

Texas State Soil and Water Conservation Board

Equal Employment Opportunity Training
And
Employee Hiring Practices





EEO Statement

- The Soil and Water Conservation District is an equal opportunity employer, and does not discriminate against job applicants or employees on the bases of race, color, national origin, religion, sex, age, disability or veteran's status.



Title VII of the Civil Rights Act of 1964, as amended

- This law covers personnel decisions that could affect employment opportunities.
- It prohibits employment discrimination by public & private employers in personnel decisions **because** of race, color, national origin, religion and sex.



Factors to Consider

Race-Identifies classes of people that can be viewed as genetically separate (i.e. Caucasian American, African American, Asian American, Pacific Islander American, and Alaskan Native).



Factors to Consider

- **Color**-Color discrimination can occur because of a person's preference for, or aversion to, persons whose skin color differs from his/her own.
- It can also occur within the same racial group as members of the group may have biases against those whose skin is lighter or darker than their own.



Factors to Consider

- **National Origin**- An individual's place of birth, the place of birth of the individual's ancestors or an individual who retains the cultural characteristics and/or language of the individual's ancestor (i.e. Hispanic American).

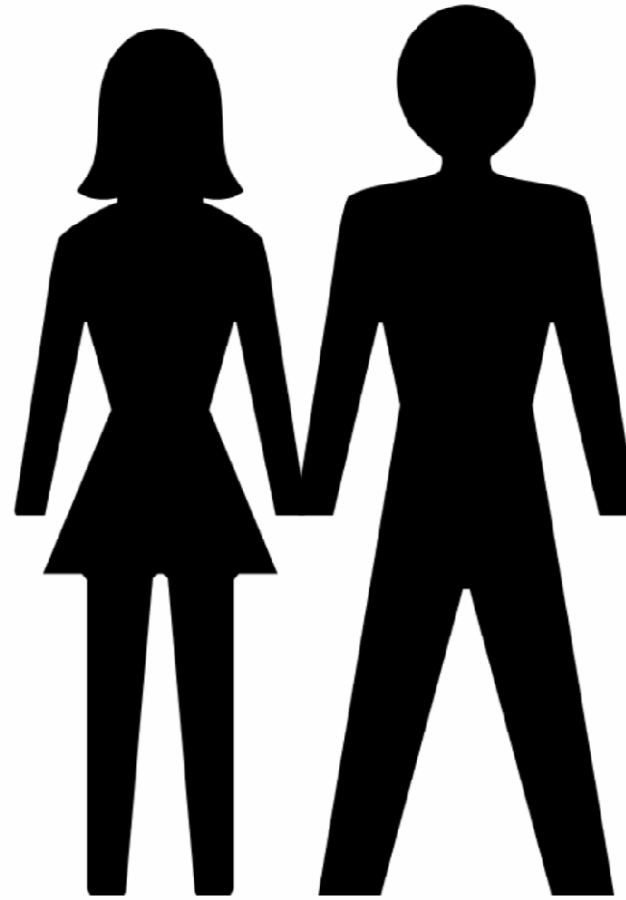


Factors to Consider

- **Religion**-Moral or ethical beliefs as to what is right and wrong which are sincerely held with the strength of traditional religious views. Religious practices includes both religious observances & practices.

Factors to Consider

Sex- Male and Female



Factors to Consider

Veteran's Status-No matter what branch
of service



Americans with Disabilities Act (ADA)



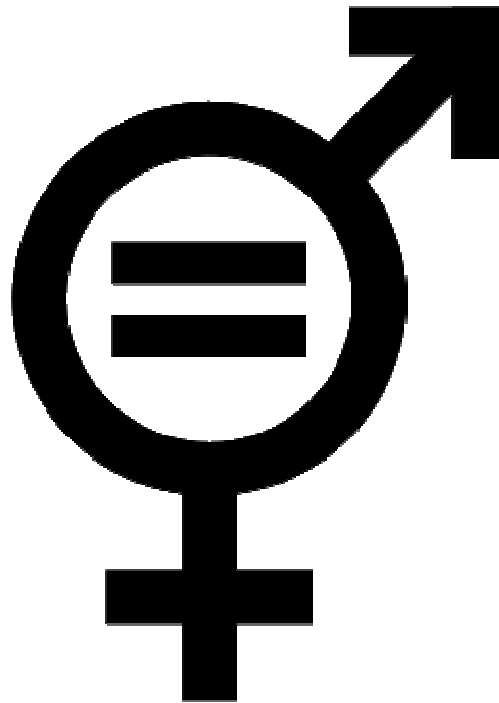
Prohibits employment discrimination against individuals with disabilities and requires businesses and government entities to be accessible.

Age Discrimination in Employment Act of 1967 (ADE), as amended



Prohibits employment discrimination by public & private employers in personnel decisions **because** of a person's age (40 & older)

Equal Pay Act of 1963



- Federal law that **prohibits** employment **discrimination** in compensation (pay) **based** on **sex** (male/female) when the circumstances are the same.
- Employers **may not pay unequal wages** to men and women **who perform jobs** that **require substantially equal skill, effort and responsibility**, and are performed under similar working conditions in the same establishment.
- Unless they can justify the difference by current market or other justification.

Sexual Harassment Compliance with EEO Law

What is sexual harassment?

