



**Angelo State University**  
**Operating Policy and Procedure**

**OP 16.01: Affirmative Action Plan**

**DATE:** May 14, 2012

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to establish policy and procedure for the university's Affirmative Action Plan in accordance with Executive Order 11246.

**REVIEW:** This OP will be reviewed in April of even-numbered years by the director of human resources with recommended revisions forwarded through the vice president of finance and administration to the president by May 15 of the same year.

**POLICY/PROCEDURE**

**1. Introduction**

It is the responsibility of the Office of Human Resources to ensure that Angelo State University complies fully with all provisions of Executive Order 11246, legislative acts, federal guidelines, and pertinent case law, which form the legal basis of this policy.

Specific responsibilities under Executive Order 11246, as amended, and Title VII of the Civil Rights Act of 1964 are outlined below.

**2. Affirmative Action Plan**

Angelo State University will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, physical or mental disability, Vietnam-era or special disabled veteran status. ASU will take affirmative action to ensure that applicants are employed and that employees are treated equally during employment without regard to their race, color, religion, sex, national origin, age, physical or mental disability, Vietnam-era or special disabled veteran status. Such action shall include, but not be limited to, the following employment transactions: upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training, including apprenticeship.

**3. Development of the Affirmative Action Plan**

a. Beginning October 1 of each year, the Office of Human Resources will begin preparing annual revisions to the Affirmative Action Plan (AAP) in accordance with guidelines promulgated by the Office of Federal Contract Compliance (OFCCP), including:

(1) Reviewing changes in the legal framework for AA/EEO;

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- (2) Securing the most recent data sources for computing the two-factor utilization analysis that includes:
    - (a) The percentage of minorities and women among those having requisite skills in the reasonable recruiting area; and
    - (b) The percentage of minorities and females among the promotable, transferable, or trainable in the contractor's organization.
  - (3) Revising job groups based on the information obtained;
  - (4) Computing a utilization analysis for all job categories using the two factors stated above;
  - (5) Establishing goals and timetables for non-instructional employees based on the results of two-factor utilization analysis for these groups;
  - (6) Informing the managing director of human resources and all division administrators of the status of goals of non-instructional job groups
- b. Upon completion of the Affirmative Action Plan, the Office of Human Resources will submit the document to the president for review and approval.
  - c. Beginning January 15 of each year, the Office of Human Resources will communicate the plan, goals and timetables to departments by:
    - (1) Providing department heads with availability factors relating to their respective job groups. The department heads will use this information, along with consideration of the vacancies that exist in each department, possible promotions, and increases or decreases in department size, to establish goals and timetables for their departments; and
    - (2) Revising the narrative portion of the plan to reflect progress made toward implementation of the previous year's goals and any new plans for the future, incorporating this information into the Affirmative Action Plan, and completing the plan.

#### **4. Implementation of Equal Employment Opportunity and Affirmative Action**

Responsibility for implementing the university's Equal Employment Opportunity Policy and affirmative action efforts rests with each department head and administrative official. The Office of Human Resources is responsible for the following:

- a. Developing policies and procedures necessary for the implementation of the university's equal employment and affirmative action efforts;
- b. Assisting departments in meeting their affirmative action goals;
- c. Designing and implementing auditing report systems necessary to comply with the university's affirmative action plan; and

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- d. Providing supervisory training in equal employment and affirmative action policies and programs.

**5. Custodian of the Affirmative Action Plan**

Each year, copies of the Affirmative Action Plan will be kept on file in the Office of Human Resources, as required by the Department of Labor, Office of Federal Contract Compliance. The Plan will be available for review or inspection during normal business hours.