

**EXECUTIVE ORDER 11246 AFFIRMATIVE ACTION PLAN (AAP)**

**for**

**The Texas Agricultural Experiment Station**

**A Component of**

**The Texas A&M University System**

**Mail Stop 2162  
College Station, TX 77843-2162**

**January 1, 2007 – December 31, 2007**

**PART I: AAP FOR MINORITIES AND WOMEN**

**PART II: AAP FOR COVERED VETERANS  
AND PERSONS WITH DISABILITIES**

## **CONFIDENTIAL TRADE SECRET MATERIALS**

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This AAP contains confidential information which is subject to the provisions of 18 U.S.C. 1905. Chrysler Corp. v. Brown, 441 U.S. 281, 19 FEP 475 (1979). Copies of this AAP and all related appendices, documents, and support data are made available on loan to the U.S. Government upon the request of said Government on the condition that the Government hold them totally confidential and not release copies to any persons whatsoever. This AAP and its Exhibits and all its supporting documents contain much confidential information which may reveal, directly or indirectly, Texas Agricultural Experiment Station's plans for business or geographical expansion or contraction. Texas Agricultural Experiment Station considers this AAP to be exempt from disclosure, reproduction, and distribution under the Freedom of Information Act upon the grounds, among others, that such material constitutes (1) personnel files, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, which are exempt from disclosure under 5 U.S.C. 552(b)(6); (2) confidential, commercial, or financial information, which is exempt from disclosure under 5 U.S.C. 552(b)(4); (3) investigatory records compiled for law enforcement purposes, the production of which would constitute an unwarranted invasion of personal privacy, which are exempt from disclosure under 5 U.S.C. 552(b)(7)(C); and (4) matters specifically exempted from disclosure by statute, which are exempt from disclosure under 5 U.S.C. 552(b)(3). Notice is hereby given of a request pursuant to Title 41 Code of Federal Regulations, Part 60-60.4(d) that portions of this AAP be kept confidential.

Texas Agricultural Experiment Station wishes to make it clear that it does not consent to the release of any information whatsoever contained in this AAP under the Freedom of Information Act or otherwise. If the U.S. Government, or any agency or subdivision thereof, is considering breaching the conditions under which this AAP was loaned to such Government, or is considering a request for release of this AAP under the Freedom of Information Act, a request is hereby made that the Government immediately notify the Director of Texas Agricultural Experiment Station of any and all Freedom of Information Act requests received by the Government or any other contemplated release of this AAP by the Government which relates to information obtained by the Government from the agency.

We further request that everyone who has any contact with this AAP or its supporting data treat such information as totally confidential and that such information not be released to any person whatsoever. Retention or disclosure of information relating to identifiable individuals may also violate the Privacy Act of 1974.

# THE TEXAS AGRICULTURAL EXPERIMENT STATION AAP

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## INTRODUCTION TO PARTS I AND II

Texas Agricultural Experiment Station is a federal government supply and service contractor subject to the affirmative action requirements of Executive Order 11246, the Rehabilitation Act of 1973 as amended, and the Vietnam Veterans' Readjustment Assistance Act of 1974, Section 4212 as it has federal contracts. Because Texas Agricultural Experiment Station has \$50,000 or more in annual contracts with the federal government and employs 50 or more employees, we are required to prepare annual written Affirmative Action Plans (AAP's) for minorities and women, for covered veterans, and for persons with disabilities for our institutions. Failure to comply with these laws and their implementing regulations, which are enforced by the Office of Federal Contract Compliance Programs (OFCCP), can result in debarment of the agency from future contracts and subcontracts.

This Affirmative Action Plan is for Texas Agricultural Experiment Station. Separate Plans for other components of the System are outside the control of Texas Agricultural Experiment Station and this plan.

Affirmative Action is a term that encompasses any measure adopted by an employer to correct or to compensate for past or present discrimination or to prevent discrimination from recurring in the future. Affirmative Action goes beyond the simple termination of a discriminatory practice.

As stipulated in federal regulations, a prerequisite to the development of a satisfactory Affirmative Action Plan is the evaluation of opportunities for the utilization of protected group members, as well as an identification and analysis of problem areas inherent in their employment. Also, where a statistical analysis of the employee workforce reveals a numeric under-representation of minorities or women, greater than would reasonably be expected by their availability, an adequate AAP details specific affirmative action steps to guarantee equal employment opportunity. These steps are keyed to the problems and needs of protected group members. For minorities and women, such steps include the development of hiring and promotion goals and timetables to rectify under-representation where found. It is toward this end that the following AAP of Texas Agricultural Experiment Station was developed.

