal Employment Opportunity, nondiscrimination, and Affirmative Action in their respective areas. The Personnel Officer will administer the internal Equal Employment Opportunity Program and Affirmative Action Plan and will provide assistance to staff in fulfilling their responsibilities.

J. Brooks Miller, Sr.  
State Aid Engineer

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**AUTHORITY AND RESPONSIBILITIES:**

Executive, supervisory, and management personnel are responsible for being fully aware of the Office's Affirmative Action Plan and EEO policies, implementing these policies in their divisional activities, and imparting a full understanding of the intent, spirit, and practice of equal employment to all employees under their supervision.

The State Aid Engineer, as agency director, has the initial and overall responsibility for all programs and activities of the Office, including Equal Employment Opportunity and Affirmative Action. The State Aid Engineer shall establish such policies and guidelines as necessary to effectively implement the EEO Program and Affirmative Action Plan, distribute these policies and guidelines, and convey his support of these policies to all personnel.

**PUBLICIZING EEO POLICY AND AFFIRMATIVE ACTION PLAN:**

The EEO/Affirmative Action Policy Statement prepared as a poster shall be posted on the official bulletin board in the agency's file room. (This is a central location and all personnel use this area.) The mailing address and phone number of the Personnel Officer are included on the poster.

The EEO/Affirmative Action Policy Statement is included in Employee Orientation. The copy of the policy is given to all new employees. In addition, any updates of the EEO/Affirmative Action Policy are distributed to all agency employees.

Each supervisory level employee receives a copy of the Affirmative Action Plan. They are advised that additional copies are available for distribution to subordinates. Additional copies of the Affirmative Action Plan are kept by the Personnel Officer and are distributed on a request basis.

The Personnel Officer is responsible for training new supervisors on EEO and the Affirmative Action Plan.

The State Aid Engineer charges the Personnel Officer with the overall responsibility for the planning, development, administration, coordination, implementation, monitoring, and evaluation of the Agency's internal compliance of EEO Policy and Affirmative Action Plan.

**GRIEVANCES AND APPEALS:**

Procedures for filing and resolving grievances are stated in the Mississippi State Employee Handbook, current edition, published by the Mississippi State Personnel Board.