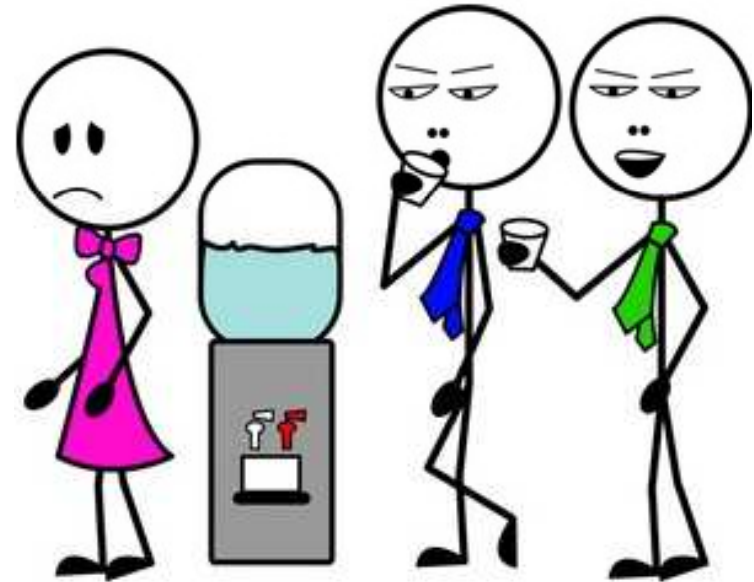
- A form of discrimination based on sex
- Unwelcome sexual advances
- Requests for sexual favors
- Verbal or physical conduct of a sexual nature

“Watch it buddy or your career here may be short.”



Sexual Harassment Compliance with EEO Law (Con't)


- Factors of a Hostile Work Environment
 - Whether the conduct was verbal or physical or both
 - How frequently it was repeated
 - Whether conduct was hostile or offensive
 - Whether the alleged harasser was a co-worker or a supervisor
 - Whether others join in perpetrating the harassment
 - Whether the harassment was directed at more than one person





Employee Hiring Practices

Now let's move to a discussion about
Employee Hiring Practices



Americans with Disabilities Act (ADA) of 1990

- Prohibits employment discrimination against individuals with disabilities and requires businesses and government entities to be accessible.



Job Description

- Evaluate needs in the position
- Qualifications
- Salary

Job Announcements

Where do you place announcements?



- Internal
- External
- Texas Workforce Commission/Work in Texas
- Universities/Colleges
- Minority Organizations/Companies
- Newspaper Publications



Pre-Interview Process

- Application
- Resume
- Applicant Log
- Screening Applicants

Pre-Interview Process (Con't)



- Interview Team
- Create set of interview questions for EEO Compliance
- Arrange for the Interview
- Give applicant a copy of the job opening/description

Interview Process

- Interview-Set up
 - Review Application & Resume
 - Have Job Description on hand
 - Allow an hour
 - Have the set of standard interview questions





Suggestive Question Topics

- Work Experience
- Education & Training
- Job Knowledge
- Team Work
- Problem Solving/Analytical Skills



Conducting the Interview

- Ask each applicant the same questions
 - open-ended questions work well
 - Make mental/written notes on key items
- Be honest
- Give applicant an opportunity to ask questions
- Give each applicant equal consideration



Conducting the Interview

- Avoid controversy
- Do not leave applicant with any false impression
 - regarding duties, pay & advancement possibilities

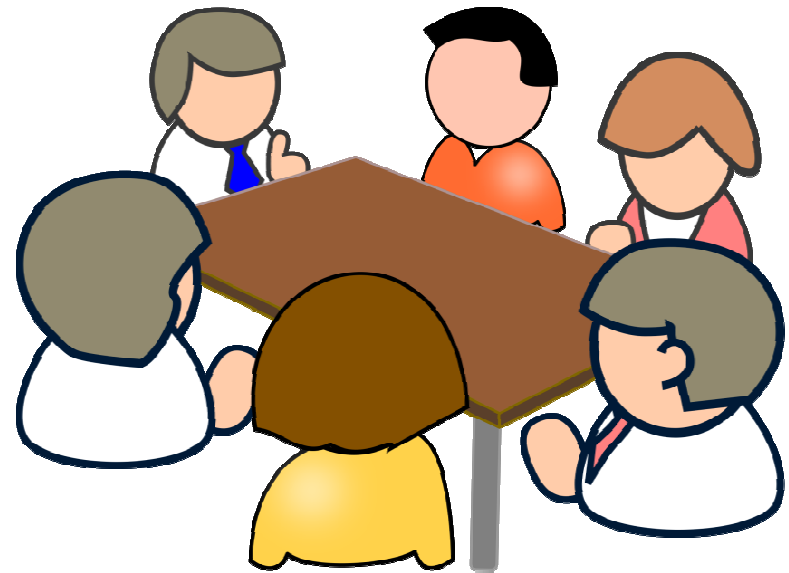


Some Prohibited Questions

- Are you married/have children/pregnant?
- How old are you?
- What medical conditions or physical disabilities do you have?
- Where does your spouse work?

Post Interview Process

- The interview team meets
 - Applicants are discussed
- Reference checks
- Applicant with the highest score is recommended to be hired
- Job offer is made
 - Position is “At-Will”



Employment Processing

- Completing personnel and insurance forms
- New employee orientation





Thank You

If you have any questions about how to comply with these laws, or any general questions about the Equal Employment Opportunity Law or about hiring district employees, contact your Field Representative.