



Fiscal Year 2020 EEO Program Update Part II

Equal Employment Opportunity Program and
Affirmative Action Plan

February 2021

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INTRODUCTION

The Federal Highway Administration (FHWA) requires recipients of federal assistance to prepare a plan to clarify roles, responsibilities, and procedures to ensure fair and equal treatment for all persons. The Texas Department of Transportation's (TxDOT) Equal Employment Opportunity (EEO) Program - Part II /Affirmative Action Plan (AAP), established in accordance with federal rules under 23 CFR Part 230 Subpart C, Part II, is intended to communicate how TxDOT implements its internal EEO Program.

TxDOT believes that inclusion, diversity, equity, and accessibility at all levels within the organization are critical to the success of our business. TxDOT is one of the largest state agencies in Texas and we are committed to a policy of equal employment opportunity (EEO) to provide fair and equal treatment of all employees without regard to race, color, religion, sex, national origin, pregnancy, genetic information, citizenship or immigration status, disability, military status, or age. Applicants for employment, vendors, contractors and their employees, customers, and the public are also recipients of this same commitment.

To achieve our EEO and Affirmative Action (AA) program objectives, the TxDOT AAP sets forth results-oriented policies and measurable commitments to attain fairness and equity in the administration of all TxDOT's employment practices, such as recruitment, hiring, pay, benefits, job assignments, leave, promotions, training, and all other employment actions. The TxDOT AAP provides the affirmative steps to maintain a diverse and inclusive environment where employees from all backgrounds can thrive within the organization.

EEO POLICY STATEMENT

The mission of the Department is "Connecting You With Texas." Employees play an essential role in meeting the Department's mission. The Department's public duties require integrity, competence, and the hard work of many employees with diverse skills and knowledge. The Department cannot perform its mission well unless its employees perform their duties well.

The core qualities inherent in the Department's philosophy are public accountability, open government, high ethical standards, and respect for persons doing business with the Department and its employment practices. The commissioners, executive administration, directors, managers, supervisors, and employees all govern their conduct by these qualities in carrying out Department business and in dealing with members of the public and each other.

The Department stands as an equal employment opportunity (EEO) employer and is committed to providing fair and equal treatment of all employees without regard to race, color, religion, sex, national origin, pregnancy, genetic information, citizenship or immigration status, disability, military status, or age. Applicants for employment, vendors, contractors and their employees, customers, and the public also are recipients of this same commitment.

The Department strives to ensure full compliance with all EEO requirements, laws, and regulations, while attracting and hiring qualified individuals who are part of the available workforce and who mirror the state's unique diversity.

Through its employment practices, the Department fosters and promotes employee career growth in a workplace environment free of intimidation, discrimination and harassment.

The Department considers any employee degradation or abusive conduct towards individuals external to the organization a serious violation of its EEO policy. Corrective action will be taken, as appropriate, for each behavior or event occurrence.

The Department communicates its EEO commitment to the public and employees by way of policy manuals, employee orientation and supplemental training, affirmative action statements on job applications, outreach efforts, and recruitment literature, advertising, and other media.

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James M. Bass
11/19/2020

James M. Bass
Executive Director
Texas Department of Transportation

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11/5/2020

David McMillan
Director / Affirmative Action Officer
Human Resources Division

ADMINISTRATION AND IMPLEMENTATION OF THE AFFIRMATIVE ACTION PLAN

The Executive Director is responsible for the overall administration of TxDOT's Affirmative Action (AA) Program. This includes the complete integration and implementation of all EEO initiatives, policies, programs, and operating strategies consistent with federal and state laws, as well as regulations and directives issued by the Texas Transportation Commission.

AFFIRMATIVE ACTION OFFICER

In accordance with 23 CFR 230 Subpart C, Part II(A), the Human Resources Division (HRD) Director, David McMillan, serves as TxDOT's Affirmative Action Officer ([Attachment 1](#)). The AA Officer has access to the Executive Director regarding matters relating to EEO/AAP. An organizational chart depicting the EEO structure of TxDOT and the relationship the AA Officer has with TxDOT's Executive Director and administrative team is provided in ([Attachment 2](#)).

AFFIRMATIVE ACTION OFFICER RESPONSIBILITIES

The AA Officer oversees and directs, in coordination with TxDOT administration and the Texas Transportation Commission, TxDOT's AAP. The AA Officer's responsibilities include but are not limited to:

- Applying federal laws, state statutes, policy regulations, and guidelines related to discrimination/retaliation in employment, affirmative action, and EEO.
- Ensuring the development and implementation of policies, procedures, and programs necessary to achieve a workforce that reflects labor market availability.
- Ensuring the design, implementation, and monitoring of internal audit and reporting systems to measure program effectiveness and determine where progress and deficiencies are in relation to Department goals.
- Overseeing internal EEO-related matters.

ASSIGNMENT OF RESPONSIBILITY AND AUTHORITY FOR PROGRAM

Due to the size of TxDOT, its statewide dispersion, and its diverse local populations, TxDOT practices the "shared responsibility" concept regarding its EEO approach. Under executive stewardship, the AA Officer establishes strategic policies and defines the underlying principles that guide directors, managers, supervisors, and staff to effectively carry out policy directives. Authority to implement TxDOT's AAP has been further delegated to the following:

- District Engineers (DEs) and Division Directors (DDs) support the strategic direction of the AAP through responsible and accountable execution of the program. DEs and DDs collaborate and coordinate with the AA Officer to build the principles and values of the AAP in their respective business units.
- Managers and supervisors provide a second level of support by ensuring ongoing compliance with EEO/AA policies. They clarify areas of ambiguity using varied communication channels and periodically review hiring, training, and promotion practices to eliminate goal accomplishment

impediments. Quarterly EEO/AA reports are accessible to the managers/supervisors to assess and evaluate recruitment, hiring and promotion needs, and targeted AAP goals.

To ensure effectiveness in the implementation of TxDOT's AAP, specific responsibilities are carried out at all management levels. The following also assist in ensuring TxDOT's AAP goals and objectives are achieved throughout the year:

- The Human Resources Division (HRD) is responsible for Part II - Internal Employment. HRD oversees all human resources activities, including recruitment, compensation, training, career development, performance, and employee conduct. Note: The Civil Rights Division is responsible for Part I – Contractor Compliance (External).
- HRD's Ethics and Employee Conduct Section is the Department's clearinghouse for internal investigations and formal complaints concerning discrimination, harassment (including sexual harassment or harassment of a sexual nature), and EEO-related retaliation. This section also provides training, oversight, and outreach on those subjects. This section also handles questions concerning TxDOT's Ethics Policy and state ethics laws from TxDOT employees and oversees and provides training on these matters. The section is also responsible for the dissemination of EEO-related information via email and training.
- HRD's Workforce Development Section works with the Ethics and Employee Conduct Section to design, develop, implement, and evaluate training on sexual harassment, EEO diversity awareness, and information on employees' rights regarding harassment and the EEO complaint process. This section continuously monitors and controls departmental training and administers both the Department's education assistance programs and its career development program. Additionally, the section is the office of primary responsibility for the Department's enterprise learning management system and training reports.
- HRD's Statewide Support Section is responsible for supporting districts and divisions with compensation and benefits and leave programs. This team also supports PeopleSoft HR processes and functional changes, testing, reporting and data analytics. Within HRD, this team provides business operations and support services for budgeting, purchasing, contracting and other business-related processes.
- HR Generalists support division and district leadership and employees; assist with workplace concerns and/or employee issues affecting the work environment; assist employees with benefit matters; recruit and post vacant positions; and review and provide guidance in the selection process, employment opportunities, and pay and promotions issues to ensure fairness and equity.
- The Diversity, Equity and Inclusion (DEI) Section is responsible for developing new employee-focused DEI workplace initiatives and innovations. The DEI Section creates an environment where all employees are valued and can bring their authentic selves to work. The section identifies opportunities for review to ensure processes are equitable; advances inclusive recruiting practices to

ensure all positions have a diverse candidate pool; and monitors and reports progress toward affirmative action goals.

TXDOT'S AFFIRMATIVE ACTION PLAN

The AAP is an integral part of TxDOT's EEO Program. It details positive steps to overcome the effects of past or present barriers to assure that TxDOT's workforce is reflective of the available labor pools in the communities served. The purpose of the AAP is to document the development, implementation, monitoring, and evaluation of TxDOT's EEO program. The plan's goals, objectives, and guidelines include:

- Achieving a workforce that is as diverse as the available labor force within the state;
- Achieving and maintaining equity in employment and training opportunities for employees;
- Ensuring equitable selection processes for promotions, performance evaluations, and merit pay;
- Participating in departmental educational assistance programs;
- Resolving employee problems and complaints; and
- Making reasonable employment accommodations for applicants and employees as required under the Americans with Disabilities Act.

This document should be used as a tool by all TxDOT employees, especially management, to help the department become more creative and productive in recruiting, ensure internal processes are fair and functioning, and place emphasis on retention.

SURVEY OF LABOR MARKET AREA

Based on the U.S. Census Bureau, Texas had a total population of 25,145,561 residents in 2010. Of the total population, 10,484,964 are estimated to have jobs that are comparable with jobs at TxDOT. Table 1 provides a summary of the total employment in these Job Categories.

Table 1: Texas Job Groups

State and Local Government Job Groups by Sex and Race - EEO Tabulation for Workplace Geography				
Texas Total Workforce	Total Workforce	Total Minority	Total Female	Total Men
Officials/Administrators	1,315,972	406,485	511,493	804,479
Professionals	1,890,650	647,694	1,042,652	847,998
Technicians	309,658	134,937	160,578	149,080
Administrative Support	2,884,054	1,325,668	1,814,824	1,069,230
Skilled Craft	1,123,640	629,028	52,171	1,071,469
Service/Maintenance	2,960,990	1,960,830	1,215,394	1,745,596
TOTALS	10,484,964	5,104,642	4,797,112	5,687,852
		48.69%	45.75%	54.25%

SYSTEMS TO MEASURE PROGRAM PROGRESS

HRD uses an integrated Enterprise Resource Planning (ERP) software package called PeopleSoft (PSFT) to execute many of its day-to-day operations such as hiring, maintaining employee information, employee performance, promotion transactions, and separations. PSFT includes an end user reporting tool, which HRD uses to extract specific information. To help monitor AAP progress, HRD has developed customized queries which can be downloaded, analyzed, and reported on as needed. Standard and ready-to-use reports include: 1) Demographics; 2) Promotions and Merit; 3) Applicants; 4) New Hire; and 5) Separations.

To further assist in the analysis of the PSFT queries, TxDOT uses Tableau data visualization software to disseminate detailed and customized workforce reports. These reports compare TxDOT's workforce with the available labor force within the respective recruitment area for each district and division. More importantly, Tableau helps visualize trends and opportunities to bridge employment gaps between the districts/divisions and the communities they serve.

WORKFORCE COMPARISON

Looking at the past five years, TxDOT has consistently increased its minority employee base from 37.6% in 2016 to 41.0% in 2020 (Table 2: Workforce Demographics – Race/Ethnicity). Although not at the same rate, the female population has also grown during the same period from 22.2% in 2016 to 23.4% in 2020 (Table 3: Workforce Demographics - Gender).

Table 2: Workforce Demographics – Race/Ethnicity

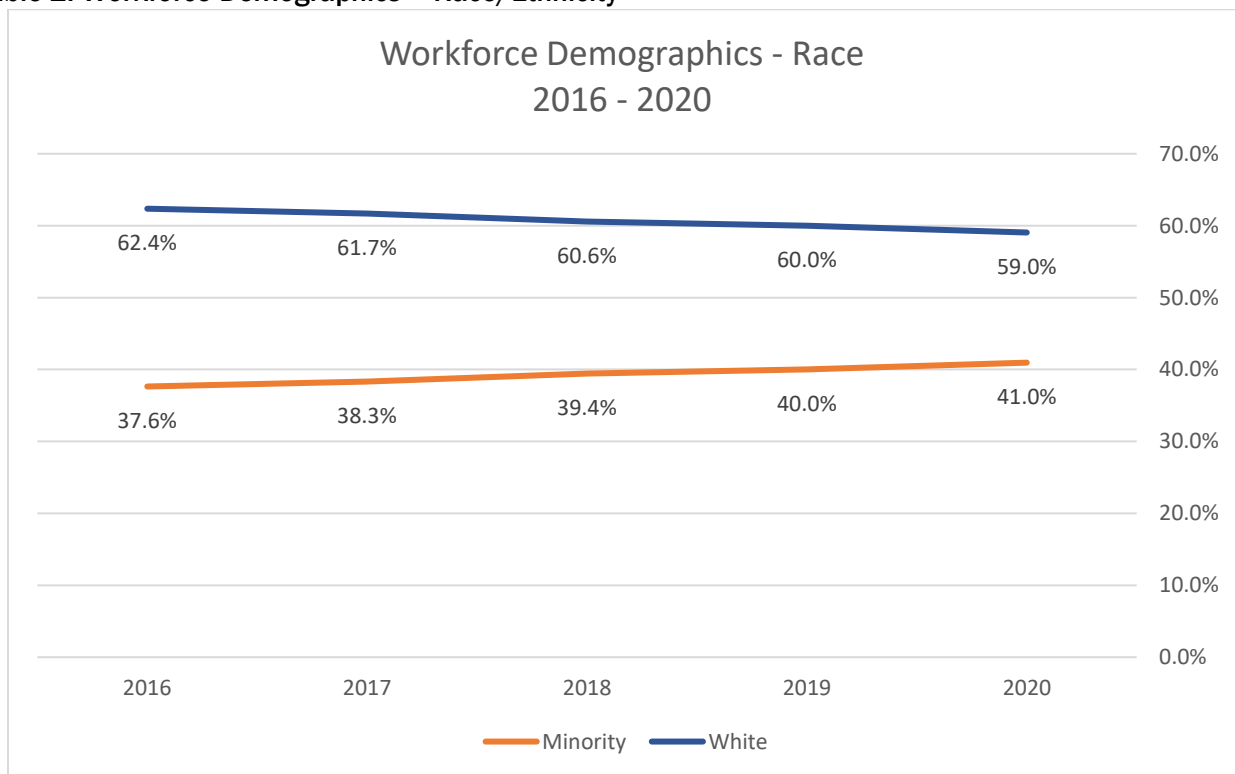
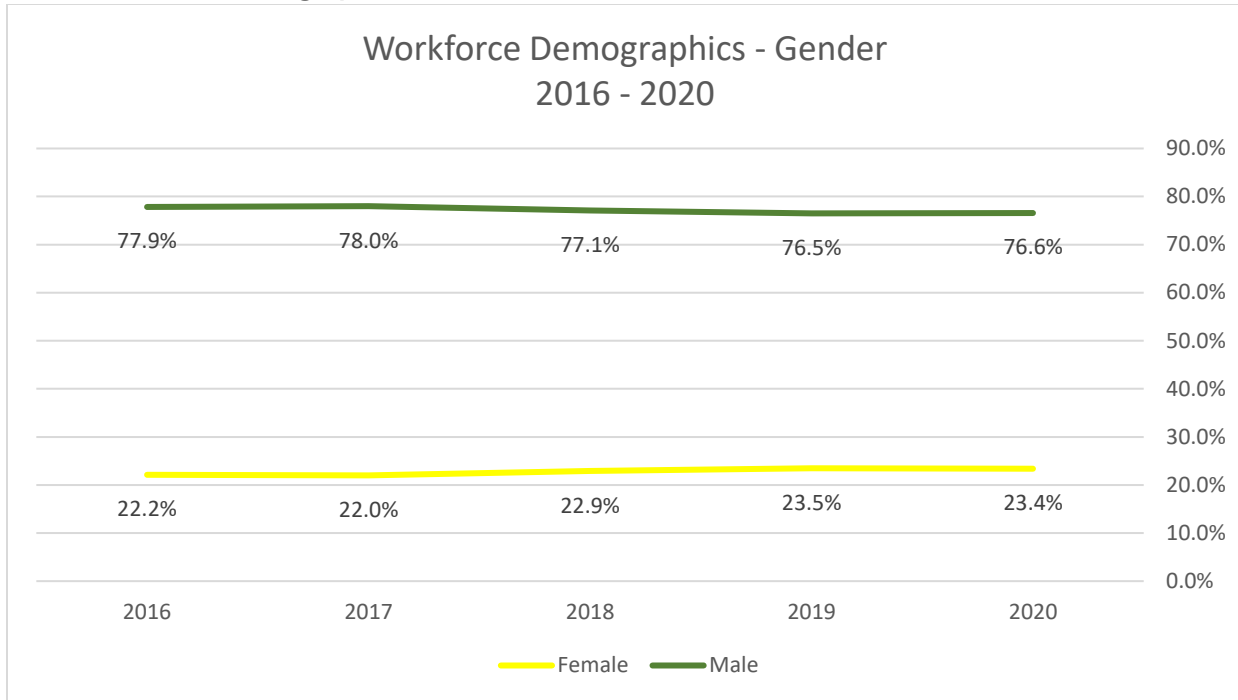


Table 3: Workforce Demographics - Gender



In the last Fiscal Year (FY) 2020, TxDOT’s workforce increased by 528 employees, an increase of 4.43 percentage points for FY20 (Table 4: Number of Employees by Group at Beginning and End of FY20). During this period, the number of minority employees increased by 312, an increase of 6.52%. The number of American Indian or Alaskan Native employees increased by 46.15%. Asian American/Pacific Islander employees, who had the biggest growth the previous fiscal year, grew by 8.86%.

Consistent with FY 2019, the number of female employees increased by 105, which is an increase of 3.74%, whereas the number of minority females grew by 5.42%. Overall, TxDOT continues to see a gradual increase in the number of employees from minority groups, with every group increasing at a greater rate than White and male employees, which results in a higher level of representation for each.