## **Applicable Affirmative Action Laws and Regulations**

Texas Agricultural Experiment Station's AAP for minorities and women (Part I) has been prepared according to Executive Order No. 11246, as amended, and Title 41, Code of Federal Regulations, Part 60-1 (Equal Employment Opportunity Duties of Government Contractors), Part 60-2 (Affirmative Action Programs of Government Non-Construction Contractors; also known as "Revised Order No. 4"), and Part 60-20 (Sex Discrimination Guidelines for Government Contractors). Texas Agricultural Experiment Station has developed separately an Affirmative Action Plan for covered veterans and persons with disabilities (Part II) prepared in accordance with the Rehabilitation Act of 1973, Section 503, as amended and Title 41, Code of Federal Regulations, Part 60-741 (Affirmative Action Program for Handicapped Persons), the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Section 4212, as amended, and Title 41 Code of Federal Regulations, Part 60-250 (Affirmative Action Program for Disabled Veterans and Veterans of the Vietnam Era).

### **Protected Groups**

Coverage under affirmative action laws and regulations applies to:

Women and minorities who are recognized as belonging to or identifying with the following race or ethnic groups: Blacks/African Americans, Hispanics/Latinos, Asians/Pacific Islanders, and American Indians/Alaskan Natives.

Special disabled veterans: veterans entitled to compensation for a disability rated at 30 percent or more, or rated at 10 or 20 percent in the case of a veteran who has been determined under section 3106 of Title 38 to have a serious employment disability, or a person who was discharged or released from active duty because of a service-connected disability.

Vietnam era veterans or other veterans who are "preference eligible": veterans, any part of whose active military service was during the Vietnam era, August 5, 1964 through and May 7, 1975, and who served on active duty for a period of more than 180 days and who were discharged or released therefrom with other than a dishonorable discharge, or who were discharged or released from active duty because of a service-connected disability. Includes veterans who have served in wartime or in a campaign or expedition for which a campaign badge has been authorized.

Recently separated veterans: any veteran currently within one-year of discharge or release from active duty.

An individual with a disability: a person who has a physical or mental impairment that substantially limits one or more of his/her major life activities; (2) has a record of such impairment, or (3) is regarded as having such an impairment.

## **Program Terminology**

The terms "utilization analysis," "under-representation," "deficiency," and "problem area," appearing in this AAP, are terms Texas Agricultural Experiment Station is required by government regulations to use. The criteria used in relation to these terms are those specified by the government. These terms have no independent legal or factual significance whatsoever. Although Texas Agricultural Experiment Station will use the terms in total good faith in connection with its AAP, such use does not necessarily signify that the agency agrees that these terms are properly applied to any particular factual situation and is not an admission of non-compliance with EEO laws, regulations, and objectives.

The utilization analysis contained herein is required by Government regulations to be based on certain statistical comparisons. Geographic areas and sources of statistics used herein for these comparisons were used in compliance with Government regulations, as interpreted by Government representatives. The use of certain geographic areas and sources of statistics does not indicate Texas Agricultural Experiment Station's agreement that the geographic areas are appropriate in all instances of use or that the sources of statistics are the most relevant. The use of such geographic areas and statistics may have no significance outside the context of this AAP. Such statistics and geographic areas will be used, however, in total good faith with respect to this AAP.

The grouping of job titles into a given job group does not suggest that Texas Agricultural Experiment Station believes the jobs so grouped are of comparable worth.

Whenever the term "goal" is used, it is expressly intended that it "should not be used to discriminate against any applicant or employee because of race, color, religion, gender, or national origin," as stated in Title 41 Code of Federal Regulations, Part 60-2.30.

This AAP is not intended to create any contractual or other rights in any person or entity.

## **Reliance on EEOC's Guidelines**

Although Texas Agricultural Experiment Station does not believe any violation of Title VII of the Civil Rights Act exists, it has developed this AAP in accordance with and in reliance upon the EEOC's Guidelines on Affirmative Action, Title 29 Code of Federal Regulations, Part 1608.

## **Reporting Period**

This AAP is designed to cover the following reporting period: 01/01/2007 – 12/31/2007.

## STATEMENT OF PURPOSE FOR PARTS I AND II

This AAP has been designed to bring women and men, members of minority groups, covered veterans, and persons with disabilities into all levels and segments of Texas Agricultural Experiment Station's workforce in proportion to their representation in the qualified relevant labor market.

The AAP, therefore, is a detailed, results-oriented set of procedures which, when carried out, results in full compliance with equal employment opportunity requirements through full utilization and equal treatment of all people.

The manner in which this is to be accomplished becomes technical and somewhat complicated. There are several reasons for this. First, Texas Agricultural Experiment Station is subject to and must address a variety of State and Federal laws and guidelines dealing with equal employment opportunity and affirmative action. These guidelines and requirements are in themselves somewhat technical and complex. In addition, relevant court decisions, which are often useful in interpreting, but sometimes conflicting with these requirements and guidelines, must be taken into account when developing and implementing the AAP. Furthermore, in determining Texas Agricultural Experiment Station's current equal employment opportunity and affirmative action position and its desired future achievements, numbers, percentages, statistics, and numerous calculations and computations must come into play.