Table 4: Number of Employees by Group at Beginning and End of FY20

	Total	Total Females	Minority Females	Total Males	Minority Males	White	Total Minorities	Black or African American	Hispanic or Latino	Asian American/Pacific Islander	American Indian or Alaskan Native
9/1/19	11,918	2,808	1,199	9,110	3,586	7,133	4,785	1,001	3,293	429	52
		23.56%	10.06%	76.44%	30.09%	59.85%	40.15%	8.40%	27.63%	3.60%	0.44%
8/31/20	12,446	2,913	1,264	9,533	3,833	7,349	5,097	1,058	3,496	467	76
		23.41%	10.16%	76.59%	30.80%	59.05%	40.95%	8.50%	28.09%	3.75%	0.61%
Difference	528	105	65	423	247	216	312	57	203	38	24
% Change	4.43%	3.74%	5.42%	4.64%	6.89%	3.03%	6.52%	5.69%	6.16%	8.86%	46.15%

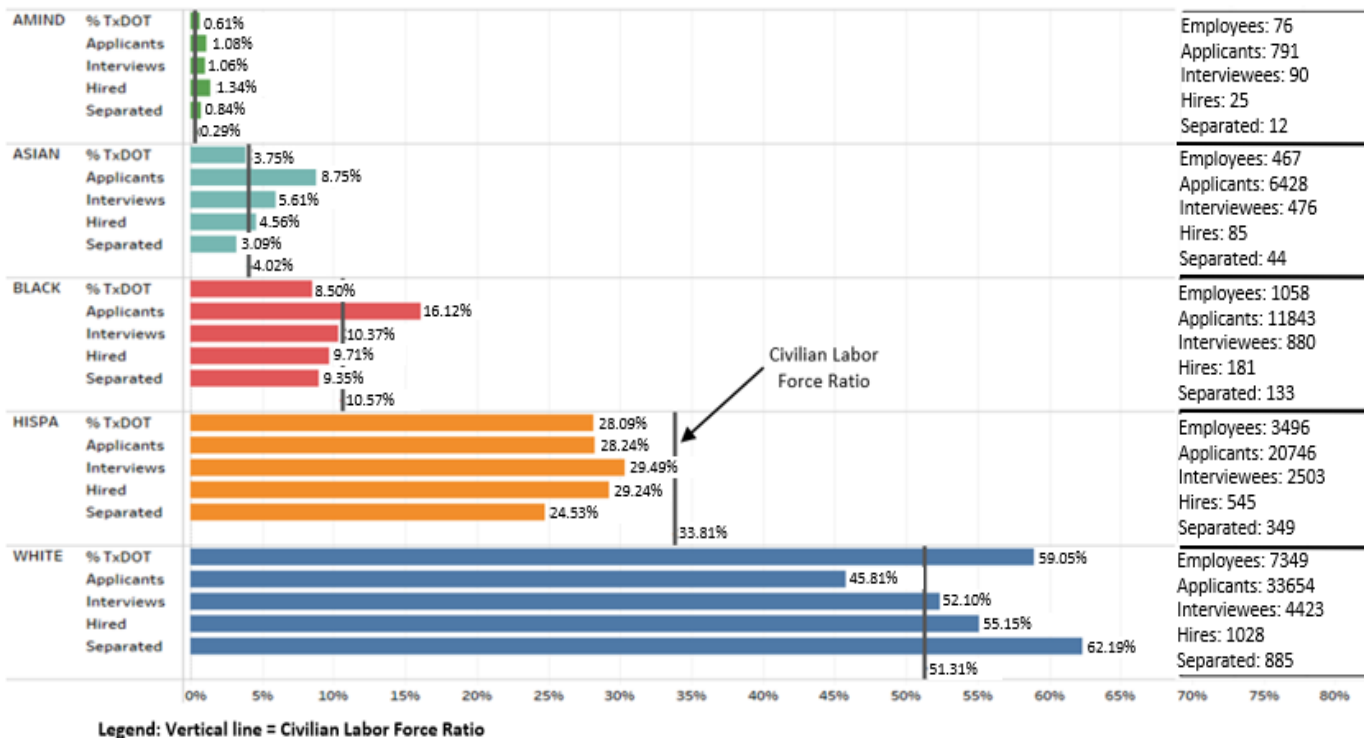
APPLICANTS AND HIRES

HRD reviewed the available labor force for the different job categories within the respective recruitment area for each TxDOT district. Like previous years, the Department placed a strong emphasis on target recruiting for minorities and females. HRD visited with each district to review its current workforce, past fiscal year's hires, and available civilian labor force (CLF) by the different job categories. The available CLF can vary by the geographical location of a district's recruitment area, the EEO job category, and its rural or urban population labor force. While TxDOT acknowledges some challenges exist for filling positions to mirror the female CLF for certain job categories like Skill Craft which has a predominant male CLF or for possibly hiring done in small urban and rural areas that may not have a very diverse CLF; nevertheless, TxDOT is committed to identifying and removing all barriers that may have an adverse impact on female and minority applicants or hires.

Minority

Minorities totalled 54.19% of all applicants. All minority groups except Hispanics had a significantly higher applicant rate than their corresponding CLF rate. In FY 2020, TxDOT hired 1,864 out of 73,462 applicants (excluding summer positions), which is a selection rate of 2.54%. American Indian and Asian employees were hired at a higher rate than the expected CLF rate by 1.05 and 0.54 percentage points. Whereas Black and Hispanic employees were hired at 0.86 and 4.57 percentage points lower than their CLF availability. White employees were hired at 3.84 percentage points above their corresponding CLF rate. In summary, all minority groups (American Indian, Asian, Black, and Hispanic) were hired at a higher rate than their corresponding TxDOT workforce percentage indicating that TxDOT is increasing their representation in its workforce (Table 5: FY20 Applicant and Hire Ratio Compared to Civilian Labor Force – Race/Ethnicity).

Table 5: FY20 Applicant and Hire Ratio Compared to Civilian Labor Force – Race/Ethnicity



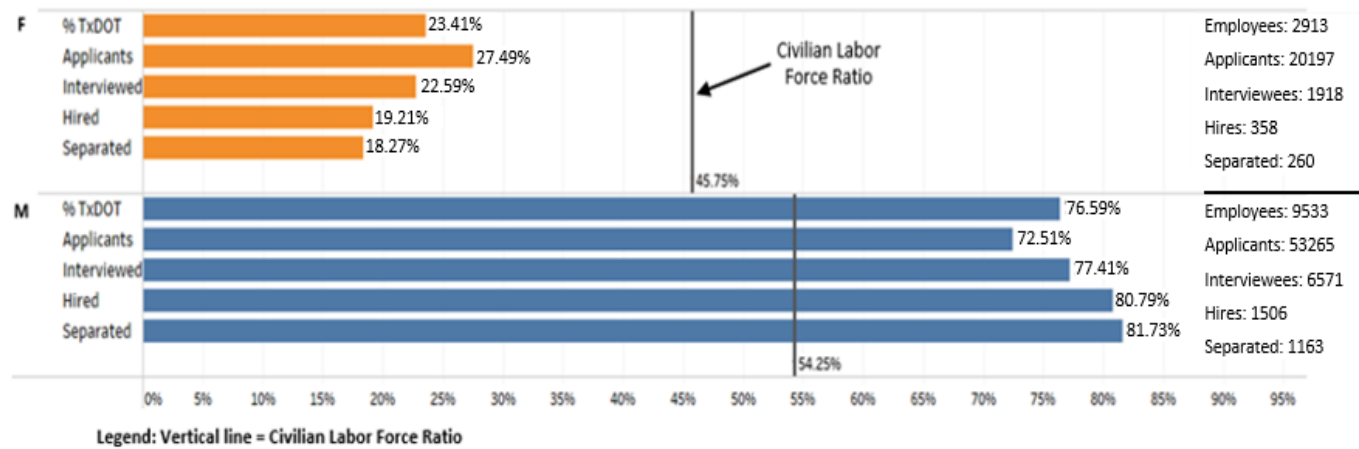
Appendix 1: Applicant and Hiring Analysis – Minorities provides a detailed review of applicants and hires per race/ethnicity and job category. As per Appendix 1, all minorities in all job categories, have a higher application rate than their corresponding CLF except in Skilled Craft. In Skilled Craft, Hispanic applicants constituted 27.23% of the pool compared to the CLF of 48.13%. Since this is the second largest job category, it also caused the overall Hispanic applicant rate, 28.24%, to be less than the CLF of 33.81%.

Most applicants applied for jobs in the Professional job category. All groups, except Black, were hired proportionally to their rate of applicants in the Professional job category. Since Black applicants had a significantly higher proportion in the Professional job category, their overall applicant-to-hire ratio was negatively impacted.

Gender

In FY 2020, there were 20,197 female applicants out of a total of 73,462 (excludes summer position applicants). This meant the overall percentage of female applicants, 27.49%, was higher than that of the TxDOT workforce at 23.41%. Most of TxDOT’s hires occurred in the Skill Craft job category, 41.79%, which accounts for 95.36% males in the CLF. Not counting TxDOT’s hires in the Skill Craft job category, TxDOT’s female hire ratio would have been 31.15% compared to the 19.21% ratio of female hires (Table 6: FY20 Applicant and Hire Ratio Compared to Civilian Labor Force - Gender).

Table 6: FY20 Applicant and Hire Ratio Compared to Civilian Labor Force - Gender



Appendix 2: Applicant and Hiring Analysis – Gender provides a detailed review of applicants and hires per gender and job category. It shows that the female applicant rate was higher than the civilian labor force rate in the job category of Administrative Support, 3.44 percentage points above, but lower than the CLF rates in all other job categories.

The percentage of female hires was higher than the percentage of female applicants in four of the six categories: Administrative Support, Officials and Administrators, Professionals, and Technicians. Even though TxDOT attracted female applicants at a percentage lower than that of the CLF, TxDOT ended up with a higher female Applicant-to-Hire rate than men in four of the six job categories.

AVAILABILITY AND UTILIZATION RATES

TxDOT desires to have its workforce representative of the gender, race, and ethnicity of the available workforce in Texas. Quarterly, the Department prepares a utilization analysis. The utilization analysis is the comparison of TxDOT's workforce to the available labor market by job groups. It compares two sets of data: 1) percentages of TxDOT's workforce in each job group by gender, race, and ethnicity; and 2) percentages of the available workforce in the Texas' labor market in each job group by gender, race, and ethnicity. A gender, racial, or ethnic group is considered underutilized when their representation in a TxDOT job group falls below their labor market availability in the same job group. The analysis includes:

- Survey of the local labor market areas in terms of population, skills, and availability for employment;
- Analysis of present workforce to identify underutilization rates by gender, racial or ethnic groups in jobs, departments, and units; and
- Setting specific, measurable, attainable hiring and promotion goals, with target dates, in each area of underutilization of the local labor market area.

Appendix 3 – Overall Utilization Analysis by Race/Ethnicity, Gender and Job Categories provides a workforce assessment and a more in-depth look at the TxDOT workforce. HRD analyzed the ending workforce data for FY20-Q4 to identify EEO-4 job categories where gender, race, or ethnic group is underutilized.

Minority

- The grouping of all minority employees (Total Minority) is underutilized in all Job Categories, except Professionals, in which they are above by 10% (576 employees).
- The largest underutilization difference is in the job category Skill Craft, in which the grouping Total Minority has an underutilization of 670 employees (18.59%).
- The Total Minority grouping has a total underutilization of 962 in which minority men exceed the goal by 524, but women are underutilized by 1,486 ([Appendix 5 – Utilization Analysis by Job Categories – Gender](#)).
- For all Races in each Job Category ([Appendix 4 – Utilization Analysis by Job Categories – Race/Ethnicity](#))
 - American Indian/Native American are on target in all categories.
 - Asian American/Pacific Islander are underutilized in all categories except Officials and Administrators.
 - Black/African American are on target on two of the biggest job categories: Professionals and Skilled Craft.
 - Hispanic/Latino are on target on half of the job categories, including the largest job category Professionals.

Gender

- Total Female is below the CLF in all job groups, except Administrative Support, where they are 25.79 percentage points (140 employees) above the available labor pool.
- The largest target recruitment opportunity by numbers and percent are female Professionals with being under by 1,234 employees and Technicians which are under by 38.46 percentage points and 717 employees ([Appendix 5 – Utilization Analysis by Job Categories – Gender](#)).
- Minority men are on target in all job categories except Administrative Support and Skill Craft.
- Minority females make up 43% of Total Female but constitute 53% of the Total Female underutilization.

WORKFORCE ANALYSIS BY EEO-4 JOB CATEGORY RESULTS

The Equal Employment Opportunity Commission (EEOC) requires each position (job) to be grouped in the EEO-4 system for purposes of reporting and analysis ([Appendix 6 – Workforce Analysis by Race/Ethnicity, Gender and Job Categories](#)).

From the beginning of FY19 to the beginning of FY20, TxDOT increased its workforce by 122 employees. This increase was primarily due to growth in the Professionals and Skilled Craft groups; but was tempered by a decline in the areas of Service/Maintenance and Technicians. The growth in the Professionals groups was mostly due to an increase amongst the groups for Total Minority (3.13%) and Total Female (4.67%), whereas White decreased by 0.29%. The growth in Skilled Craft was due to an increase amongst White (3.95%), Total Female (16.88%), and Total Males (2.20%). In total, Asians grew the most from the beginning of FY19 to the beginning of FY20 with 8.06%, followed by Total Female (3.62%) and Black (2.67%) workforce.

PROMOTION ANALYSIS

The following table provides a summary of the promotions for FY20 by job category. The table demonstrates where promotions occurred in each job group by gender and race/ethnicity.

In comparison to FY19, there was an increase of 315 (13.62%) promotions in FY20. Numerically, Professionals had the largest increase with 205 additional promotions, whereas Administrative Support had the largest percentage increase of 34% with 21 additional promotions. Promotions amongst Total Minority increased more than the average with 17.52%, and the promotions ranged from 15.98% for Hispanic/Latino to 25% for American Indian/Alaska Native. Contrary to last year, when Total Female was the only group that had an increase in promotions, Total Female in FY20 had the smallest increase with 7.41% (Table 7: Promotion Analysis and [Appendix 7: Promotion by Race/Ethnicity, Gender and Job Category](#)).

Table 7: Promotion Analysis

FY20 / FY19 Promotions	Total	Minority	Female	American Indian or Alaska Native	Asian American/Pacific Islander	Black or African American	Hispanic or Latino	White
Officials/ Administrators								
FY20	49	24	8		4	4	16	25
FY19	60	22	19	1		1	20	38
Professionals								
FY20	1470	668	458	8	110	143	407	802
FY19	1,265	558	431	5	96	125	332	707
Technicians								
FY20	394	146	62	2		25	119	248
FY19	348	138	52	1	5	21	111	210
Administrative Support								
FY20	83	32	76	1		8	23	51
FY19	62	22	58		2	4	16	40
Skilled Craft								
FY20	625	233	19	4	13	50	166	392
FY19	576	202	19	5	3	41	153	374
Service/Maintenance								
FY20	7	4			1	1	2	3
FY19	2	0	1					2
Totals								
FY20	2,628	1107	623	15	128	231	733	1,521
FY19	2,313	942	580	12	106	192	632	1,371
Year over Year Change	315	165	43	3	22	39	101	150
	13.62%	17.52%	7.41%	25.00%	20.75%	20.31%	15.98%	10.94%

SEPARATION ANALYSIS

The two tables below compare separations that occurred in FY19 and FY20. The first table divides separations by Total Minority and White, and the second table by Gender. [Appendix 8 thru 10](#) provide detailed information about separations by population, job category, and reasons.

In comparing separations in the tables below, separations at TxDOT decreased by 17.84%, from 1,732 in FY19 to 1,423 in FY20. In percentages, this decrease was spread closely across all the separation reasons similar to the previous year, but the higher number of separations occurred in the categories of Voluntary Separations (237) and Retirement (39). This was expected possible due to the financial hardship many individuals and companies faced due to COVID-19.

In analyzing separations by job categories ([Appendix 9](#)), Total Female had the biggest reduction with 23.30%. The Skilled Craft job category had the largest numeric decrease of 130. This was caused by a

sharp decrease amongst Hispanic Males (49) and White Males (66) who decreased 2.82% and 3.81% respectively of the total 17.8% decrease. In summary, all races and Total Female experienced few changes and their overall percentages in all job categories decreased at about the same rate both fiscal years.

Table 8: FY20 Total Separations by Reason - Race

Separations	Death		Involuntary Separation		Retirement		Voluntary Separation		Grand Total
	Minority	White	Minority	White	Minority	White	Minority	White	
2020	9	8	61	82	121	314	347	4481	1,423
	52.94%	47.06%	42.66%	57.34%	27.82%	72.18%	41.91%	58.09%	
	17		143		435		828		
	1.19%		10.05%		30.57%		56.22%		
2019	3	15	81	94	136	338	445	620	1,732
	16.67%	83.33%	46.25%	53.71%	28.29%	71.31%	41.78%	58.22%	
	18		175		474		1,065		
	1.04%		10.10%		27.37%		61.49%		

Table 9: FY20 Total Separations by Reason - Gender

Separations	Death		Involuntary Separation		Retirement		Voluntary Separation		Grand Total
	M	F	M	F	M	F	M	F	
2020	10	7	128	15	345	90	680	148	1,423
	58.82%	41.18%	89.51%	10.49%	79.31%	20.69%	82.13%	17.87%	
	17		143		435		828		
	1.19%		10.05%		30.57%		56.22%		
2019	16	2	154	21	357	117	866	199	1,732
	88.89%	11.11%	88.00%	18.00%	75.32%	24.68%	81.31%	18.69%	
	18		175		474		1,065		
	1.04%		10.10%		27.37%		61.49%		

JOB DESCRIPTIONS AND HIRING CRITERIA

HR Compensation Analysts create and update job profiles that are used to create job postings. Job profiles summarize the purpose of the job, define responsibilities, and identify minimum qualifications such as education, experience, competencies, and licensing requirements (if applicable). Each job profile includes a job code which references the state classification title, Fair Labor Standards Act (FLSA), Equal Employment Opportunity-4 Job Code, and other designations. HR Generalists review and approve job postings, interview questions, job simulations (if applicable) and hiring packets to ensure there are no unintended employment

barriers. HR Generalists also ensure that the hiring process is clearly documented and adheres to policy. If needed, HR Generalists will discuss concerns with HR compensation staff.

Additionally, supervisors/managers are responsible for reviewing the employee's job responsibilities to ensure that employees are properly matched to the best job profile. In the event supervisors or managers determine that the employee's job responsibilities do not align with the job profile, supervisors and managers contact HRD.

RECRUITING UNDERUTILIZED GROUPS (MINORITIES AND FEMALES)

TxDOT strives to represent the state's diversity by:

- Identifying qualified applicants who are underutilized in the agency's workforce to fill jobs;
- Reviewing the qualifications of all employees to ensure they are given full and equal opportunities for transfers and promotions;
- Promoting upward mobility and relevant training programs; and
- Ensuring all employees, and specifically employees who are underutilized at the agency, are afforded full and equal opportunity and encouraged to participate in all TxDOT-sponsored career development programs.

TxDOT's recruitment initiatives include:

- Active involvement with local minority, women, and other community organizations' service programs;
- Attending college, high school, and veteran's career events to target workforce diversity;
- A hiring process that is designed to provide hiring supervisors/managers the opportunity to expand the applicant pool to meet TxDOT's AAP goals; and
- HRD's review of each hire to ensure a diverse applicant pool was achieved prior to a conditional job offer.

To meet its recruitment goals, TxDOT continues to participate in the following:

- College Cooperative Education Program
- College Internship Program
- Conditional Grant Program
- High School Co-op Program
- Recruitment and Career Fairs
- Texas Pre-Freshman Engineering Program (TexPREP)
- Summer Employment Program
- Tuition Assistance Program (TAP)

The following lists specific recruiting initiatives for jobs where Females, African-Americans, and Hispanics are underutilized in the following EEO-4 job categories:

Officials/Administrators

- Post job openings with executive and women job boards - such as Advancing Women in Transportation and other associations and organizations
- Provide outreach materials about TxDOT's workplace flexibility
- Develop female and minority employees to compete for key leadership positions
- Continue with Veteran recruiting at military events

Professionals

- Post job openings and recruit with the following sources:
 - American Society of Women Engineers, Black Engineers, Hispanic Engineers
 - National Society of Black Engineers Conference / Job Fair
 - Austin Black Chamber of Commerce and Community Events
 - Women Conferences and job-related fairs
 - Minority Serving Institutions: Prairie View A&M, Louisiana State University (LSU), Southern University A&M, UT El Paso, University of Houston, Louisiana Tech, Texas Southern University (TSU), Oklahoma State University, Angelo State University, Rutgers State University, St. Edwards University, Sul Ross State University, Schreiner University, Texas A&M Kingsville, Texas A&M Commerce, Texas A&M Corpus Christi, Texas State University, Texas State Technical College, University of North Texas, University of Permian Basin, West Texas A&M University, Texas Tech University, Lamar University, New Mexico State University, Huston-Tillotson University, Texas Women's University
- Network and build relationships with professional and women organizations
- Market and advertise working for TxDOT in EOE Journal, Professional Women, Black EOE Journal, Diversability, Hispanic At Work, and Minority Engineer
- Recruit at other 4-year universities
- Veteran recruiting at military bases and events

Technicians/Skilled Craft/Service/Maintenance

- Outreach to recruit at minority high schools, community colleges, trade and technical schools, and agriculture departments to recruit women in maintenance positions
- Veteran recruiting at military bases and events
- Collaborate with Workforce Solution

Recruitment & Career Fairs – HRD recruiters targeted and conducted outreach to the following organizations to recruit a diverse workforce while targeting specific academic occupation majors:

Table 10: FY20 Recruitment & Outreach Efforts

FY20 Recruitment & Outreach Efforts	
	Red White and You – Statewide
	Recruit Military – Houston TX
	Ft Hood Mega Fair – Fort Hood, TX
	Texas Veterans Commission and Workforce Solutions Government Hiring Event – Round Rock Texas
	Austin District Onsite Fair – TxDOT Austin District Office – Austin, TX
	Galveston Ferry Onsite Fair – TxDOT Galveston Ferry – Galveston, TX
	TxDOT Maintenance Conference – Corpus Christi, TX
	TxDOT Short Course – Texas A&M University – College Station, TX
	Society of Hispanic Engineers – Phoenix, AZ
F	Texas Society of Professional Engineers (TSPE) Conference – College Station, TX
	Texas Construction Career Academy – Dallas
A	Waltrip High School - Co-Op Students – Houston, TX
L	Del Valle High School – Del Valle, TX
	Pecos ISD – Pecos, TX
L	Traffic Research Board Conference – Washington DC
	Texas A&M University – College Station, TX
2	Angelo State University – San Angelo, TX
	University of Houston – Houston, TX
0	Texas A&M University (TAMU) – Kingsville, TX
1	University of Texas Austin – Austin, TX
	University of Texas El Paso – El Paso, TX
9	Lamar University – Beaumont, TX
	University of Dallas – Irving, TX
	Central Texas College – Killeen, TX
	Prairie View A&M University – Prairie View, TX
	Texas A&M University-Central Texas – Killeen, TX
	Midwestern State University – Wichita Falls, TX
	Stephen F. Austin State University – Nacogdoches, TX
	Texas State University – San Marcos, TX
	Texas Tech University – Lubbock, TX
	Texas A&M University-Commerce – Commerce, TX
	Big 12 Virtual Fair
	Texas Tech Virtual Fair

	FY20 Recruitment & Outreach Efforts
	UT Austin Virtual Fair
	ASCE Virtual Fair
	Engineering and Science Virtual Fair
	Riverside Austin Onsite – TxDOT Austin Riverside Campus – Austin, TX
	Galveston Ferry Onsite – TxDOT Galveston Ferry – Galveston, TX
	Heavy Equipment Colleges of America Job Fair – Dallas Texas
	Heavy Equipment – Virtual
	Troops to Transportation – Ft Hood, TX
	ASCE Texas Student – Arlington, TX
	UT Externship – Austin TX
	Youth Fest – Austin, TX
S	We Are Girls” Event – University of Texas Austin – Austin, TX
P	Ann Richards School Internship – Austin TX
R	Texas Construction Career Academy – Houston
I	Diversity Virtual Career Fair – Virtual
N	Ft Hood Mega Fair – Fort Hood, TX
	Recruit Military Austin – Virtual
	Recruit Military Arlington – Virtual
G	2020 ASCE Texas Student Symposium – Virtual
	University of Arkansas STEM Fair - Fayetteville, AR
	Big 12 Virtual Fair
2	Texas Tech Virtual Fair
0	UT Austin Virtual Fair
	ASCE Virtual Fair
2	Engineering and Science Virtual Fair
0	NSBE Virtual Fair
	Engineering & Science Career Network – Virtual
	Rural Capital Workforce Solutions Virtual Fair
	Recruit Military FT Hood – Virtual
	Recruit Military San Antonio – Virtual
	Hire Heros USA Veteran Virtual
	Summer Internship Lunch and Learns – Statewide
	Recruit Military Houston – Virtual
	West Texas Workforce Solution – Virtual
	Recruit Military Dallas - Virtual

District Outreach–The following is a summary of each district’s outreach efforts to institutions and organizations that encourage minority and female applicants (includes meetings, presentations and vacancy notices) and their hiring efforts.

Table 11: FY20 Recruitment & Hiring Efforts

District	FY20 Recruitment and Hiring Efforts
Abilene	Texas WorkForce Commission; Work in Texas Program, Kei Holder, Representative; In House Announcements, Exterior Hiring Banners, DO & Section Flyers; Roscoe Collegiate High School, ISD; Twitter & Other Social Media Sites, Career Opportunity Postings; Various Job Boards, Job Postings at Universities & Colleges such as Hardin-Simmons, McMurry, Abilene Christin, Cisco, Texas Tech, and TSTC; various announcements and job board postings at local ISD's such as Cooper High School, Wylie HS, Abilene HS, Jim Ned HS, and Adams STEM HS; Goodwill Industries Temp to Hire Opportunities; various hiring platforms such as Indeed, Simply Hired, Glassdoor, LinkedIn, and CareerBuilder. Filled 50 positions; 17 minority/female.
Amarillo	Sept. 17, 2019: Epic Career Fair, Amarillo Civic Center Amarillo, TX; Sept. 18, 2019: Texas Tech Engineer Career Fair, TTU Lubbock, TX; Sept. 26, 2019: West Texas Fall Career Expo, WTAMU Canyon, TX; Feb. 19, 2020: Texas Tech Engineer Career Fair, TTU Lubbock, TX, Feb. 20, 2020: West Texas Career Expo, WTAMU Canyon, TX. Email sent for over 50 job postings to multiple districts and divisions. Discussed job postings at monthly staff meetings, and share job postings and career fairs with PIO. Filled 52 positions; 24 minority/female.
Austin	Riverside Austin Onsite Fair – Austin Riverside Campus, Youth Career Fest, Huston Tillotson University Spring Career & Internship Fair, Youth Career Fest, Mega Career Fair – Ft Hood, Texas State - Construction and Concrete Fair. Posted jobs on Indeed and Work-In-Texas, and supervisors emailed jobs to divisions/districts. Filled 85 positions; 34 minority/female.
Atlanta	Northeast Texas Workforce Solutions: Career and Community Resources Expos and the Red, White and You Job Fair; TAMU at Texarkana, UT at Longview/Tyler, LA Tech. Filled 39 positions; 12 minority/female.
Beaumont	Oct. 16, 2019, Lamar Institute of Technology Project Interview; Nov. 7, 2019 Red, White and You Job Fair, Texas Workforce Commission, Beaumont, Texas. Filled 56 positions; 22 minority/female.
Brownwood	Howard Payne College; Tarleton State University; Local TWC job fairs such as Brady, TX; advertising in local papers for some hard to fill jobs; Business Expo, Brownwood, TX; Chamber of Commerce, job posting pages; Now Hiring signs at the Maintenance Section locations. Filled 29 positions; 8 minority/female.
Bryan	PIO posted jobs on Twitter; emails to district employees and other HR Field statewide; attended Workforce Solutions' Red, White and You job fair; attended TDCJ local hiring event; attended Workforce Solutions Brazos Valley virtual job fair; attended Texas A&M ASCE Civil Engineering virtual job fair. Filled 63 positions; 17 minority/female.
Childress	Participated in two career fairs at Chillicothe STEM, Childress High School and at TX A&M Outreach – Engineering. Filled 26 positions; 16 minority/female.
Corpus Christi	DelMar College; Texas A&M, Corpus Christi; Texas A&M, Kingsville; Indeed; Virtual Recruitment fairs. Filled 78 positions; 52 minority/female.
Dallas	Sept. 21, 2019, Texas Tech University Engineering Fair; Jan. 23, 2020, TAMU College Station Virtual Engineering Fair; Feb. 6, 2020, UT Austin Engineering Fair; Feb. 10, 2020, STEM Career on site presentation for Sunnyvale High School; Feb. 18, 2020, OSU STEM Career Fair. Filled 168 positions; 65 minority/female.
El Paso	Sept. 11, 2019, East Lake High School Job Expo; Feb. 19, 2020, Engineers Weeks UTEP Industry Expo; Feb. 20, 2020, Chapin High School Engineering Magnet Expo. Filled 51 positions; 46 minority/female.

District	FY20 Recruitment and Hiring Efforts
Fort Worth	Congressman Veasy job fair, Tarrant Co College South Campus & Texas Workforce Commission & Texas Veteran Commission. Filled 90 positions; 44 minority/female.
Houston	Oct. 3, 2019, 2019 City of Houston Find Your Path Career Day Expo; Oct. 16, 2019, HCC, Southeast Campus “Eagles Soar Job Fair”; Nov. 6, 2019, San Jac. Career Fair; Nov. 14, 2019, HCC, Southwest Campus Job Fair; Dec. 3, 2019, Galveston Ferry Job Fair; Jan. 22, 2020, TAMU Career Fair; Feb. 4, 2020, UH College of Technology Job Fair; Feb. 6, 2020, Eisenhower H.S. Career Fair; Feb. 21, 2020, Brazoria Area and Maintenance Office Job Fair; Aug. 24, 2020, iWorks Virtual Job Fair. Filled 152 positions; 111 minority/female.
Laredo	Nov. 30, 2019, Cigarroa High School, CGP & EA Presentation; Sept. 10, 2019, UT Austin Career Fair; Dec.5, 2019, JW Nixon High School, CGP & EA Presentation; Feb. 5, 2020, UT Austin Career Fair; Feb. 18, 2020, Texas Tech Career Fair. Filled 48 positions; 46 minority/female.
Lubbock	Five vacancy notices sent and participated in three career fairs at TTU, Seminole high School, and Morton High School. Filled 44 positions; 27 minority/female.
Lufkin	Attended Red, White and You job fair, Stephen F Austin University (SFA) job fair, Lamar University job fair and attended local high school job fairs at Central, Hudson, and Huntington ISDs. Sent notices of several job posting to Adopt-A-Highway groups. Worked with local Veteran TWC recruiter throughout the year. Filled 41 positions; 12 minority/female.
Odessa	Sept. 5, 2019, Fort Stockton High School Career Day, EA’s spoke with teachers and students for summer hire openings for next spring. Aug. 9, 2019, Stanton High School Career Day and Midland ISD Career Day, spoke with teachers and counselors. Filled 48 positions; 40 minority/female.
Parris	Contacted local high school counselors in nine counties for open summer and maintenance positions; Dan Perry, Director of TP&D, speaks and recruits graduating TAMU-C engineering students, and also visits with student groups, minority groups, female, and first generation STEM students during each Fall and Spring Semester; hiring supervisors reached out to local council members, minority churches and grocery stores to post job openings; HR staff and recruiters attended Texas Workforce Commission and local colleges’ job fairs. Filled 37 positions; 13 minority/female.
Pharr	Oct. 4, 2019, University of Texas Rio Grande Valley (UTRGV), Edinburg, TX; Oct. 2, 2019, UTRGV, Brownsville, TX; Jan. 27, 2020, IDEA Prep San Juan, San Juan TX; Feb. 25, 2020, San Benito’s Miller Jordan Middle School & Riverside Middle School; Feb. 26, 2020, UTRGV, Edinburg, TX; Feb. 27, 2020, Falfurrias High School; Feb. 28, 2020, Valley View High School, Pharr, TX. Filled 53 positions; 51 minority/female.
San Angelo	Angelo State University Part-Time Job Fair, Angelo State University Fall Job Fair, Central High School Career Fair, Workforce Solutions - Red White & You Job Fair- San Angelo, Angelo State University Business Job Fair, San Angelo Stock Show & Rodeo. Job postings promoted by PIO on TxDOT San Angelo District Facebook and Twitter. Job openings emailed to: Angelo State University Career Services Office, Texas Veterans Commission, Sonora Chamber of Commerce, Menard Chamber of Commerce, Big Lake Chamber of Commerce, Howard College, Local NAACP, Family Shelter, Department of Human Services, MHMR, Concho Valley Council of Governments, Spherion, Labor Ready, St. Joseph’s Church, and Antioch First Missionary Church. Filled 29 positions; 12 minority/female.
San Antonio	Virtual Recruitment fairs. Filled 89 positions; 60 minority/female.
Tyler	University of Texas at Tyler – Engineering Career Fair, Texas Workforce Commission. Filled 39 positions; 8 minority/female.

District	FY20 Recruitment and Hiring Efforts
Waco	Attended job fairs at Baylor University and Fort Hood. Engineers attended engineering mixer at McLennan Community College. Posted <i>Now Hiring</i> signs at field offices and district office complex. Filled 61 positions; 24 minority/female.
Wichita Falls	Oct. 16, 2019: Midwestern State University Business Administration Career Fair; Oct. 23, 2019: Archer County Job Fair; Nov. 7, 2019: Red, White and You! Job Fair; Jan. 22, 2020: Young County Job Fair; Feb. 12, 2020: Baylor County Job Fair; Feb. 19, 2020: Midwestern State University Careers in Technology Job Fair; April 1, 2020: Summer Job Postings at MSU via Handshake; May 21, 2020: North Texas Virtual Job Fair; June 30, 2020: Archer County Drive-Thru Job Fair; July 30, 2020: Nocona Drive-Thru Job Fair; July 30, 2020: Bowie Drive-Thru Job Fair. Filled 41 positions; 7 minority/female.
Yoakum	Newspapers; Banners; University of Houston at Victoria; Oct. 16, 2019, Workforce Solutions Job Fair, Bay City, TX; Nov. 7, 2019, Red, White, You Recruiting Fair, Victoria, TX; Nov. 19, 2019, Yoakum Junior High Career Day, Yoakum, TX; Jan. 27, 2020, Sealy High School College and Career Night, Sealy, TX; Jan. 28, 2020, Workforce Solutions Career Expos, Gonzales, TX; Jan. 30, 2020, Workforce Solutions Career Expos, Port Lavaca, TX; March 13, 2020, Yoakum Intermediate Career Day, Yoakum, TX; March 13, 2020, Hunt Elementary Career Day, Victoria, TX. Filled 50 positions; 24 minority/female.

TRAINING AT TXDOT

TxDOT's training program provides educational and professional development opportunities for employees to enhance their current work and prepare them for future roles with the Department. The program supports both internal and external models. The internal program is designed and implemented by internal staff, while the external program provides financial assistance to employees for educational opportunities outside the Department. TxDOT policy mandates that decisions regarding training opportunities will be made without regard to the employee's race, color, religion, sex, national origin, pregnancy, genetic information, citizenship or immigration status, disability, military status, or age. TxDOT will ensure:

- All employees have opportunities to participate in training and educational programs which enable them to advance in relation to their own career goals and the present and projected needs of the agency;
- Training is offered to all eligible employees on an equitable basis;
- Career development is made available to all employees;
- Employees who participate in the interview process receive appropriate training and information on interviewing; and
- Employees are advised of training opportunities.

[Attachment 3: Statewide Training at TxDOT – EEO Report](#) represents the employees who were scheduled to attend and the actual number in attendance. The variance shows the number/percentage change between training outcomes.

In total, 33,028 employees were scheduled to attend Instructor Led Training (ILT), and 29,357 participants attended, a completion rate of 88.89%. The training completion rate amongst Total Female and Minority Men was 54.5%, which is virtually identical to their workforce makeup of 54.2%. Lastly, out of a total workforce of 12,446 employees, 8,032 participants completed Equal Employment Opportunity eLearning and 14,116 completed the TxDOT Ethics Policy eLearning. Again, attendance by Total Female and Minority Men were either on par or above their workforce makeup.

FY 2021 AAP GOALS AND ACCOUNTABILITY MEASURES

Table 12 provides TxDOT’s AAP goals and accountability measures for FY 2021. TxDOT’s primary AAP focus during the next fiscal year is to build working relationships across TxDOT, improve outreach and increase visits to the districts, educate our workforce on diversity, equity & inclusion, and make AAP a collaborative effort in making TxDOT’s workforce reflective of the available labor pools in the communities served.

Table 12: FY21 Goals and Accountability Measures

	FY21 Goals and Accountability Measures	Who	Target Date
1	Conduct an AA Plan analysis and audit related to content and program evaluation for subject areas noted in 23 CFR Part 230 Subpart C, Part II.	HRD AA Team	Q2
2	Modify the FY21 AAP annual report based on the AA Plan analysis and audit from Q1.	HRD AA Team	Q4
3	Establish an AAP Advisory Committee to help oversee and carry out EEO policy and AAP directions within assigned districts and divisions.	DEI and All Employees	Q2
4	Provide an annual utilization report (due by Oct. 31) and quarterly EEO reports (due by the end of the month following each quarter) to the Executive Director, AA Officer, and Liaisons.	HRD AA Team	Quarterly
5	Conduct EEO pay analysis and review data for equity issues.	HRD Compensation Team	Q3
6	Annual visit to all Districts and Divisions to review data, resources, progress to goals, and next steps.	HRD AA Team	Q4
7	Review applicant data to identify hiring trends and impact to workforce.	HRD AA Team	Q3
8	Review Infants at Work (IAW) program to determine continuation of program. (Note: IAW was implemented as a pilot program.)	DEI and DD	Q4
9	Review salary actions for distribution across job categories, SG levels, gender and race.	HRD Compensation Team	Q3
10	Update district and division recruiting plans.	DE/DD, Sups/Mgrs. HR Generalists	Q2
11	Provide quarterly applicant demographics by region to the districts, divisions, recruiters, and liaisons.	HRD AA Team	Q3
12	Review HRD Exit Interview, SAO Exit Survey, and SEE to identify separation issues and trends.	DEI and HR Generalists	Q3
13	Post EEO and AAP data to the Dashboard.	HRD AA Team	Q2

14	Review and modify text in job postings to enhance recruitment, diversity, and inclusiveness of all job applicants. Create SOP for reviewing and incorporating inclusive language and appropriate job requirements in vacancy announcements.	Division and District Leadership DEI and HR Generalist	Q3
15	Emphasize training modules for all hiring managers and supervisors on bias in recruiting, hiring, and interviewing. DEV 234- Workplace Inclusion DEV 240- Recruiting and Hiring	DEI and HR Generalist	Q4
16	Increase data reporting on internal promotions per job category by gender, race, and ethnicity and for each district and division.	HRD AA Team and Compensation Teams	Q3
17	Conduct additional training needs assessment around inclusion concepts necessary for all TxDOT employees (e.g., cultural competency, subconscious or implicit bias, macro- and micro-aggressions, stereotype threat, psychological safety, growth mindset, common types of bias that occur in the workplace, bias interrupters).	DEI and HRD Workforce Development	Q4
18	Continued commitment by the agency to support the development and promotion of a more inclusive workplace culture (e.g. Infants at Work, Employee Resource Groups, Incredible Inclusion, Diversity Certification Program).	DEI and All Employees	Q4

INTERNAL EMPLOYEE AND EXTERNAL APPLICANT EEO COMPLAINTS

Current Employee Complaints – Procedures for Filing a Complaint

Employees have multiple venues to report allegations of discrimination, workplace harassment (including sexual harassment or harassment of a sexual nature), and/or EEO related retaliation. Employees may file their complaints with the following individuals/sections who will contact the Ethics and Employee Conduct Section for further direction:

- Appropriate supervisor in the employee’s chain of command
- Employee’s HR representative
- The Ethics and Employee Conduct Section of HRD
 - Email EEO@txdot.gov
- The Compliance Division
 - Email Compliance@txdot.gov
 - Report online at www.TxDOTWatch.com
 - Call TxDOT Watch toll-free at (877) 769-8936

Employees may use Form 1809, TxDOT’s complaint form for filling internal EEO complaints ([Attachment 4](#)); however, use of the form is not required. EEO complaints are tracked by the Human Resources Ethics and Employee Conduct Section, and investigations are also primarily conducted by this same section. Supervisors who receive an allegation of discrimination, retaliation, workplace violence or workplace harassment, or believe such activity is occurring, are required to notify their DE/DD. DE/DDs are required to report all such allegations to the Ethics and Employee Conduct Section of HRD.

An employee who violates any provision of TxDOT’s employee conduct policy is subject to disciplinary action up to and including termination. An employee who violates any applicable federal or state law or rule may be

subject to civil or criminal penalties in addition to disciplinary action. Decisions regarding conduct or problem resolution will be made without regard to the employee's race, color, religion, sex, national origin, pregnancy, genetic information, citizenship or immigration status, disability, military status, or age.