The technical, legal, and mathematical aspects of the AAP, however, all have one common purpose—to allow us to properly identify three key concepts:

1. Where we stand now,
2. Where we must go,
3. How best to get there.

These three concepts are the Affirmative Action Plan.

**THE TEXAS AGRICULTURAL EXPERIMENT STATION AAP**

**A Component of**

**THE TEXAS A&M UNIVERSITY SYSTEM**

**PART I: AFFIRMATIVE ACTION PLAN FOR MINORITIES AND WOMEN**

**01/01/2007 – 12/31/2007**

**PART I**

**AAP FOR MINORITIES AND WOMEN**

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## **PART I: AAP FOR MINORITIES AND WOMEN**

### **CHAPTER 1: WORKFORCE ANALYSIS, LINES OF PROGRESSION, AND/OR ORGANIZATIONAL PROFILE**

#### **41 C.F.R. § 60-2.11**

#### **Workforce Analysis**

Texas Agricultural Experiment Station conducted a workforce analysis to identify employees at The Texas Agricultural Experiment Station by gender and race/ethnicity in each job title. The data was collected from payroll records dated 12/31/2006.

Job titles are listed by organizational unit (departments). Job titles are listed from lowest to highest paid. The list includes all job titles, including departmental supervision, exempt, and nonexempt titles.

For each job title, the salary range or hourly rate is provided, as well as the EEO Category to which the title is assigned. For each job title, Texas Agricultural Experiment Station identified the total number of employees, the number of male and female employees, the total number of minority employees, the male and female minority employees, the total number of White, Black, Hispanic, Asian or Pacific Islander, American Indian or Alaskan Native employees, and the male and female employees within each of these race/ethnic groups.

The workforce analysis is found as **Exhibit 3**.

Texas Agricultural Experiment Station carefully analyzed the workforce analysis to identify problem areas needing correction, such as concentrations or segregation of minorities or women by organizational unit, job, pay, or EEO Category. Problems are identified in Chapter 8: Identification of Problem Areas; programs to correct the identified problems are identified in Chapter 9: Action-Oriented Programs.

#### **Lines of Progression**

Developed in conjunction with the workforce analysis is information on Texas Agricultural Experiment Station's lines of progression. Lines of progression (career ladders/career paths) identify the job titles through which an employee can move to the top of a line. For each line of progression, applicable departments are identified. These are the departments which employ persons in the job titles in the specified line of progression. Some lines of progression are limited to only one department, while others are found throughout several departments.

The lines of progression provide useful information regarding patterns of vertical and horizontal movement throughout our workforce. These patterns will be evaluated to ascertain whether they provide to our employees the optimum career mobility and opportunities for advancement.

## **PART I: AAP FOR MINORITIES AND WOMEN**

### **CHAPTER 2: JOB GROUP ANALYSIS**

#### **41 C.F.R. § 60-2.12**

Although the workforce analysis was conducted individually for every job title, after it was completed, job titles were grouped for the comparison of incumbency to availability and for setting goals. There were several reasons for grouping jobs.

Many job titles are so similar in content, that handling them individually in the AAP is not necessary. Grouping together these very similar titles is appropriate for the comparison of incumbency to availability. For many job titles, the availability data that can be collected is limited, and the same data must be used for several related jobs. Therefore, grouping these related titles together is logical. Also, many job titles have so few incumbents in them that identifying disparities between incumbency and availability by job title is meaningless—as problem areas would be identified in terms of fractions of people. By grouping several similar titles and increasing the number of employees involved, a meaningful comparison can be conducted; any identified problem areas are more likely to be in terms of whole people. Consequently, goals established to correct problem areas are also more likely to be in terms of whole people.

The three reasons for grouping job titles all discuss "similar" or "related" jobs. That is the most critical guideline in creating job groups. Above all, the job titles placed into a job group must be more similar or related to each other than the job titles in other job groups.

Job groups must have enough incumbents to permit meaningful comparisons of incumbency to availability and goal setting. Ideally, if a job group is identified as containing a problem area, it should be large enough that a goal of a least one whole person can be established. No minimum size has been established for this purpose, however, since it is dependent not only on the size of the job group, but also on the size of the availability percentage and the number of minorities or women already employed in the job group.

It may not be possible for a smaller contractor's job groups to meet the guideline of not crossing EEO categories. While there are usually two or more job groups within each EEO-1 or EEO-6 category, for smaller contractors some or all of their job groups may correspond to EEO categories.

Texas Agricultural Experiment Station did not combine job titles with different content, wages, or opportunities if doing so would have obscured problem areas (e.g., job groups which combine jobs in which minorities or women are concentrated with jobs in which they are underrepresented).