EXTERNAL APPLICANTS AND COMPLAINTS

External applicants for positions at TxDOT who wish to file a complaint may contact the Texas Workforce Commission (TWC) Civil Rights Division, the U.S. Equal Employment Opportunity Commission (EEOC), TxDOT's Ethics and Employee Conduct Section, or TxDOT's Compliance Division. These entities may be contacted to obtain further information regarding the required time parameters for filing a complaint and the applicable processes.

EMPLOYEE RESOURCES

HRD's website ([Attachment 5](#)), located on Crossroads (TxDOT's internal website), provides information to employees on all HR programs. Employees are encouraged to visit the site to become familiar with their rights and processes for reporting discrimination, conflict resolution, and appeals. Additionally, employees can find information to resolve workplace problems such as the conflict resolution and complaint processes in TxDOT's HR Policy Manual, Chapter 8: Conduct and Problem Resolution ([Attachment 4](#)). Other areas in the HR Policy Manual include whistleblowing, workplace harassment, discrimination, retaliation, conflict resolution, the disciplinary process, and the appeals process.

To facilitate easy access by employees, examples of prohibited behavior ([Attachment 4](#)) and information for filing a complaint related to discrimination, harassment, or retaliation are posted in official TxDOT bulletin boards at TxDOT facilities.

PUBLISHING THE AFFIRMATIVE ACTION PLAN

TxDOT's AAP is posted on both TxDOT's external and internal websites to ensure it is available to all employees and the public. TxDOT communicates its EEO commitment to the public, as well as its employees, in a number of ways including but not limited to:

- Publication in related policy manuals, Employee Conduct Handbook and the EEO Program Update report;
- Policy discussions during new employee orientation and supplemental training;
- Ensuring accessibility of the policy to outside organizations;
- Inclusion of an EEO statement on job applications, stationery, and recruitment literature and advertising; and
- Distributing an EEO Quarterly Activity Report to FHWA.

INTERNAL DISSEMINATION

TxDOT is committed to ensuring that each employee is aware of their rights concerning EEO program objectives and discrimination policies. The TxDOT AAP and EEO Program objectives are a shared commitment between management and employees. Employees receive clear communication of their responsibilities for this effort. The AAP and related policies are disseminated within TxDOT via the following means:

- Crossroads - TxDOT's internal website that includes websites for each District and Division. The AAP will be posted on HRD's website to ensure it is accessible to all TxDOT employees. Additionally, HRD-Net on Crossroads and the HR Policy Manual includes policy on non-discrimination, sexual harassment, and retaliation.
- District Visits - The HRD Affirmative Action Team visits each district to bring awareness of TxDOT's AAP to the forefront of each district. Visits will include review of TxDOT's EEO Policy, EEO data and reporting, and identification of any goals and objectives for managers and supervisors.
- Workforce Availability Analysis Report - The AAP and EEO data will be reviewed by DE/DD and HR staff to identify job categories that are underutilized locally.
- Bulletin Boards - EEO and sexual harassment policies are displayed on bulletin boards throughout TxDOT.

Additionally, TxDOT offers several courses related to EEO to ensure each employee's individual responsibility for effective policy implementation:

- New Employee Orientation (NEO) - Provides new employees information on some of the major concepts in the EEO laws and the procedure for filing complaints. Concepts related to Ethics, Standards of Conduct, Workplace Violence, and TxDOT specific-policies are introduced on this first day of employment. More coverage of specific laws is covered in the Equal Employment Opportunity course.
- Equal Employment Opportunity Training (DEV205) - This course covers laws prohibiting sexual harassment & retaliation; roles of the Equal Employment Opportunity Commission (EEOC); TxDOT's Conflict Resolution Process; as well as department policy regarding discrimination, intimidation & harassment. This training has been approved by the Texas Workforce Commission and fulfills a training requirement pursuant to Texas Labor Code §21.010. Employees are required to complete this course within 30 days of hire and every two years.
- HR Policy Manual Release Training (EL2016) - Provides all employees with direct electronic access to TxDOT's Human Resources Policy Manual and must be completed within 30 days of hire.
- Inquiry Training - Provides human resources representatives with an explanation of how to conduct an inquiry, how to handle different types of complaints (including EEO Complaints), the formal employee reporting structure by inquiry type, and reporting responsibility with contact information.

- Ethics and EEO Presentations – A live presentation that provides employees with information concerning the Department’s Ethics, EEO, and Workplace Violence policies, including, but not limited to, what is prohibited by EEO laws, what the protected classes are, and how to file a complaint.
- Interviewing and Hiring (DEV240) – Course provides hiring managers and designees with the policies, procedures and best practices associated with screening, interviewing and hiring the best candidate. Objectives include identifying and discussing current HR policy for recruiting, screening, interviewing, and onboarding as well as developing job-related, legally-defensible interview questions. This course is required for all employees participating in department interviewing and hiring processes.

EXTERNAL DISSEMINATION

TxDOT is committed to ensuring each employee is aware of their rights concerning EEO program objectives and discrimination policies. The TxDOT AAP and EEO Program objectives are posted on TxDOT’s external website to ensure contractors, organizations, transportation industry and stakeholders, and the public have access. Additionally, TxDOT communicates its EEO commitment externally by:

- Ensuring all job requisitions to external organizations include TxDOT’s EEO/AA commitment.
- Distributing EEO program information and job announcements to minority groups, women organizations, community action groups, appropriate state agencies, professional organizations, and other similar organizations. This process is facilitated through direct outreach efforts.
- Ensuring recruiting sources, including minority organizations, organizations for women, agencies, employment agencies, and colleges and universities are made aware of TxDOT’s EEO policy and inviting these organizations to actively refer qualified applicants to TxDOT for position openings.
- Ensuring all employment advertisements contain the EEO clause.
- Ensuring TxDOT’s EEO policy is available to all upon request.
- Notifying all contractors, subcontractors, vendors, and suppliers of TxDOT’s EEO policy.
- Ensuring both minority and non-minority males and females alike are featured in recruitment brochures.

PROGRAMS TO ELIMINATE DISCRIMINATORY BARRIERS AND ACHIEVE GOALS

To ensure an effective affirmative action program, TxDOT has developed and implemented programs to eliminate discriminatory barriers to EEO and promote the achievement of full and fair utilization of all protected groups found to be underutilized in the workforce or to be adversely affected by any TxDOT policy or practice.

JOB STRUCTURING AND MOBILITY

TxDOT has designed and implemented the following programs to develop employee knowledge, skills and abilities, and promote career advancement opportunities. Encouraging participation can improve upward mobility and retention.

CAREER DEVELOPMENT

HRD's Workforce Development Section houses the department's internal Career Development function. In support of department goals, the Career Development program supports the development of a skilled and engaged workforce that is ready to compete for future TxDOT positions. Specifically, Career Development provides resources to help managers and employees gauge their strengths, identify development opportunities, and set goals that will allow them to grow their careers within TxDOT. Because leadership positions at TxDOT are subject to a competitive hiring process, the Department's Career Development program is TxDOT's de facto succession management program because its goals include to prepare employees to compete for their next moves in their careers.

EMPLOYEE DIVERSITY, EQUITY AND INCLUSION PROGRAM INITIATIVES

The Diversity, Equity & Inclusion Section is establishing several Employee Resource Groups (ERGs) that focus on women, Hispanic/Latino, Black/African Americans, veterans, employees with diverse abilities, and individuals representing the LGBTQ+ community.

ERGs are organizationally supported employee groups drawn together by common interests, shared characteristic or life experiences that are focused on encouraging an exchange of ideas, promoting a greater sense of belonging, and enhancing career and personal development of employees in the workplace.

Examples of specific work and events hosted by ERGs include: mentoring, networking opportunities, cultural awareness and education, participating in employee recruitment, providing cultural support and diversity insight in department priorities.

PUBLICIZING PROGRAMS AND OPPORTUNITIES

Attachment 5 includes snapshots of HRD-Net which serves to ensure all employees are made aware of available programs and opportunities.

RECRUITMENT, PLACEMENT AND HIRING

As outlined in Texas Labor Code §21.452, TxDOT seeks to attract and hire qualified individuals who are a part of the available, diverse workforce. TxDOT makes reasonable efforts to ensure that all protected classes and underutilized groups have equal access to TxDOT employment. Through the AAP and Recruitment Plan outreach efforts, which include job fairs, high school and college recruiting, military recruiting, and engagement with local communities, TxDOT strives to achieve workforce diversity. Recruiting events are scheduled throughout the year and are listed on TxDOT's recruitment calendar on TxDOT.gov.

JOB VACANCIES

TxDOT is committed to hiring a diverse group of people from all economical, educational and ethnic backgrounds. The Careers page on TxDOT's website (TxDOT.gov) is available to internal and external applicants. Additionally, employees are encouraged to apply for all job in which they feel they are qualified.

EXTERNAL RECRUITMENT PROGRAMS

TxDOT uses the following recruitment programs, in addition to regular job postings, to assist in its hiring efforts:

- **Conditional Grant Program** - Provides financial assistance to eligible economically disadvantaged students who intend to work for TxDOT after graduation in civil engineering or other professions.
- **Summer Employment Program** - Designed to introduce interested students from high schools, technical schools, and/or colleges and universities to TxDOT. This program provides opportunities for students to gain practical, on-the-job experience, and broaden their awareness of transportation careers.
- **College Cooperative Education Program** - A planned and progressive learning process that integrates academic studies with supervised work experience. Through this program, college students are employed by TxDOT for specific periods of time in positions related to their major field of study and/or career choice.
- **College Intern Program** - Designed to introduce interested college and graduate level students to career opportunities in transportation-related fields.
- **High School Cooperative Education Program** - Offers exposure to TxDOT, an opportunity to gain valuable work experience, and exposure to working in a professional environment.
- **Volunteer Program** - Designed to provide hands-on training opportunities for volunteers from local and regional communities.

PROMOTIONS

TxDOT works to ensure that all promotional opportunities are widely publicized and that the selection process is free of any form of discrimination.

PERFORMANCE MANAGEMENT PROGRAM

A brief overview of TxDOT's Performance Management Program is provided below. The complete policy is included in the HR Policy Manual, Chapter 5. Decisions regarding performance are made without regard to the employee's race, color, religion, sex, national origin, pregnancy, genetic information, citizenship or immigration status, disability, military status, or age.

The Department's performance management philosophy is to ensure alignment between the work performed by employees and the objectives of TxDOT. The intent of the program is to provide employees with an assessment and feedback of their job performance on an annual basis from both the employee and supervisor including touch points throughout the year.

The performance plans were changed in February 2020 to "Career Conversations," and evaluators may update them throughout the year to account for significant changes in work assignments and advise their employees of new expectations. Evaluators coach their employees on their job performance and behavior

throughout the year. Coaching sessions can be conducted as often as needed to promote open communication, better work practices, and improve employee performance. The Career Conversations:

- define job requirements and are reviewed in January;
- list the employee's job profile/job posting/or previous evaluation responsibilities;
- document meetings and goals regarding employee's focus for the current and the following year;
- may list development opportunities, employee strengths, and areas needing improvement; and
- are reviewed and delivered in November-December.

The Career Conversations are electronically documented in a self-service application called PeopleSoft ePerformance. The performance expectations may be continually adjusted throughout the year to accurately reflect the employee's entire year of performance responsibilities. However, after final submission, the evaluation cannot be changed except to resolve discrepancies. An employee may submit written comments or a rebuttal to the evaluator within three -workdays after receiving the electronic document. The Career Conversations becomes an official record when it is electronically shared with the employee and the evaluator selects "Complete" which moves the document to "Historical Documents."

MERITS AND PROMOTIONS

Merit salary increases and one-time merit payments may be granted to classified employees in Salary Schedules A and B if the employee's performance and productivity in their current position is consistently above that is normally expected and required. In FY20, to be eligible for merits, employees needed an:

- Overall performance rating for end-of-cycle or new hire evaluation "Above Expectations" or higher; or
- Employee's overall performance rating of "Meets Expectations" and at least two responsibilities rated Above Expectations or higher.

The Department shall ensure that merit increases, and one-time merit payments, are distributed throughout range of classified salary groups.

A promotion is a *change in job duties* and in state classification title, progression to a higher salary group, requires higher qualifications, and involves higher level of responsibilities. The Department makes a distinction between Career Ladder and Competitive promotions. Both types of promotions require the employee to meet the minimum requirements of the new title to which the employee is being promoted and are based on business need and budget availability.

COMPETITIVE VS. CAREER LADDER PROMOTIONS

- Competitive promotions are associated with a job posting filled by current employees. Job postings are required for supervisory positions, new positions, job vacancies and B17 and above positions.
- Career ladder promotions are non-competitive and do not require a job posting. Career ladder promotions recognize and compensate employees who have developed their skills and capabilities

to perform higher level job responsibilities and may be in the same job family or closely-related families.

- Posting a job is recommended when a competitive situation exists. (A competitive situation is when a group of current employees meet the qualifications and only one can or will be selected.)

TRAINING

The mission of HRD's Workforce Development Section is to lead TxDOT's training efforts to produce a competent and educated workforce with the essential technical and professional knowledge, skills, and competencies required to meet current and future needs. TxDOT offers traditional Instructor-Led Training, Virtual Instructor-Led Training, external training, access to formal education opportunities, and online training to meet department goals. Workforce Development will review training programs and participants to ensure opportunities are being offered to all eligible employees on an equitable basis. Per policy, decisions regarding training opportunities will be made without regard to the employee's race, color, religion, sex, national origin, pregnancy, genetic information, citizenship or immigration status, disability, military status, or age.

EEO TRAINING

New employees are made aware of TxDOT training, education, and professional development opportunities during New Employee Orientation (NEO). NEO also provides new employees information on some of the major concepts in the EEO laws and the procedure for filing complaints. Concepts related to Ethics, Standards of Conduct, Workplace Violence, and TxDOT specific-policies are introduced on their first day of employment. NEO participants are also made aware of their routine mandatory training requirements, which includes both Equal Employment Opportunity Training (DEV205) and HR Policy Manual Release Training (EL2016).

TRAINING AND EDUCATION PROGRAMS

Policies in HR's Policy Manual Chapter 2 -Training and Development assist employees, managers, and HR professionals in defining TxDOT's responsibilities for training and developing employees.

TxDOT centralized training services provide educational and professional development opportunities for employees to both enhance their current work and prepare them for future roles in the Department. Leaders are empowered to take advantage of internal training, education, and career development opportunities as well as pursuing external opportunities that can be supported with State funds. TxDOT's internal training and development resources include:

- **Tuition Assistance Program** - Provides opportunities for a small number of employees to pursue educational growth through academic programs. A course or field of study must provide the participant with knowledge, skills, and abilities that meet the current or future needs of the Department and contribute to the mission.

- **GED Program** – For employees with no record of high school equivalency, TxDOT has a free GED completion program available to all eligible employees that is a self-paced, online program that can be completed at the employee’s home in English or Spanish. TxDOT supports these participants both with computer resources and career development services.
- **Engineering Assistant Career Development Program** - Designed to guide Engineering Assistants (EA) to become licensed Professional Engineers (PE) through on the job training, job rotation, mentoring activities, and Fundamentals of Engineering (FE) and PE test preparation. Three stages of an engineer’s career development are supported by this program: those with an engineering or related science degree who are preparing for the FE exam, those who are certified Engineers in Training (EIT), and EITs who are preparing for the PE Exam and then licensure in Texas.
- **Certifications and Licenses** - TxDOT may pay vendors directly or reimburse employees for selected professional/technical certifications, licenses, and selected organization memberships. TxDOT may also provide paid absence from work to take job-related professional/technical examinations and to attend required continuing education courses.
- **Leadership Training** – TxDOT manages over 10 major leadership development programs that range from 2.5 days of mandatory supervisor training for all new supervisors to a 6-month long program for aspiring Area Engineers. District Engineers, Division Directors, managers, and supervisors have wide latitude in selecting and nominating employees for these leadership training opportunities.
- **Development Training** – TxDOT typically hosts over 3,000 unique Instructor-Led Training courses each year in every district of the Department. Training ranges from technical and engineering topics to professional workplace skills training.

LAYOFFS, SEPARATIONS, DEMOTIONS AND DISCIPLINARY ACTIONS

TxDOT policy addresses layoffs, demotions, separations, and disciplinary actions. Procedures in HR Policy Manual Chapter 10 - Employment Separation are intended to assist employees, managers, and HR professionals with voluntary and involuntary separations from employment. The procedures include methods and best practices that will assist with administering separation processes for retirement, resignation, death of an employee, and involuntary terminations.

Decisions regarding separation will be made without regard to the employee’s race, color, religion, sex, national origin, pregnancy, genetic information, citizenship or immigration status, disability, military status, or age.

As outlined by the Texas Government Code §651.007, employees who voluntarily separate are encouraged to complete the State Auditor’s Office (SAO) Exit Survey. Employees sign the SAO Exit Survey Employee Acknowledgment page to acknowledge they were given the opportunity to complete the SAO Exit Survey.

EMPLOYEES' EQUAL ACCESS AND BENEFITS

This section is a brief summary of employee benefits, as outlined in Chapter 3 - Benefits Section of the HR Policy Manual. TxDOT provides employees with equitable access to state-offered benefits, including group insurance, unemployment benefits, worker's compensation, retirement options, employee assistance, and work-life balance programs ([Attachment 7](#)). Decisions regarding benefits are made without regard to the employee's race, color, religion, sex, national origin, pregnancy, genetic information, citizenship or immigration status, disability, military status, or age. Benefits offered include:

- **Group Insurance** - As outlined by Texas Insurance Code §1551.002, the State provides a comprehensive benefits program for state agency employees that is administered by the Employees Retirement System of Texas (ERS). Eligible employees are entitled to participate in the Texas Employees Group Benefits Program, even if they already have other insurance.
- **Unemployment Benefits** - Part of an employer-paid program that provides temporary, partial income replacement to qualified individuals (claimants) unemployed through no fault of their own. TWC has sole responsibility for determining a claimant's eligibility to receive benefits, and the amount and duration of the benefits. An employee's right to unemployment benefits are protected by requirements established by the Texas Unemployment Compensation Act. TxDOT shall not prevent former employees from filing claims for unemployment benefits.
- **Workers' Compensation** - A form of insurance that provides wage replacement benefits, medical treatment, vocational rehabilitation, and other benefits to workers who are injured on the job or acquire an occupational disease on the job. TxDOT's Occupational Safety Division determines compensability on TxDOT's behalf. The Texas Department of Insurance, Division of Workers' Compensation, regulates TxDOT's workers compensation program. An employee's right to workers compensation is protected by requirements established by the Texas Workers' Compensation Act. As outlined by Texas Labor Code §451.001, TxDOT shall not discriminate against employees exercising their rights to workers compensation. The following applies:
 - **Notification** – As outlined by Texas Labor Code §409.001, an employee or person representing the employee should notify TxDOT as soon as possible but no later than 30 days after an injury occurred. If the injury is an occupational disease, the employee should notify TxDOT as soon as the employee knows that the injury or injurious exposure might be related to the employment. When a worker is injured, OCC must be notified immediately so that an investigation may be conducted.
 - **Filing Claims** – As outlined by Texas Labor Code §409.003 and §409.004, claims for compensation must be filed within one year from the date of injury or within one year from the date the employee knew that the disease was related to their employment.
 - **Income Benefits** – As outlined by Texas Labor Code §408.082, income benefits may not be paid for injuries that result in disability for less than one week. If disabilities continue for longer than one week, income benefits begin to accrue on the eighth day after date of injury or on the date the disability began.

- **Retirement** - As outlined by Texas Government Code §814.001, the State of Texas offers defined benefit and defined contribution retirement plans to employees administered and regulated by ERS. Eligible employees must participate in the defined benefit plan but may elect to participate in the defined contribution plans, such as 401(k) or 457 accounts. As outlined by Texas Government Code §812.001, membership in the employee class begins on the 91st day of employment and continues until the employee retires, dies, or withdraws personal contributions and interest thereon after leaving state service.
- **Employee Assistance Program (EAP)** - Supports TxDOT's mission to maintain the health and safety of its employees, provide a drug-free workplace, and improve employee morale and productivity. EAP services are a TxDOT benefit and are provided at no cost to participants.
- **Wellness Program** - Designed to encourage and motivate employees to adopt a lifestyle that improves their overall health, fitness, and well-being. All employees are eligible to voluntarily participate in the Wellness Program. As outlined by Texas Government Code §664.061, wellness participants may use wellness leave to exercise 30 minutes up to three times a week during regularly scheduled work hours. Eight hours of wellness leave per fiscal year are awarded to employees if they complete a Health Risk Assessment (HRA) and a routine physical examination.



Fiscal Year 2020 EEO Program Update Part II

Appendices

Appendix 1: Applicant and Hiring Analysis - Minorities

Job Category	American Indian / Alaska Native	Asian American / Pacific Islander	Black / African American	Hispanic / Latino	White
Administrative Support	52	386	1312	1,937	2,597
Civilian Labor Force	0.29%	3.17%	11.81%	30.70%	54.04%
Applicants	0.83%	6.14%	20.88%	30.83%	41.32%
Hires	1.16%	2.33%	10.46%	37.21%	48.84%
Applicant-to-Hire Ratio	1.92%	0.52%	0.69%	1.65%	1.62%
Officials and Administrators	9	192	152	295	774
Civilian Labor Force	0.33%	3.86%	7.97%	18.73%	69.11%
Applicants	0.63%	13.51%	10.69%	20.75%	54.43%
Hires	0.00%	20.00%	0.00%	0.00%	80.00%
Applicant-to-Hire Ratio	0.00%	0.52%	0.00%	0.00%	0.52%
Professionals	435	4339	7112	10,401	17,412
Civilian Labor Force	0.28%	7.79%	9.53%	16.66%	65.74%
Applicants	1.10%	10.93%	17.91%	26.20%	43.86%
Hires	1.69%	10.29%	11.83%	27.96%	48.23%
Applicant-to-Hire Ratio	2.53%	1.54%	1.08%	1.75%	1.80%
Service Maintenance	26	102	322	1,024	858
Civilian Labor Force	0.26%	2.95%	12.88%	50.14%	33.78%
Applicants	1.12%	4.37%	13.81%	43.91%	36.79%
Hires	1.47%	0.74%	8.09%	46.32%	43.39%
Applicant-to-Hire Ratio	7.69%	0.98%	3.42%	6.15%	6.88%
Skill Craft	179	358	1534	3,711	7,844
Civilian Labor Force	0.32%	2.06%	5.48%	48.13%	44.02%
Applicants	1.31%	2.63%	11.26%	27.23%	57.57%
Hires	1.28%	1.03%	8.09%	26.57%	63.03%
Applicant-to-Hire Ratio	5.59%	2.23%	4.11%	5.58%	6.26%
Technicians	90	1051	1411	3,378	4,169
Civilian Labor Force	0.34%	7.01%	12.70%	23.54%	56.43%
Applicants	0.89%	10.41%	13.97%	33.45%	41.28%
Hires	0.48%	2.90%	10.15%	29.47%	57.00%
Applicant-to-Hire Ratio	1.11%	0.57%	1.49%	1.81%	2.83%
Total	791	6428	11843	20,746	33,654
Civilian Labor Force	0.29%	4.02%	10.56%	33.81%	51.31%
Applicants	1.08%	8.75%	16.12%	28.24%	45.81%
Hires	1.34%	4.56%	9.71%	29.24%	55.15%
Applicant-to-Hire Ratio	3.16%	1.32%	1.53%	2.63%	3.05%

Appendix 2: Applicant and Hiring Analysis – Gender

Job Category	Female	Minority Females	Male	Minority Males
Administrative Support	4,171	2,373	2,113	1,314
Civilian Labor Force	62.93%	29.39%	37.07%	16.57%
Applicants	66.37%	37.76%	33.63%	20.91%
Hires	80.23%	38.37%	19.77%	12.79%
Applicant-to-Hire Ratio	1.65%	1.39%	0.80%	0.84%
Officials and Administrators	252	122	1,170	526
Civilian Labor Force	38.87%	13.85%	61.13%	17.04%
Applicants	17.72%	8.58%	82.28%	36.99%
Hires	20.00%	20.00%	80.00%	0.00%
Applicant-to-Hire Ratio	0.40%	0.82%	0.34%	0.00%
Professionals	12,577	7,546	27,122	14,741
Civilian Labor Force	55.15%	19.66%	44.85%	14.60%
Applicants	31.68%	19.01%	68.32%	37.13%
Hires	32.26%	17.36%	67.74%	34.41%
Applicant-to-Hire Ratio	1.67%	1.50%	1.63%	1.52%
Service Maintenance	217	145	2,115	1,329
Civilian Labor Force	41.05%	27.42%	58.95%	38.80%
Applicants	9.31%	6.22%	90.69%	56.99%
Hires	2.21%	1.47%	97.79%	55.15%
Applicant-to-Hire Ratio	1.38%	1.38%	6.29%	5.64%
Skill Craft	782	375	12,844	5,407
Civilian Labor Force	4.64%	2.65%	95.36%	53.33%
Applicants	5.74%	2.75%	94.26%	39.68%
Hires	2.57%	0.64%	97.43%	36.33%
Applicant-to-Hire Ratio	2.56%	1.33%	5.91%	5.23%
Technicians	2,198	1,246	7,901	4,684
Civilian Labor Force	51.86%	23.85%	48.14%	19.72%
Applicants	21.76%	12.34%	78.24%	46.38%
Hires	26.57%	9.18%	73.43%	33.82%
Applicant-to-Hire Ratio	2.50%	1.52%	1.92%	1.49%
Total	20,197	11,807	53,265	28,001
Civilian Labor Force	45.75%	22.10%	54.25%	26.59%
Applicants	27.49%	16.07%	72.51%	38.12%
Hires	19.21%	9.28%	80.79%	35.57%
Applicant-to-Hire Ratio	1.77%	1.47%	2.83%	2.37%

Appendix 3: Overall Utilization Analysis by Race/Ethnicity, Gender and Job Categories

Job Category	TOTAL MINORITY	TOTAL FEMALE	American Indian / Alaska Native		Asian American / Pacific Islander		Black / African American		Hispanic / Latino		White	
			M	F	M	F	M	F	M	F	M	F
Administrative Support	201	480	1	3	1	2	5	33	24	132	30	310
TxDOT Workforce	37.15%	88.72%	0.18%	0.55%	0.18%	0.37%	0.92%	6.10%	4.44%	24.40%	5.55%	57.30%
Civilian Labor Force	45.97%	62.93%	0.10%	0.19%	1.53%	1.64%	3.89%	7.92%	11.06%	19.64%	20.50%	33.54%
Underutilization	-48	140	0	2	-7	-7	-16	-10	-36	26	-81	129
Recruitment Target	48	Goal Met	Goal Met	Goal Met	7	7	16	10	36	Goal Met	N/A	Goal Met
Officials and Administrators	103	74	1	1	11	4	9	2	61	14	204	53
TxDOT Workforce	28.61%	20.56%	0.28%	0.28%	3.06%	1.11%	2.50%	0.56%	16.94%	3.89%	56.67%	14.72%
Civilian Labor Force	30.89%	38.87%	0.22%	0.11%	2.48%	1.38%	3.57%	4.40%	10.77%	7.96%	44.09%	25.02%
Underutilization	-8	-66	0	1	2	-1	-4	-14	22	-15	45	-37
Recruitment Target	8	66	Goal Met	Goal Met	Goal Met	1	4	14	Goal Met	15	N/A	37
Professionals	2,591	2,009	23	12	265	128	333	255	1021	554	2230	1060
TxDOT Workforce	44.06%	34.16%	0.39%	0.20%	4.51%	2.18%	5.66%	4.34%	17.36%	9.42%	37.92%	18.02%
Civilian Labor Force	34.26%	55.15%	0.11%	0.17%	4.36%	3.43%	3.31%	6.22%	6.82%	9.84%	30.25%	35.49%
Underutilization	576	-1,234	16	2	8	-74	139	-111	620	-25	451	-1027
Recruitment Target	0	1234	Goal Met	Goal Met	Goal Met	74	Goal Met	111	Goal Met	25	N/A	1027
Service Maintenance	110	12	2	0	1	0	13	1	88	5	78	6
TxDOT Workforce	56.70%	6.19%	1.03%	0.00%	0.52%	0.00%	6.70%	0.52%	45.36%	2.58%	40.21%	3.09%
Civilian Labor Force	66.22%	41.05%	0.13%	0.13%	1.41%	1.54%	7.02%	5.86%	30.25%	19.89%	20.15%	13.63%
Underutilization	-18	-68	2	0	-2	-3	-1	-10	29	-34	39	-20
Recruitment Target	18	68	Goal Met	Goal Met	2	3	1	10	Goal Met	34	N/A	20
Skill Craft	1,348	88	26	0	28	1	242	7	1033	11	2188	69
TxDOT Workforce	37.39%	2.44%	0.72%	0.00%	0.78%	0.03%	6.71%	0.19%	28.65%	0.31%	60.69%	1.91%
Civilian Labor Force	55.98%	4.64%	0.29%	0.03%	1.63%	0.43%	4.96%	0.52%	46.46%	1.67%	42.03%	1.99%
Underutilization	-670	-79	16	-1	-31	-15	63	-12	-642	-49	673	-3
Recruitment Target	670	79	Goal Met	1	31	15	Goal Met	12	642	49	N/A	3
Technicians	744	250	5	2	16	10	138	20	486	67	970	151
TxDOT Workforce	39.89%	13.40%	0.27%	0.11%	0.86%	0.54%	7.40%	1.07%	26.06%	3.59%	52.01%	8.10%
Civilian Labor Force	43.58%	51.86%	0.16%	0.18%	3.84%	3.17%	4.23%	8.47%	11.50%	12.04%	28.42%	28.01%
Underutilization	-69	-717	2	-1	-56	-49	59	-138	272	-157	440	-371
Recruitment Target	69	717	Goal Met	1	56	49	Goal Met	138	Goal Met	157	N/A	371
Total	5,097	2,913	58	18	322	145	740	318	2713	783	5700	1649
TxDOT Workforce	40.95%	23.41%	0.47%	0.14%	2.59%	1.17%	5.95%	2.56%	21.80%	6.29%	45.80%	13.25%
Civilian Labor Force	48.69%	45.75%	0.15%	0.14%	2.20%	1.82%	4.75%	5.81%	19.48%	14.33%	27.66%	23.65%
Underutilization	-962	-2781	40	0	48	-81	149	-406	288	-1000	2257	-1295
Recruitment Target	962	2781	Goal Met	Goal Met	Goal Met	81	Goal Met	406	Goal Met	1000	N/A	1295

Appendix 4: Utilization Analysis by Job Categories - Race/Ethnicity

Job Category	American Indian / Alaska Native	Asian American / Pacific Islander	Black / African American	Hispanic / Latino	White
Administrative Support	4	3	38	156	340
TxDOT Workforce	0.74%	0.55%	7.02%	28.84%	62.85%
Civilian Labor Force	0.29%	3.17%	11.81%	30.70%	54.03%
Underutilization	2	-14	-26	-10	48
Goal	Goal Met	14	26	10	N/A
Officials and Administrators	2	15	11	75	257
TxDOT Workforce	0.56%	4.17%	3.06%	20.83%	71.39%
Civilian Labor Force	0.33%	3.86%	7.97%	18.73%	69.11%
Underutilization	1	1	-18	8	8
Goal	Goal Met	Goal Met	18	Goal Met	N/A
Professionals	35	393	588	1575	3290
TxDOT Workforce	0.60%	6.68%	10.00%	26.78%	55.94%
Civilian Labor Force	0.28%	7.79%	9.53%	16.66%	65.74%
Underutilization	18	-65	28	595	-576
Goal	Goal Met	65	Goal Met	Goal Met	N/A
Service Maintenance	2	1	14	93	84
TxDOT Workforce	1.03%	0.52%	7.22%	47.94%	43.30%
Civilian Labor Force	0.26%	2.95%	12.88%	50.14%	33.78%
Underutilization	1	-5	-11	-4	18
Goal	Goal Met	5	11	4	N/A
Skilled Craft	26	29	249	1044	2257
TxDOT Workforce	0.72%	0.80%	6.91%	28.96%	62.61%
Civilian Labor Force	0.31%	2.06%	5.48%	48.13%	44.02%
Underutilization	15	-45	51	-691	670
Goal	Goal Met	45	Goal Met	691	N/A
Technicians	7	26	158	553	1121
TxDOT Workforce	0.38%	1.39%	8.47%	29.65%	60.11%
Civilian Labor Force	0.33%	7.01%	12.70%	23.54%	56.42%
Underutilization	1	-105	-79	114	69
Goal	Goal Met	105	79	Goal Met	N/A
Total	76	467	1058	3496	7349
TxDOT Workforce	0.61%	3.75%	8.50%	28.09%	59.05%
Civilian Labor Force	0.29%	4.02%	10.57%	33.81%	51.31%
Underutilization	40	-34	-257	-712	962
Goal	Goal Met	34	257	712	N/A

Appendix 5: Utilization Analysis by Job Categories - Gender

Job Category	Male	Minority Males	Female	Minority Females
Administrative Support	61	31	480	170
TxDOT Workforce	11.28%	5.73%	88.72%	31.42%
Civilian Labor Force	37.07%	16.57%	62.93%	29.39%
Underutilization	-140	-59	140	11
Goal	140	59	Goal Met	Goal Met
Officials and Administrators	286	82	74	21
TxDOT Workforce	79.44%	22.78%	20.56%	5.83%
Civilian Labor Force	61.13%	17.04%	38.87%	13.85%
Underutilization	66	21	-66	-29
Goal	Goal Met	Goal Met	66	29
Professionals	3872	1642	2009	949
TxDOT Workforce	65.84%	27.92%	34.16%	16.14%
Civilian Labor Force	44.85%	14.60%	55.15%	19.66%
Underutilization	1234	783	-1234	-207
Goal	Goal Met	Goal Met	1234	207
Service Maintenance	182	104	12	6
TxDOT Workforce	93.81%	53.61%	6.19%	3.09%
Civilian Labor Force	58.95%	38.80%	41.05%	27.42%
Underutilization	68	29	-68	-47
Goal	Goal Met	Goal Met	68	47
Skill Craft	3517	1329	88	19
TxDOT Workforce	97.56%	36.87%	2.44%	0.53%
Civilian Labor Force	95.36%	53.33%	4.64%	2.65%
Underutilization	79	-594	-79	-77
Goal	Goal Met	594	79	77
Technicians	1615	645	250	99
TxDOT Workforce	86.60%	34.58%	13.40%	5.31%
Civilian Labor Force	48.14%	19.72%	51.86%	23.85%
Underutilization	717	277	-717	-346
Goal	Goal Met	Goal Met	717	346
Total	9533	3833	2913	1264
TxDOT Workforce	76.59%	30.80%	23.41%	10.16%
Civilian Labor Force	54.25%	26.59%	45.75%	22.10%
Underutilization	2781	524	-2781	-1486
Goal	Goal Met	Goal Met	2781	1486

Appendix 6: Workforce Analysis by Race/Ethnicity, Gender and Job Categories

FY20 / FY19 Beginning Headcount Benchmark Comparison by EEO-4 Category	Total	Total Minority	Total Female	Total Male	American Indian or Alaska Native	Asian American/ Pacific Islander	Black or African American	Hispanic or Latino	White
Officials/Administrators	369	93	80	289	2	13	9	69	276
Professionals	5,516	2,408	1,929	3,587	27	355	570	1,456	3,108
Technicians	1,844	731	237	1,607	9	25	147	550	1,113
Administrative Support	518	189	454	64	3	5	34	147	329
Skilled Craft	3,475	1,266	90	3,385	19	29	224	994	2,209
Service/Maintenance	196	98	18	178	2	2	17	77	98
FY20 Beginning Totals	11,918	4,785	2,808	9,110	62	429	1,001	3,293	7,133
		40.15%	23.56%	76.44%	0.52%	3.60%	8.40%	27.63%	59.85%
Officials/Administrators	364	90	74	290	1	12	11	66	274
Professionals	5,452	2,335	1,843	3,609	26	331	551	1,427	3,117
Technicians	1,846	692	238	1,608	14	18	141	519	1,154
Administrative Support	515	178	450	65	3	5	30	140	337
Skilled Craft	3,389	1,264	77	3,312	15	25	224	1,000	2,125
Service/Maintenance	230	109	28	202	4	6	18	81	121
FY19 Beginning Totals	11,796	4,668	2,710	9,086	63	397	975	3,233	7,128
		39.57%	22.97%	77.03%	0.53%	3.37%	8.27%	27.41%	60.43%
Officials/Administrators	5	3	6	-1	1	1	-2	3	2
		3.33%	8.11%	-0.34%	100.00%	8.33%	-18.18%	4.55%	0.73%
Professionals	64	73	86	-22	1	24	19	29	-9
		3.13%	4.67%	-0.61%	3.85%	7.25%	3.45%	2.03%	-0.29%
Technicians	-2	39	-1	-1	-5	7	6	31	-41
		5.64%	-0.42%	-0.06%	-35.71%	38.89%	4.26%	5.97%	-3.55%
Administrative Support	3	11	4	-1	0	0	4	7	-8
		6.18%	0.89%	-1.54%	0.00%	0.00%	13.33%	5.00%	-2.37%
Skilled Craft	86	2	13	73	4	4	0	-6	84
		0.16%	16.88%	2.20%	26.67%	16.00%	0.00%	-0.60%	3.95%
Service/Maintenance	-34	-11	-10	-24	-2	-4	-1	-4	-23
		-10.09%	-35.71%	-11.88%	-50.00%	-66.67%	-5.56%	-4.94%	-19.01%
Comparison (+/-)	122	117	98	24	-1	32	26	60	5
		2.51%	3.62%	0.26%	-1.59%	8.06%	2.67%	1.86%	0.07%

Appendix 8: Separation Analysis by Race/Ethnicity, Gender and Job Categories

FY 2020 Separations	Total	Minority	Female	American Indian or Alaska Native		Asian American/Pacific Islander		Black or African American		Hispanic or Latino		White	
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials/ Administrators													
	41	4 9.76%	8 19.51%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	4 9.76%	0.00%	29 70.73%	8 19.51%
Professionals													
	553	225 40.69%	164 29.66%	4 0.72%	2 0.36%	20 3.62%	8 1.45%	40 7.23%	34 6.15%	91 16.46%	26 4.70%	234 42.31%	94 17.00%
Technicians													
	208	82 39.42%	29 13.94%	1 0.48%	0.00%	2 0.96%	2 0.96%	12 5.77%	1 0.48%	56 26.92%	8 3.85%	108 51.92%	18 8.65%
Administrative Support													
	42	15 35.71%	37 88.10%	0.00%	0.00%	2 4.76%	2 4.76%	0.00%	2 4.76%	2 4.76%	7 16.67%	1 2.38%	26 61.90%
Skilled Craft													
	507	171 33.73%	17 3.35%	3 0.59%	0.00%	3 0.59%	3 0.59%	36 7.10%	0.00%	125 24.65%	1 0.20%	323 63.71%	13 2.56%
Service/Maintenance													
	72	41 56.94%	5 6.94%	2 2.78%	0.00%	2 2.78%	0.00%	8 11.11%	0.00%	27 37.50%	2 2.78%	28 38.89%	3 4.17%
Totals													
	1,423	538 37.81%	260 18.27%	10 0.70%	2 0.14%	29 2.04%	15 1.05%	96 6.75%	37 2.60%	305 21.43%	44 3.09%	723 50.81%	162 11.38%

Appendix 9: Separation Analysis by Race/Ethnicity, Gender and Job Categories – FY Comparisons

FY 2020 Separations	Total	Minority	Female	American Indian or Alaska Native		Asian American/ Pacific Islander		Black or African American		Hispanic or Latino		White	
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials/ Administrators													
2020	41	4	8							4		29	8
2019	40	8	11	0	0	0	0	0	0	8	2	21	9
Professionals													
2020	553	225	164	4	2	20	8	40	34	91	26	234	94
2019	628	248	199	2	0	18	9	48	25	100	46	261	119
Technicians													
2020	208	82	29	1		2	2	12	1	56	8	108	18
2019	237	91	41	2	0	0	0	17	6	55	11	122	24
Administrative Support													
2020	42	15	37			2	2		2	2	7	1	26
2019	67	22	56	0	1	1	1	0	6	2	11	8	37
Skilled Craft													
2020	507	171	17	3		3	3	36		125	1	323	13
2019	637	234	20	4	0	5	0	45	1	174	5	389	14
Service/Maintenance													
2020	72	41	5	2		2		8		27	2	28	3
2019	123	58	12	1	1	1	0	10	1	42	2	57	8
Totals													
2020	1,423	538	260	10	2	29	15	96	37	305	44	723	162
2019	1,732	661	339	9	2	25	10	120	39	381	77	858	211
Comparison (+/-)	-309	-123	-79	1	0	4	5	-24	-2	-76	-33	-135	-49
Comparison (+/-)	-17.8%	-18.6%	-23.3%	11.1%	0.0%	16.0%	50.0%	-20.0%	-5.1%	-19.9%	-42.9%	-15.7%	-23.2%

Appendix 10: Separation Analysis by Race/Ethnicity, Gender and Reasons

FY 2020 Separations	Total	Minority	Female	American Indian or Alaska Native		Asian American/Pacific Islander		Black or African American		Hispanic or Latino		White	
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Death													
	17	9 52.94%	7 41.18%	0.00%	0.00%	0.00%	0.00%	2 11.76%	2 11.76%	3 17.65%	2 11.76%	5 29.41%	3 17.65%
Dismissal for Cause													
	101	45 44.55%	9 8.91%	0.00%	0.00%	3 2.97%	1 0.99%	7 6.93%	1 0.99%	32 31.68%	1 0.99%	50 49.50%	6 5.94%
Resignation in Lieu of Separation													
	21	13 61.90%	3 14.29%	1 4.76%	0.00%	0.00%	0.00%	2 9.52%	0.00%	8 38.10%	2 9.52%	7 33.33%	1 4.76%
Retirement													
	435	121 27.82%	90 20.69%	2 0.46%	0.00%	8 1.84%	3 0.69%	24 5.52%	3 0.69%	68 15.63%	13 2.99%	243 55.86%	71 16.32%
Termination at Will													
	21	3 14.29%	3 14.29%	0.00%	0.00%	0.00%	0.00%	2 9.52%	1 4.76%	0.00%	0.00%	16 76.19%	2 9.52%
Transfer to Another Agency													
	28	8 28.57%	14 50.00%	0.00%	0.00%	2 7.14%	1 3.57%	0.00%	4 14.29%	1 3.57%	0.00%	11 39.29%	9 32.14%
Voluntary Separations													
	800	339 42.38%	134 16.75%	7 0.88%	2 0.25%	16 2.00%	10 1.25%	59 7.38%	26 3.25%	193 24.13%	26 3.25%	391 48.88%	70 8.75%
Totals													
	1,423	538 37.81%	260 18.27%	10 0.70%	2 0.14%	29 2.04%	15 1.05%	96 6.75%	37 2.60%	305 21.43%	44 3.09%	723 50.81%	162 11.38%



Fiscal Year 2020 EEO Program Update Part II

Attachments



125 EAST 11TH STREET, AUSTIN, TEXAS 78701-2483 | 512.463.8588 | WWW.TXDOT.GOV

November 5, 2020

Mr. Al Alonzi
Division Administrator
Federal Highway Administration
300 East 8th Street, Room 826
Austin, Texas 78701

Dear Mr. Alonzi:

In accordance with the requirements listed in 23 CFR §2303.313, Appendix A to Subpart C, Part II. I am designating David McMillan, Director Human Resources Division, as the Department's Affirmative Action Officer.

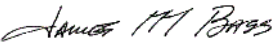
With my support, David will be directly responsible for all aspects of the Department's Affirmative Action programs. His contact information is below.

David McMillan
Texas Department of Transportation
Human Resources Division
125 East 11th Street
Austin, Texas 78701

Office: (512) 486-5305
E-mail: David.McMillan@txdot.gov

David's efforts will include close coordination with our Civil Rights Division, Compliance Division, and Ethics/Employee Conduct Section in the implementation of our Affirmative Action programs.

Sincerely,

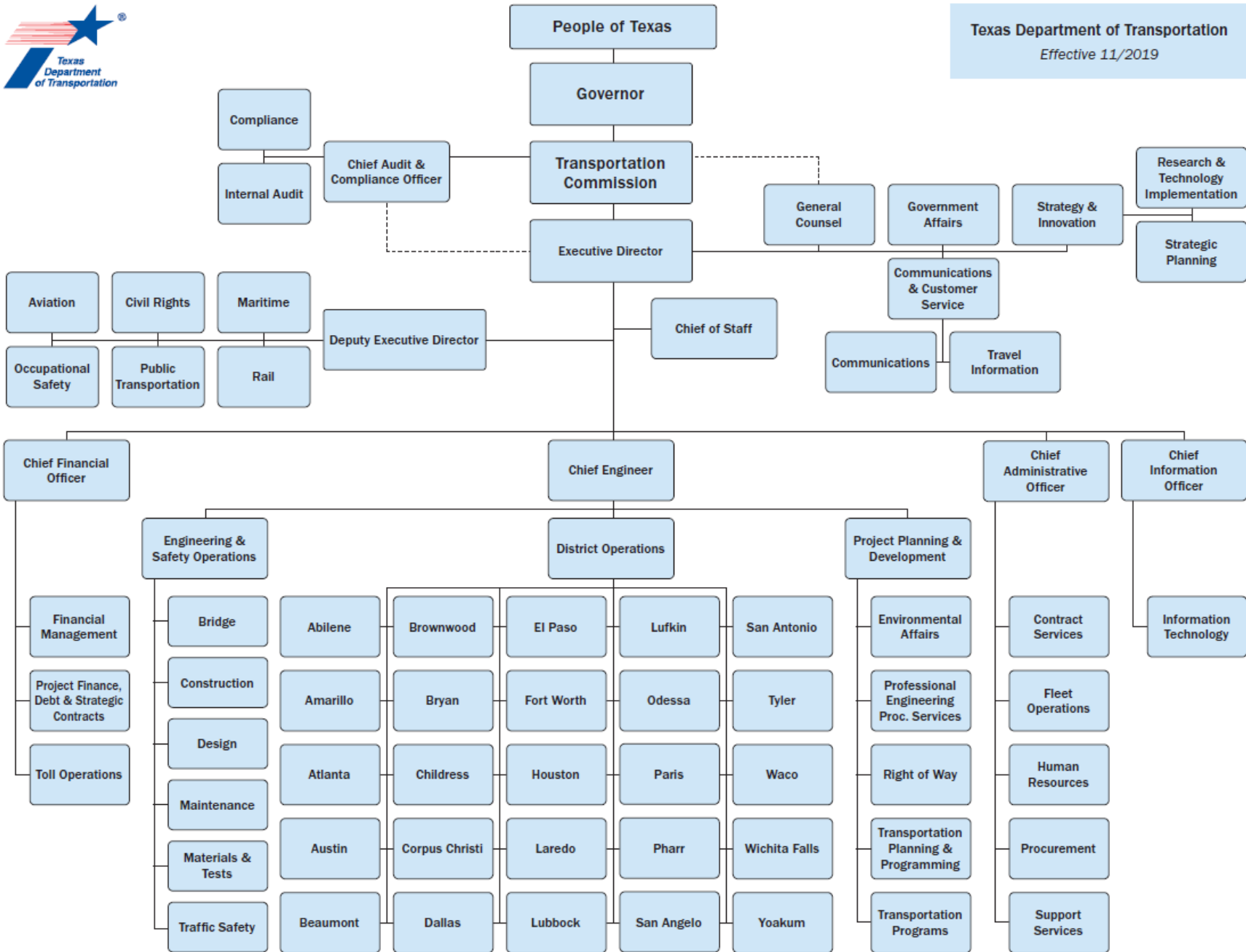
DocuSigned by:

A36629BA547D4BD...
JAMES W. BASS
Executive Director

cc: Angelica Rodriguez, Civil Rights Specialist, FHWA
Marc D. Williams, P.E., Deputy Executive Director, TxDOT
Rich McMonagle, Chief Administrative Officer, TxDOT
Kristin Alexander, Compliance Division Director, TxDOT
Michael D. Bryant, Civil Rights Division Director, TxDOT
David McMillan, Human Resources Division Director, TxDOT

Attachment 2 – TxDOT Affirmative Action Program Organizational Chart



Texas Department of Transportation
Effective 11/2019

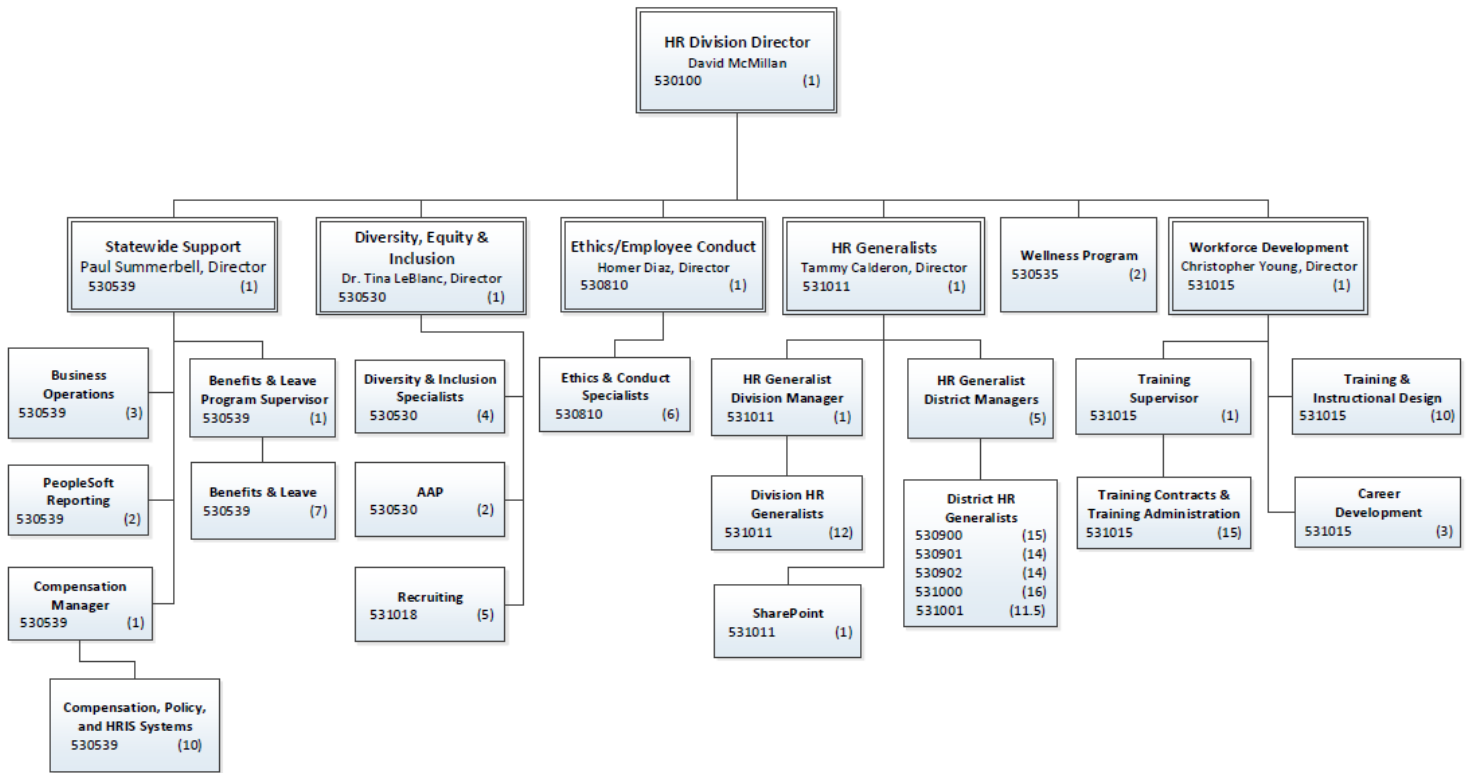


David McMillan, Director,
Human Resources Division

Date Revised: October 1, 2020

Position Allocation: 168
(Unassigned: 0.5)

Human Resources Division



**Overall EEO Program
External & Internal
Executive Director**

**External EEO Program
Contractor Compliance
Part I
Civil Rights**

**Internal EEO Program
Employment
Part II
Human Resources**

**Affirmative Action Plan
David McMillan**



Equal Employment Opportunity Report

Statewide, FY2020

Workforce Development Section, Human Resource Division

Summary

The annual Equal Employment Opportunity (EEO) Statewide report provides the demographics of TxDOT learners who attended instructor-led training classes held across the State of Texas.

Report Definitions

The table below outlines the measures and definitions used in the annual EEO Statewide report.

Measure	Definitions	Measure Type	Data Source
Females	Number of TxDOT employees that fall into the female gender classification.	Equal Employment Opportunity	Human Resources
Minorities	Number of TxDOT male employees classified as one of the following backgrounds: Asian, American Indian, African American, Hispanic, or Hawaiian.	Equal Employment Opportunity	Human Resources
Instructor-Led Training Class	An instructor-led training (ILT) class sponsored by TxDOT.	Training Process Session	Learning Management System
ILT Class Participants Attended*	Number of TxDOT employees who attended and completed a TxDOT instructor-led training class.	Training Process Outcome	Learning Management System
ILT Class Participants Scheduled	Number of TxDOT employees listed as Enrolled, Transferred, Completed, or Not Completed statuses in TxDOT's learning management system.	Training Process Outcome	Learning Management System

*ILT Class Participants Attended numbers will fluctuate over the fiscal year due to courses be concluded at different dates and times.

EO Statewide Report

FY2020

09/01/2019 - 08/31/2020

Instructor-led Training (ILT) Classes

The training statistics below provide a breakdown of the total number of females and minority men who scheduled and attended ILT classes. Each employee's scheduled enrollment and attendance is counted per ILT class sponsored by TxDOT. The percentage of females and minority men is represented from the total number of employees who were scheduled and attended ILT class participants.

- More than 99% of female participants attended their scheduled class
- More than 99% of minority men participants attended their scheduled class

Training Statistics

	<u>Total Number of Employees</u>	<u>Total Number of Females</u>	<u>% of Females</u>	<u>Total Number of Minority Men</u>	<u>% of Minority Men</u>	<u>Females & Minority Men</u>	<u>% Females & Minority Men</u>
ILT Class Participants Scheduled	33,028	7,671	23.2%	10,439	31.6%	18,110	54.8%
ILT Class Participants Attended	29,357	6,845	23.3%	9,157	31.2%	16,002	54.5%

Only instructor-led training classes reported. No eLearning courses reported.

The tables below provide statistics on total number of females and minority males who attended and completed specific TxDOT courses related to equal employment opportunity.

	<u>Total Number of Employees</u>	<u>Total Number of Females</u>	<u>% of Females</u>	<u>Total Number of Minority Men</u>	<u>% of Minority Men</u>	<u>Females & Minority Men</u>	<u>% Females & Minority Men</u>
Equal Employment Opportunity (DEV205) eLearning Training Attended	8,032	1,815	22.6%	2,523	31.4%	4,338	54.0%

eLearning course – not included in Training Statistics above

	<u>Total Number of Employees</u>	<u>Total Number of Females</u>	<u>% of Females</u>	<u>Total Number of Minority Men</u>	<u>% of Minority Men</u>	<u>Females & Minority Men</u>	<u>% Females & Minority Men</u>
TxDOT Ethics Policy (ETH101) eLearning Training Attended	14,116	3,260	23.1%	4,297	30.4%	7,557	53.5%

eLearning course – not included in Training Statistics above

	<u>Total Number of Employees</u>	<u>Total Number of Females</u>	<u>% of Females</u>	<u>Total Number of Minority Men</u>	<u>% of Minority Men</u>	<u>Females & Minority Men</u>	<u>% Females & Minority Men</u>
Workplace Inclusion (DEV234) ILT Training Attended	75	29	38.7%	23	30.7%	52	69.3%

ILT course – included in Training Statistics above

Romantic Relationships

It is not the Department's intention to interfere in the personal lives of employees or discourage employees from developing close interpersonal relationships. However, supervisors, managers, lead workers and project leaders are prohibited from having romantic relationships with employees in their chain of command (including temporary or interim periods). Such relationships tend to create compromising conflicts of interest or the appearance of such conflicts.

For policy clarification, all Administration members "directly supervise" all DE/DDs and deputies. For DE/DDs, their deputies, and those designated in the absence of the DE/DD, all employees in their District/Division are in their chain of command.

Personnel are required to disclose such relationships to their managers immediately. At the discretion of the Department, the parties involved may be given the opportunity to resolve the matter through transfer or resignation. Failure to resolve or disclose the relationship will result in the termination of the supervisor, manager, lead worker or project leader.

Whistleblowing

The Department shall not take adverse personnel action in retaliation against an employee who, in good faith, reports a violation of the law by the Department or a Department employee to an appropriate law enforcement authority. The employee must in good faith believe a law was violated and the belief must be objectively reasonable. Employees who report such violations are protected under the Texas Whistleblower Act.

To claim protection, an employee must have been subjected to suspension, termination, or an adverse personnel action because of the reporting. An employee who alleges that action taken against them is in violation of this provision may file suit against the Department but not later than the 90th day after the date on which the alleged violation occurred or was discovered. The employee also must exhaust the Department's appeals process not later than the 90th day after the alleged violation occurred or was discovered.

Workplace Harassment

The Department does not allow, condone, or tolerate sexual harassment or harassment based on race, color, religion, sex, national origin, pregnancy, genetic information, citizenship or immigration status, disability, military status, or age.

Conduct prohibited by this policy includes, but is not limited to:

- ◆ Using racial slurs or epithets;
- ◆ Derogatory or insensitive jokes, pranks, gestures, or comments concerning race, religion, sex, or other protected class;
- ◆ Exhibiting offensive written materials, pictures, or cartoons concerning race, religion, sex, or other protected class;
- ◆ Inappropriate or unwanted touching;
- ◆ Discussing sexual activities in the workplace, even in a joking manner;
- ◆ Subjecting another employee to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature; or
- ◆ Any other behavior that a reasonable person could conclude creates an intimidating, hostile, degrading, or demeaning environment due to an individual's race, religion, sex, or other protected class.

Conduct prohibited by this policy includes, but is broader than, the legal definition of harassment. Even a single incident of conduct that violates the department's workplace harassment policy may lead to disciplinary action up to and including termination of employment.

The Department will ensure allegations are promptly addressed and thoroughly investigated as necessary. Upon completion of an investigation for workplace harassment, DE/DDs have the sole authority to take disciplinary action (or take no action) after receiving approval from their respective chief.

The Executive Director will receive a monthly report from the Human Resources Division of inquiries concerning harassment, including results and actions taken.

Workplace Violence

The Department does not allow or condone acts of violence or threats of violence by or against any persons while on duty, on TxDOT property or work site, or while operating a state vehicle.

Conduct prohibited by this policy includes, but is not limited to:

- ◆ Making threatening comments or other threats of violence;
- ◆ Causing physical injury to another person;
- ◆ Hitting, damaging property, pushing, chasing, kicking, or holding or blocking the movement of another person;
- ◆ Intentionally endangering another employee;
- ◆ Stalking; or
- ◆ Failing to conceal weapons and handguns or otherwise failing to follow the Department's policies regarding weapons.

Even a single incident of conduct that violates the Department's workplace violence policy may lead to disciplinary action up to and including termination of employment.

The Department will ensure that allegations are promptly addressed and appropriate action will be taken. Upon completion of a workplace violence investigation, DE/DDs have the sole authority to take disciplinary action (or take no action) after receiving approval from their respective chief.

The Executive Director will receive a monthly report from the Human Resources Division of investigations concerning workplace violence, including results and actions taken.

Discrimination

The Department prohibits unfair treatment because of race, color, religion, sex, national origin, pregnancy, genetic information, citizenship or immigration status, disability, military status, or age, which are classes protected by law.

The Department will ensure that allegations are promptly addressed and appropriate action will be taken. Upon completion of a discrimination investigation, DE/DDs have the sole authority to take disciplinary action (or take no action) after receiving approval from their respective chief.

The Executive Director will receive a monthly report from the Human Resources Division on investigations concerning discrimination, including results and actions taken.

Retaliation

The Department prohibits adverse personnel actions such as demotion, denial of promotion, or unjustified negative evaluation against an employee as punishment for filing a discrimination or harassment complaint in good faith, being involved in a workplace investigation, whistleblowing, or participating in any legally protected activity.

The Department will ensure that allegations are promptly addressed and appropriate action will be taken. Upon completion of a retaliation investigation, DE/DDs have the sole authority to take disciplinary action (or take no action) after receiving approval from their respective chief.

The Executive Director will receive a monthly report from the Human Resources Division of investigations concerning retaliation, including results and actions taken.

Reporting Allegations of Misconduct

Employees should report allegations of misconduct as described in the following table.

Type of Allegation	Report to
<ul style="list-style-type: none"> ◆ Unprofessional or unfair <ul style="list-style-type: none"> • Conduct • Performance Evaluations • Wages • Hours of Employment ◆ Conditions of work that are not discrimination based on a protected class 	<ul style="list-style-type: none"> ◆ Appropriate supervisor in the employee's chain of command.
<ul style="list-style-type: none"> ◆ Fraud, waste, abuse ◆ Violations of the Department's Ethics Policy ◆ Whistleblower retaliation ◆ Retaliation ◆ Workplace Violence ◆ Discrimination based on a protected class ◆ Harassment based on a protected class 	<ul style="list-style-type: none"> ◆ Appropriate supervisor in the employee's chain of command ◆ Employee's HR representative ◆ The Ethics and Employee Conduct Section of HRD <ul style="list-style-type: none"> • Email EEO@txdot.gov ◆ The Compliance Division <ul style="list-style-type: none"> • Email Compliance@txdot.gov • Report online at www.TxDOTWatch.com • Call TxDOT Watch toll-free at (877) 769-8936

Supervisors who receive an allegation of discrimination, retaliation, workplace violence or workplace harassment, or believe such activity is occurring, will notify their DE/DD. DE/DDs will report all such allegations to the Ethics and Employee Conduct Section of HRD.

Attachment 4 (continue) – Discrimination & Harassment Policy and Complaint Form

	<h2 style="margin: 0;">Discrimination, Harassment, and/or Retaliation Complaint Form</h2>	Form 1809 (Rev. 07/20) (Replaces 07/19) Page 1 of 1 Date: <input style="width: 50px;" type="text"/>
---	---	--

Your Contact Information

Employee Name: <input style="width: 95%;" type="text"/>	District/Division: <input style="width: 95%;" type="text"/>
Position/Title: <input style="width: 95%;" type="text"/>	Preferred Phone Number: <input style="width: 95%;" type="text"/>
Home Address: <input style="width: 95%;" type="text"/>	Preferred e-mail: <input style="width: 95%;" type="text"/>

Complaint Information

Type of complaint:

Discrimination - unfair treatment because of the following classes protected by law:
 Race Color Religion Sex (including sexual orientation and gender identity) National Origin Genetic Information
 Disability Age Pregnancy Military Status Citizenship or Immigration Status

Retaliation - any adverse personnel action (demotion, denial of promotion, unjustified negative evaluation, etc.) against an employee as punishment for filing a discrimination or harassment complaint in good faith, being involved in a workplace investigation, or participating in any legally protected activity.
 Describe adverse personnel action:

 I filed a discrimination or harassment I participated in a workplace investigation/hearing/lawsuit
 I participated in another legally protected activity (please explain):

Harassment - unwanted intimidation, ridicule, insult, comments, or physical conduct based on:
 Race Color Religion Sex (including sexual orientation and gender identity) National Origin Genetic Information
 Disability Age Pregnancy Military Status Citizenship or Immigration Status
 (Additional definitions are available on the Human Resources Ethics and Employee Conduct section web site.)

My complaint is against:
 Name: Job Position/Title: District/Division:

Have you reported your complaint before? Yes No
 If yes, to whom?

Do you have supporting information? Yes No
 If yes, please attach. Documentation may be attached to the email generated after you complete this form.

Please clearly explain how you were discriminated against, retaliated against, and/or harassed, and why you believe your protected status was a factor. Provide specific examples and include names of witnesses. Attach additional pages if necessary.

I hereby certify that the above information is accurate and complete to the best of my knowledge.


Please Note: Under some circumstances your complaint may be referred to your management or HR representative for handling.

Employee Signature: Date:

Signed forms may also be mailed or hand delivered.
 Mail to: TxDOT Human Resources Division, Ethics & Employee Conduct Section, 125 E. 11th Street, Austin, TX 78701-2483.
 Or hand-deliver to: TxDOT Human Resources Division, 200 E. Riverside Drive, second floor, Austin TX 78704.

Attachment 5 – Human Resources Websites (HRD-Net)

HELP Kim Johannesen ?



Search this site

Oracle PEOPLESOFT
Apps ▾
Employee Resources ▾
Safety
Districts & Divisions ▾
Administration ▾
Contacts ▾

- HRD Home
- Oracle PeopleSoft
- TxDOT Now
- Legacy Crossroads
- Applications +
- Programs +
- HR Division Team Site
- HR Knowledge Center
- FAQ's
- Division Photos
- Calendar
- HRD Forms
- eForms
- Search HRD Forms
- Type form # or name
- ALL Forms
- eForms

#EndTheStreakTX

End the streak of daily deaths on Texas roadways.
Read the latest issue of TN to find out more.




NEWS

Don't drink & call for a SafeR

Benefits, Program
To ensure your safety, Alliance Work Partners (AWP)

- Career Development Program
- Conditional Grant Program
- Employment Assistance Program
- Garnishments and Employee Deductions
- Performance Management
- Recruitment Programs
- SECC
- Substance Abuse Program
- Time and Labor
- Tuition Assistance Program
- Wellness Program
- WorkWise Program
- Workplace Violence



Feedback

Personnel
Dan Harmon new Aviation Division Director

Communication
ICYMI Nov. 11-22

Benefits, Agency
Special Holiday Discounts from Texas Highways Magazine

More...

ASK HR

- update or add to profile
- Separation of rehired retiree
- Payroll PrePaid Card
- Txdot Watch
- Bike Rack in Building
- Employee Directory
- Who can I talk to about addressing conflict in my work area?
- More...

KEY INITIATIVES

Human Trafficking Campaign New!

QUICK LINKS

- Campus Consolidation Project
- Career Development Program
- EEO Complaints
- eForms
- Employee Assistance Program
- Employee Conduct Handbook
- Employee Diversity & Inclusion
- ERS
- Ethics Policy
- Hiring Procedures

Diversity and Inclusion

The Human Resources Division has created a new Employee Diversity and Inclusion (D&I) section dedicated to inspiring a welcoming environment for current and potential employees. The new D&I section is responsible for developing new employee-focused D&I workplace initiatives and innovations. We want to help create an environment where all employees feel welcomed and valued.

Read our [Equal Employment Opportunity \(EEO\) Policy Statement](#).

From TN Magazine: [Leveraging Our Differences into the Future](#)

Watch this video: [Inclusion Starts with I](#)

Executive Director Messages

- [Executive Director commits TxDOT to address hiring, retaliation, discrimination, and harassment](#)
- [TxDOT takes steps to encourage, promote, and develop a diverse, capable, and productive workplace](#)
- [TxDOT is Hiring campaign to build awareness about TxDOT and to recruit talented people](#)
- [TxDOT takes a renewed stand for diversity and inclusion in our workplace](#)
- [Executive Director acknowledges the Incredible Inclusion brown-bag session at Commission meeting](#)

Definitions

Mission Statement – What is Diversity & Inclusion? (D&I)?

Embracing a diverse and inclusive environment where employees can freely communicate their ideas, concerns, abilities and differences to foster equity and innovation.

Vision – What is the purpose of D&I?

To help create an environment where all employees feel welcomed and valued.

What is the value of D&I?

Promoting excellence by attracting and retaining a diverse employee base to reach organizational goals, drive innovation, while strengthening project outputs.

Contact Us

Jennifer Williams heads the D&I section. Staff include Erin Miller, Edward Gibson, IV, and Overlin Rodriguez.

Contact us at HRD_EmployeeDiversity@txdot.gov.



- HRD Home
- Career Development
 - About
 - Career Planning
- Career Conversations
- TxDOT Careers
- Resources
- Contacts

Career Development Program



Career Development is an investment in the Department's most important asset -- its employees.

The Career Development Program supports TxDOT's Strategic Goal 7: Value our Employees. To achieve this goal, the program supports the development of a skilled and engaged workforce that is ready to compete for future TxDOT positions.

Specifically, Career Development provides resources to help employees gauge their strengths, identify development opportunities, and set goals that will allow them to grow their careers within TxDOT.

As an employee, you must provide the self-motivation to seek out and take advantage of these resources. We encourage you to start your career development journey by exploring all the information, resources, and tools provided on the website.

You can also look over [this checklist](#) to help you take advantage of Career Development at TxDOT. For more information, please email development@txdot.gov or call 512/416-2700.

- HRD Home
- HR Programs
 - Conditional Grant Program
 - Garnishments And Employee Deductions
 - Employee Assistance Program
 - SECC
 - Substance Abuse Program
 - Workplace Violence
 - Live Well. Work Well. Employee Wellness Program
 - Time and Labor
- Recruitment Programs**
- Tuition Assistance Program +
- Performance Management +
- Videos +
- Leave Programs +
- iCoordinator Tools +

Recruitment Programs

By stressing the importance and commitment to the transportation needs of the future, the Texas Transportation Commission has named one of its top priorities as retention and recruitment of "a diverse and well-prepared workforce." Some initiatives in the recruitment area include:

[FY 2017 Recruitment Plan - Equal Employment Opportunity Program and Affirmative Action Plan](#)

Conditional Grant Program - The Conditional Grant Program is primarily a recruitment program available to students seeking career opportunities in eligible degree programs. Students must be considered **economically disadvantaged** based on federal guidelines. The maximum amount awarded per semester is \$3,000 not to exceed \$6,000 per academic year. Upon graduation, student must work for the department a minimum of two years.

Eligible Major for Conditional Grant Program - Civil engineering or a department-approved discipline: [Application](#) | [Requirements](#)

Summer Internship Program - designed to introduce interested students from high schools, technical schools and/or colleges and universities to the Texas Department of Transportation. The program provides opportunities for students to gain practical, on-the-job experience and cultivate a qualified work force rich in cultural diversity. See the [Summer Pay Schedule](#).

College Cooperative Education Program - is a planned and progressive learning process that integrates academic studies with supervised work experience. Through this program, college students are employed by TxDOT for specific periods of time in positions related to their major field of study and/or career choice.

High School Cooperative Education Program - offers exposure to TxDOT, an opportunity to gain valuable work experience and exposure to working in a professional environment.










College Intern Program - designed to introduce interested college and graduate level students to career opportunities in transportation related fields.

Recruitment Team Members - provide statewide recruiting assistance to the Career Opportunities Section Recruiters. They recruit for the department as a whole. Members include Engineering and Information Systems personnel from each district/division who serve for a period of two (2) years. Recruiting events are scheduled throughout the year and listed on [TxDOT's recruitment calendar](#).



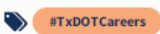


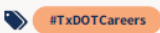



For information regarding recruitment team members and recruiting activities please contact the Career Opportunities Section at (512) 416-2994.

Attachment 6 – Recruitment Activities







Instagram

DATE	POST	AUTHOR	COMMENTS	LIKES
 txdot Sep 23, 17:30	 <p>Help out Texans when they need it most. Join us a Deputy Division Director, a top Administrator of the Maintenance Division. Manage development for maintenance projects, oversee agency training and help coordinate emergen...</p> 	Jennifer Levine	2	83
 txdot Sep 21, 20:01	 <p>Looking to bridge the gap to your new career? At 55,000 we have more bridges in Texas than any other state in the nation. If you have the technical and leadership skills to help lead the largest bridge program in the country, join u...</p> 	Jennifer Levine	1	132
 txdot Sep 18, 16:01	 <p>Take the lead in Houston! We're looking for a Transportation Engineer Supervisor II or III to lead and supervise personnel in transportation engineering. Manage recommendations to the Motor Carrier Division for routing of overload vehicles...</p> 	Jennifer Levine	0	83







Facebook

DATE	POST	AUTHOR	COMMENTS	ENGAGED USE...	ENGAGEMENT...	REACH	REACTIONS	SHARES	VIDEO VIEWS
 Texas Department of Transportation Sep 30, 18:00	 <p>There are so many ways you can have a major impact on connecting drivers with Texas! Join us in Floresville as a General Transportation Tech. Work in traffic and crash data collection, bridge inspection, roadway maintenance and repair...</p> 	Jennifer Levine	1	134	2.08%	6,437	24	19	0
 Texas Department of Transportation Sep 28, 20:00	 <p>Inspect, analyze, optimize! Just a few key rolls as a Bridge Asset Management Engineer. Join us in Austin to begin evaluating bridge products and data including TxDOT's bridge management system. Job ID: 118710 www.txdot.go...</p> 	Jennifer Levine	1	143	2.01%	7,121	23	9	0
 Texas Department of Transportation Sep 24, 20:00	 <p>TxDOT strives to develop and support a vision and framework that fosters change with an increasingly diverse workforce. Join us in Austin as an Employee Diversity & Inclusion Program Specialist. Assist in the development, coordinati...</p> 	Jennifer Levine	0	48	0.81%	5,897	12	6	0


LinkedIn

DATE ▼	POST	AUTHOR	CLICKS	COMMENTS	ENGAGEMENT RATE	IMPRESSIONS	REACTIONS	SHARES
 Texas Department of Transportation Sep 11, 22:00	 <p>Our agency is committed to Safety for all Texans and those traveling through. We are looking for people like YOU who want to help in our continuing efforts. Join us as a Transportation Engineer in Odessa. Perform complex transportatio...</p> <p>#TxDOTCareers</p>	Jennifer Levine	110	3	3.52%	5,290	66	7
 Texas Department of Transportation Sep 09, 21:00	 <p>Take the reins as a District Engineer based in Abilene. This executive-level position provides management and engineering oversight of all activities within this district with major focus in transportation planning, operations, right-of-wa...</p> <p>#TxDOTCareers</p>	Jennifer Levine	70	0	2.91%	4,117	42	8
 Texas Department of Transportation Sep 02, 20:01	 <p>Do you have Computer/Management Information Systems or Computer Science experience? We are seeking your knowledge and know how! Join us as an Enhancement Manager at our Toll Operations Division in Austin. Perform...</p> <p>#TxDOTCareers</p>	Jennifer Levine	104	1	2.92%	4,939	32	7


Twitter

DATE ▼	POST	AUTHOR	LIKES	REPLIES	RETWEETS
 @TxDOT Aug 24, 20:00	 <p>Come join our Materials and Tests Division as an experienced PE in the Asphalt Binder Branch in Cedar Park. Perform data collection, evaluations, analyses, conduct research studies, develop training & more! Job ID: 118454 http://www...</p> <p>#TxDOTCareers</p>	Jennifer Levine	2	0	3
 @TxDOT Aug 19, 20:15	 <p>Analyzing, planning and coordinating are the key roles of our Business Analysts. Join us in Austin and help promote the philosophy of business improvement through the use of technology, process improvement & human resources. Job...</p> <p>#TxDOTCareers</p>	Jennifer Levine	2	0	1
 @TxDOT Aug 17, 20:15	 <p>Take the high road - literally! Join us in Austin as a Bridge Inspection Quality Assurance Engineer. Perform advanced and complex transportation engineering work for inspection activities, load ratings & more. PE required. Job ID: 118400...</p> <p>#TxDOTCareers</p>	Jennifer Levine	3	0	1

Attachment 7 – Recruitment Resources




TEXAS DEPARTMENT OF TRANSPORTATION




Build a Career as Big as Texas


Search By:




Benefits
As a TxDOT employee, you and your family have [benefit options to choose from.](#)




Life @ TxDOT
We are a diverse community of people. See what life is like at [TxDOT.](#)




Contact Us



Recruitment
We search high and low for [new leaders.](#)



Veterans
View our comprehensive list of job descriptions that [match your experience.](#)



Join Our Mailing List

TxDOT is an equal opportunity employer and is committed to providing fair and equal treatment of all applicants for employment without regard to race, color, religion, sex, national origin, genetic information, disability, military status or age.

[Equal Employment Opportunity Program](#)

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125 East 11th Street • Austin, Texas 78701

Benefits

Health

Retirement

In Harmony: Work & Life

Leave

Page Options ▾

Benefits

Texas Department of Transportation > Jobs

TxDOT provides comfort and security with healthcare and retirement plans, and we offer a variety of other benefits to support our employees.

For a quick overview, read about our [total compensation package](#) or check out the Employees Retirement System of Texas' (ERS) [New Employee Overview](#) that showcases the valuable benefits you earn by being a state employee.

Subscribe to Updates ✉

Contact Us 📞



Health. Your health is key and important to us. Here's how TxDOT helps you stay healthy, on and off the job.



Retirement. We have several retirement options to help you plan for the years after your career.



In Harmony: Work & Life. Life outside work is important and so we work with you after the workday ends.



Leave. Benefits that allow employees to take time off from work for various reasons, whether paid or unpaid.

Life @ TxDOT

What We Do

Diversity

Training & Career Development

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Life @ TxDOT

Texas Department of Transportation > Jobs

TxDOT embraces an innovative and diverse work culture. Read more below about life at TxDOT.

Subscribe to Updates ✉

Contact Us 📞



What We Do. Did you know we have more than 800 different jobs within TxDOT? Come explore what we do.



Diversity. Check out how we are striving to have a workforce that mirrors the diversity within Texas.



Training & Career Development. We are committed to the ongoing development of all of our people.

Recruitment

[Recruitment Schedule](#)

[Cooperative Education](#)

[College Internships](#)

[Conditional Grant Program](#)

[Summer Employment](#)

[Engineering Assistant Career Development Program](#)

Page Options ▾

Recruitment

Texas Department of Transportation > Jobs

TxDOT recruits qualified students and innovative professionals. Our recruitment programs will help you gain valuable work experience. Below are just a few of our recruiting efforts.

For your convenience, please review [Applicant Information](#) and [Standard Conditions of Employment](#). Additionally, we invite you to learn more about the [benefits](#) TxDOT has to offer.

Subscribe to Updates ✉

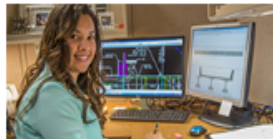
Contact Us ☎



Cooperative Education. Gain valuable experience related to your field of study.



College Internships. Explore career opportunities and receive college credit.



Conditional Grant Program. Qualifying students can receive up to \$6,000 per academic year for tuition assistance.



Engineering Assistant Career Development Program. This program assists Engineering Assistants (EAs) for exams.



Summer Employment. Positions available May 1 - Aug. 15. Students may apply as early as February.



Recruitment Schedule. TxDOT recruits at colleges, universities and job fairs for a variety of job types.

Page Options ▾

Veterans

Texas Department of Transportation > Jobs

TxDOT is actively seeking talent with experience in the United States Armed Forces. We know the valuable skills and ability you can bring to TxDOT. From working under pressure to knowing what it takes to work in a team environment, we want to help build on your experiences. We would be honored if you would [explore](#) a future with us.

To assist in determining whether your military experience may pertain to the minimum requirements for positions, [Military Occupational Specialty \(MOS\) codes](#) from each branch of the U.S. Armed Forces have been assigned to each state classification code/title where applicable. The MOS codes are grouped by occupational category.

Transitioning from military to civilian life can be a challenging process. We can help. Please contact our veterans liaison by [email](#) or by phone at (512) 416-4979.

Resources

- [Texas Veterans Commission](#)
- [Texas Workforce Commission Tools for Transitioning Service Members](#)
- [Texas Veterans Portal](#)
- [ERS: Purchasing Service Credit for Military Service](#)

Note: Veterans' complaints regarding employment decisions must be made in [writing](#).



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Inside TxDOT

Get Engaged

What We Do

Connect With Us

Recruitment

[Recruitment Schedule](#)

[Cooperative Education](#)

[College Internships](#)

[Conditional Grant Program](#)

[Summer Employment](#)

[Engineering Assistant Career Development Program](#)

Page Options ▾

Recruitment Schedule

Texas Department of Transportation > Jobs > Recruitment

TxDOT actively recruits at colleges, universities and job fairs. Please call us at (866) 554-4330 for additional information. Events and dates are subject to change.

For more information on TxDOT career opportunities, please visit [TxDOT's Careers Page](#).

DAV Recruit Military Club Hood 28218 Wainwright Dr., Fort Hood, TX	07/11/19
Conference of Minority Transportation Officials Tampa Marriott Water Street 700 South Florida Avenue, Tampa, FL	07/12/19 - 07/16/19
Killeen Veteran Hiring Event University of Phoenix 902 W. Central TX Expwy, Suite 300, Killeen, TX	08/07//19
Recruit Military AT&T Stadium 1 AT&T Way, Arlington, TX	08/08/19
Recruit Military Toyota Center 1510 Polk St., Houston, TX	08/29/19
Texas A&M - Engineering Fair Reed Arena 730 Olsen Blvd., College Station, TX	09/04/19 - 09/05/19
UT Tyler - College of Engineering Career Fair Cowan Center White Lobby 3900 University Blvd., Tyler, TX	09/06/19

Subscribe to Updates ✉

Contact Us ☎



HOW CAN TxDOT USE MY EXPERIENCE?

You can use the skills developed during your military service to establish an exciting career with TxDOT. We can help you match your experience with existing job opportunities.

- ▶ Aviation
- ▶ Communications
- ▶ Construction
- ▶ Engineering
- ▶ Finance
- ▶ Information Technology
- ▶ Maintenance
- ▶ Project Management
- ▶ Transportation Planning
- ▶ And More

.....

www.TxDOT.gov

keyword: careers

#txdotcareers

Equal Opportunity Employer

**>> YOUR
CAREER
STARTS
HERE.**

Veteran

TxDOT



Texas Department of Transportation



**>> YOUR
CAREER
STARTS
HERE.**

Engineering
Assistant
Program

TxDOT

ARE YOU CONSIDERING A CAREER IN ENGINEERING?

TxDOT's Engineering Assistant Career Development Program (EACDP) is designed to:

- ▶ Prepare Engineering Assistants (EAs) for the Fundamentals of Engineering (FE) and the Professional Engineer (PE) exams through preparation courses (i.e., EPC 101/102/103) and additional core, knowledge base and performance based courses
- ▶ Strengthen EAs' practical knowledge and job performance through job rotation
- ▶ Professional Development Advisor (PDA) support and mentorship

EXAM PREPARATION COURSES (EPC 101/102/103)

EAs must submit the following forms to training@txdot.gov:

- ▶ 2151 – EA Career Development Program Agreement for EIT/PE
- ▶ 2151 – EA Career Development Program Training Plan for FE or PE exam

ENGINEER IN TRAINING (EIT) CERTIFICATION

EAs have **2 years** from date of hire or 2 years from entering the EACDP to obtain the EIT certification:

- ▶ EAs must register for the FE exam through NCEES at <http://ncees.org/>

PROFESSIONAL ENGINEER (PE) LICENSE

EAs have **4 years** from the first PE exam attempt to achieve licensure from the Texas Board of Professional Engineers (TBPE):

- ▶ Apply and receive TBPE approval to take the exam by the deadline
- ▶ Register at <http://ncees.org/> by the deadline

For support or questions, please feel free to contact

**Katie Salter (512-416-4628),
Lauren Miller (512-486-5419) or
Training (512-416-2000)**

www.TxDOT.gov

keyword: **careers**

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Equal Opportunity Employer





ARE YOU AN INNOVATIVE PROFESSIONAL?

TxDOT is seeking talented, visionary professionals to provide safe and reliable transportation solutions for Texas. If you want to solve future challenges and make a difference in the lives of all Texans, join our team.

Our employees tend to have lengthy careers at TxDOT. They expand their skills and diversify their jobs right here within our agency. Here's how employees can grow throughout their career.

- ▶ **Leadership Path**
Develop into a leadership or managerial role.
- ▶ **Technical Path**
Flexibility to expand technical skills and career options.
- ▶ **Cross-Training**
Learn how your role relates to other jobs at TxDOT.
- ▶ **Mentoring**
Learn from experienced members of the TxDOT family.

www.TxDOT.gov

keyword: careers

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Equal Opportunity Employer

>> **YOUR
CAREER
STARTS
HERE.**

Professional

TxDOT



Texas Department of Transportation



CONSIDERING A CAREER WITH

You may be eligible for tuition assistance and guaranteed employment with TxDOT after college graduation.

WHAT IS THE CONDITIONAL GRANT PROGRAM?

The program provides tuition assistance to eligible college students, who major in civil engineering or other department approved majors and make a two-year commitment to work with TxDOT upon graduation.

WHO IS ELIGIBLE FOR THE PROGRAM?

- ▶ be economically disadvantaged
- ▶ be a graduating high school senior or current undergraduate college student
- ▶ be a Texas resident eligible to work in the United States
- ▶ have a minimum cumulative high school GPA of 3.0 on an unweighted four-point scale or
 - ▶ score at least 900-SAT
 - ▶ score at least 21-ACT
 - ▶ have a minimum cumulative 2.5 college GPA
- ▶ enrolling or currently attending accredited four-year college or university in Texas as a full-time student (minimum 12 semester hours)
- ▶ seeking a four-year degree in civil engineering or a TxDOT-approved major
- ▶ no more than 30 day delinquency in court ordered child support or written repayment plan and
- ▶ not be currently repaying TxDOT for a previously awarded conditional grant

**>> YOUR
CAREER
STARTS
HERE.**

Conditional
Grant
Program

TxDOT

WITH TxDOT?

WHAT IS THE AMOUNT OF THE CONDITIONAL GRANT?

Grants are awarded each fall and spring semester and vary based on the student's documented financial need. The maximum amount per semester is \$3,000, totaling \$6,000 for an academic school year.

WHAT ARE THE REQUIREMENTS OF THE CONDITIONAL GRANT?

After acceptance into the program, you must:

- ▶ maintain a minimum of 12 hours per semester
- ▶ maintain a minimum cumulative GPA of 2.5 on a four-point scale
- ▶ graduate with a bachelor's degree in civil engineering or in a TxDOT-approved major
- ▶ two-year commitment to work for TxDOT immediately following receipt of the bachelor's degree

WHAT OTHER CONDITIONS APPLY?

You will be required to repay the full amount of the grant expended if you:

- ▶ do not graduate
- ▶ do not maintain a cumulative 2.5 GPA
- ▶ do not maintain a minimum of 12 semester hours
- ▶ fail to remain in school
- ▶ change your major to a non-approved major or
- ▶ fail to work for TxDOT for the required two-year period

APPLY FOR A GRANT!

FRESHMAN YEAR

If during the freshman year you are unable to meet the program requirements, or if you choose to leave the program before entering your sophomore year and before completing 30 college hours, then you may exit the program without penalty upon the approval of the TxDOT program manager.

APPLICATION DEADLINE MARCH 1

Download the application and program rules

www.TxDOT.gov

keyword: careers

Mail application to:

Conditional Grant Program
Texas Department of Transportation
Human Resources Division
125 E. 11th St.
Austin, TX 78701-2483

Questions?

1-866-554-4330

hrd_recruitment@txdot.gov

#txdotcareers

Equal Opportunity Employer

Attachment 8 – Benefits

HELP Kim Johannesen ?

[f](#) [t](#) [v](#) [i](#)

ORACLE PEOPLESOFT

[Apps](#) [Employee Resources](#) [Safety](#) [Districts & Divisions](#) [Administration](#) [Contacts](#)

[Staff](#) [Policies & Procedures](#) [Resources](#) [HR Programs](#) [Diversity & Inclusion](#) [Training](#) [Locations](#) [Documents](#)
☆ FOLLOW

HRD Home

Home

Benefits

iCoordinator Tools

2019 Summer Enrollment

Benefits

TxDOT Benefits

TxDOT employees receive a wide variety of benefits including health, life and dental insurance, a state retirement plan, paid leave, tuition assistance and professional training opportunities. Additionally, TxDOT offers **additional benefits** that enhance the value of your total employment package.

For more information about these benefits, explore the links on this page.

Keep up with [News About Your Benefits](#) on the Employees Retirement System of Texas (ERS) website.

Health Insurance

Full-time employees are covered by the State's health insurance plan, which provides access to quality medical care with low co-pays and deductibles.

- The State will pay your individual premiums and half of your dependents' premiums.
- Employees are eligible for health insurance after an initial 60-day waiting period.
- The [Employees Retirement System of Texas](#) (ERS) oversees our health care program and provides in-depth information about your [health insurance options](#).

Retirement

TxDOT employees are automatically enrolled in the state's retirement plan, administered by the [Employees Retirement System of Texas](#) (ERS).

- 9.5 percent of your salary (before taxes) will be contributed to the ERS retirement fund, and the State contributes 10 percent.
- If you want to invest more than 9.5 percent of your salary toward retirement, we also offer 401(k), 457, and Roth plans through the [TexaSaver program](#).

Vacation Leave

As a TxDOT employee, you earn vacation hours based on your years of creditable state employment. You can use your vacation time after six months of continuous state service.

Years of State Service	Vacation Hours accrued per month	maximum carryover per fiscal year
Less than 2 years	8	180
2 Years But Less Than 5	9	244
5 years but less than 10	10	268
10 years but less than 15	11	292
15 years but less than 20	13	340
20 years but less than 25	15	388
25 years but less than 30	17	436
30 years but less than 35	19	484
35 years or more	21	532

Sick Leave

Regular full-time employees accrue 8 hours of sick leave each month. Part-time employees earn sick leave proportional to the hours worked.

Paid Holidays

TxDOT employees are granted paid federal and state [holidays](#).

Wellness Program

The [Wellness Program](#) encourages and motivates employees to adopt a lifestyle that improves their overall health, fitness and well-being. Participants may exercise 30 minutes up to three times a week during normal work hours and may earn paid leave for meeting certain conditions.

Miscellaneous Leave

- Military Leave - Gives eligible employees paid time off from work for authorized military training or duty with the Texas National Guard, Texas State Guard or a reserve branch of the U.S. Armed Forces.
- Extended Military Leave - Provides eligible employees time off from work without pay to enter a branch of the U.S. Armed Forces.
- Wellness Leave - As an incentive to participate in the Wellness Program, grants employees 8 hours each fiscal year for completing a Health Risk Assessment from their insurance provider and getting a routine physical examination.

Additional Benefits

The State offers the following benefits to help employees meet their individual needs.

- [Total Compensation brochure](#)
- [Dental and vision plans](#)
- [Deferred compensation](#) (401k and 457 plans)
- TexFlex - Set aside earnings before taxes to pay [TexFlex Flexible Spending Accounts](#) to cover eligible out-of-pocket health care, dependent care and commuting expenses.
- [Children's Health Insurance Program](#) (for income-eligible employees)
- Longevity pay - Earn more money each month for extended employment with the state
- [Tuition assistance](#) - Opportunities to pursue an associate's, bachelor's, or master's degree on a full-time or part-time basis
- Training and Professional Development - To search, enroll or start taking online classes, [go to ELM](#)
- [Employee assistance program](#) - Counseling services to help you and your immediate family members deal with personal problems
- [Optional term life insurance](#) - Up to four times your annual salary, with evidence of insurability
- Affordable legal representation through [Texas Legal](#)
- [Texas Income Protection Plan](#) offers both short-term and long-term disability coverage in case of illness or injury
- [Texas Tuition Promise Fund](#) helps you prepay for future tuition and required fees at any two- or four-year Texas public college or university.

For more information about employee benefits, please contact your [Human Resources Officer](#).



HRD Home

HR Programs -

Conditional Grant Program

Garnishments And Employee Deductions

Employee Assistance Program

SECC

Substance Abuse Program

Workplace Violence

Live Well. Work Well. Employee Wellness Program

Time and Labor

Recruitment Programs

Tuition Assistance Program +

Performance Management +

Videos +

Leave Programs +

iCoordinator Tools +

Live Well. Work Well. Employee Wellness Program

Home

Policies & Procedures

Physical Wellness

Emotional Wellness

Financial Wellness

Intellectual Wellness

Environmental Wellness

Social Wellness

Medical Plans

Local



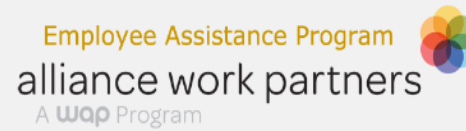
Road to Wellness Tip Sheets

If you're interested in receiving up-to-date information on topics such as exercise, healthy eating, finances, resiliency, strength training, gratitude, weight management, meditation, recipes, personal development, stress management and many others that affect your well-being, [sign up here](#). You'll be emailed a *Road to Wellness* tip once a month.



- HRD Home
- HR Programs
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 - Garnishments And Employee Deductions
- Employee Assistance Program**
- SECC
- Substance Abuse Program
- Workplace Violence
- Live Well, Work Well, Employee Wellness Program
- Time and Labor
- Recruitment Programs
- Tuition Assistance Program +
- Performance Management +
- Videos +
- Leave Programs +
- Coordinator Tools +

Employee Assistance Program



Alliance Work Partners is TxDOT's Employee Assistance Program (EAP) vendor for our Employee Assistance Program. Our EAP provides valuable services at no cost to employees and their families in the form of short-term counseling, legal and financial consultations, and convenient web-based services. In addition, our EAP can provide referrals and resources on a number of work/life topics including but not limited to child and elder care, health and well-being, and work and personal-related issues. For any issue, call **866-348-9368**.

Watch this TxDOT video of our EAP benefits!

- [English](#)
- [Spanish](#)

Login to Alliance Work Partners

1. Go to www.awpnow.com
2. Select "Access Your Benefits."
3. If this is your first visit to the website, complete the required registration fields.
4. Enter the registration code: **AWP-TXDOT-1751**
5. Make note of the email address and password you created for the next time you log in to your EAP website.

Counseling and Referrals

The EAP provides an opportunity for employees and their immediate family members to receive counseling at no cost for a variety of issues affecting their overall well being. Getting help is easy, convenient -- and confidential. Read more about your [counseling benefits here](#).

For general inquiries or to speak to a counselor:

866-348-9368

EAP Teen Line:

800-334-TEEN (8336)

TDD 800-448-1823

Servicios en español disponibles.

The EAP offers help with various issues including:

- | | | |
|-----------------------------------|----------------------------------|--------------------------|
| • Job performance | • Child and elder care resources | • Weight loss |
| • Marital difficulties | • Parenting support | • Time management |
| • Family issues | • Anger management | • Stress management |
| • Communication skills | • Legal and financial issues | • Personal concerns |
| • Managing depression and anxiety | • Grief and bereavement | • Career management |
| • Alcohol / substance abuse | • Smoking cessation | • Self-improvement plans |

Legal Issues

You can receive a free legal consultation by phone with a licensed attorney or legal representative with a specialization in your area of concern through the Law Access service. Online services are available where you can access legal libraries, forms, tools, and calculators. Read more about the [Law Access services here](#).

Financial Issues

The EAP can help you deal with financial stress. Call to speak with a counselor or go online to find resources, tools, and information on financial planning and other money matters. Read more about the [financial counseling benefits here](#).

Work Life Services

The EAP can help you find services you may need to help family members or yourself cope with life's challenges. Call the EAP for a no-cost, confidential conversation with a counselor who can do the research for you. Read more about [Work Life services here](#).

Well Coach

When you access Well Coach services, you will receive a personalized health assessment and action plan based on individual health needs, plus referrals to screened coaches and free educational materials to support your plan. Coaches stay in touch to assist with implementing the wellness plan. Read more about [Well Coach here](#).

Safe Ride

We all know drinking and driving don't mix. To ensure your safety, EAP will reimburse your cab fare when calling a cab is the right thing to do. Read more about [SafeRide here](#).

Questions?

Questions about the Employee Assistance Program? Click [HERE](#) to read our FAQs page.

Training Catalog

To schedule training for your work group, you may contact [Carol Curand](#).

Click [HERE](#) to go to the training catalog.



TOTAL COMPENSATION PACKAGE FOR FULL-TIME EMPLOYEES

Employee Paid Leave

Vacation	State holiday
Sick	Voting
Performance	Wellness

Insurance Benefits

- Health insurance – Upon acceptance free to full-time employee
(\$5,000 basic life insurance and \$5,000 accidental death and dismemberment provided with health coverage)
- Short and long-term disability
- Optional life insurance
- Dependent term life insurance
- Prescription drug program
- Dental
- Vision discounts
- Flexible spending account
- Texas legal protection program

Retirement Benefits

- Monthly employee and state contributions
- TexaSaver program (401k, 457 and Roth options)

Additional Benefits

- Tuition assistance program
- Flexible work schedules
- Work-life balance
- Wellness program
- Longevity pay
- Employee assistance program
- Discount purchase program
- Service awards
- Recruitment referrals



TOTAL COMPENSATION

- ▶ **Vacation Accrual (minimum)**
8 hours per month x \$20 – **\$160** per month
 - ▶ **Sick Leave Accrual (standard)**
8 hours per month x \$20 – **\$160** per month
 - ▶ **Holiday Leave (average)**
8 hours per month x \$20 – **\$160** per month
 - ▶ **Insurance Contribution**
HealthSelect, member-only coverage: **\$624.82** per month
(Includes \$5,000 of Term Life and \$5,000 Accidental Death and Dismemberment)
 - ▶ **State Rate plus Agency Payroll Contribution Toward Retirement**
10% (9.5 + 0.5) x \$3,466.67 – **\$346.66** per month
 - ▶ **State Social Security Contributions**
6.2% x \$3,466.67 – **\$214.93** per month
 - ▶ **Longevity** (Beginning with two years of qualified state service)
An additional **\$20** per month for every two full years of state service will be added to your monthly salary.
-
- ▶ **Total Estimated Benefit**
\$1,666.41 per month; **\$19,996.92** annual

Figures based on an average TxDOT new hire monthly salary: \$3,466.67; Hourly \$20; Annual \$41,600 as of September 2019.

The way state benefits are structured, a new hire can potentially receive an additional \$1,666.41 (approximate figure) in total compensation per month. This can translate into \$19,996.92 annually of "enhanced benefits" unseen on your monthly paycheck. These figures include your monthly base salary, health benefit contribution, state social security contributions, retirement consideration, paid leave time and \$5,000 of Term Life and \$5,000 of Voluntary Accidental Death and Dismemberment (AD&D).

www.TxDOT.gov

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