**PART I: AAP FOR MINORITIES AND WOMEN**

**CHAPTER 3: PLACEMENT OF INCUMBENTS IN JOB GROUPS**

**41 C.F.R. § 60-2.13**

Each job group appears on a Job Group Report with a job group name and number. The report lists each job title in the job group. For each job title, the worksheet provides the following information: EEO reporting category, pay grade, job title, employee headcounts for each job title, and overall percentages by gender and race/ethnicity as of 12/31/2006.

See **Exhibit 4** for a copy of the Job Group reports for each job group.

## PART I: AAP FOR MINORITIES AND WOMEN

### CHAPTER 4: DETERMINING AVAILABILITY

#### 41 C.F.R. § 60-2.14

"Availability" is an estimate of the proportion of each sex and race/ethnic group available and qualified for employment at Texas Agricultural Experiment Station for a given job group in the relevant labor market during the life of the AAP. Availability indicates the approximate level at which each race/ethnic and sex group could reasonably be expected to be represented in a job group if Texas Agricultural Experiment Station's employment decisions are being made without regard to gender, race, or ethnic origin. Availability estimates, therefore, are a way of translating equal employment opportunity into concrete numerical terms. Correct comparisons of incumbency to availability, worthwhile and attainable goals, and real increases in employment for problem groups depend on competent and accurate availability analyses. With valid availability data, we can compare the percentages of those who could reasonably be expected to be employed versus our current employment (from the workforce analysis), identify problem areas or areas of deficiency, and establish goals to correct the problems.

#### Steps in Comparison of Incumbency to Availability

##### Identify Availability Factors

The following availability factors are required of federal government contractors for consideration when developing availability estimates for each job group:

1. External Factor: The external requisite skills data comes from the 2000 Census of Population.
  - a. Local labor area: See **Exhibit 5** for details of the employee residence analysis.
  - b. Reasonable labor area: National.
2. Internal Factor: The percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.

Assign Internal and External Factor Weights: Weights were assigned to each factor for each job group. A combination of historical data and experience were used to determine the weights. Weights were never assigned in an effort to hide or reduce problem areas.

Identify Final Availability: Weights were multiplied by the component-specific data to produce weighted data for each component. Weighted data for each component was summed. This produced a final availability estimate for each sex and race/ethnic group, as well as for minorities in the aggregate.

See **Exhibit 6** for a copy of the Final Availability reports for each job group.

**PART I: AAP FOR MINORITIES AND WOMEN**

**CHAPTER 5: COMPARING INCUMBENCY TO AVAILABILITY**

**41 C.F.R. § 60-2.15**

Once final availability estimates were made for each job group, Texas Agricultural Experiment Station compared the percentage of incumbents in each job group to their corresponding availability. A comparison was made between the percentage employed as of 12/31/2006 and that group's final availability.

See **Exhibit 7** for a copy of the Placement Goals reports for each job group.

## PART I: AAP FOR MINORITIES AND WOMEN

### CHAPTER 6: PLACEMENT GOALS

#### 41 C.F.R. § 60-2.16

Texas Agricultural Experiment Station has established a percentage annual placement goal whenever it found that minority or female representation within a job group was less than would reasonably be expected given their availability. In each case, the goal was set at the availability figure derived for women and/or minorities, as appropriate for that job group. These goals take into account the availability of basically qualified persons in the relevant labor area. They also take into account anticipated employment opportunities with our organization. Texas Agricultural Experiment Station believes these goals are attainable. These goals will be reached primarily through recruiting and advertising to increase the pool of qualified minority and female applicants and through implementation of our action-oriented programs (see Chapter 9). Selections will occur only from among qualified applicants. Goals do not require the hiring of persons when there are no vacancies or the hiring of a person who is less likely to do well on the job ("less qualified") over a person more likely to do well on the job ("better qualified"), under valid selection procedures. Goals do not require that Texas Agricultural Experiment Station hire a specified number of minorities or women.

Goals are not rigid and inflexible quotas which must be met, but are instead targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire AAP work. A goal is a guidepost against which Texas Agricultural Experiment Station, a community group, or a compliance agency can measure progress in remedying identified deficiencies in Texas Agricultural Experiment Station's workforce. By setting realistic goals, based on expected vacancies and anticipated availability of skills within the relevant labor area, and using a job-related selection system, Texas Agricultural Experiment Station should be able to meet the goals, assuming we conduct effective recruitment and advertising efforts to ensure an adequate pool of qualified minority and/or female qualified applicants from which to make selections.

In establishing goals, Texas Agricultural Experiment Station considered the results which could reasonably be expected from putting forth every good faith effort to make our overall AAP work. We involved personnel-relations staff, department heads, and unit managers and supervisors in the goal-setting process. Goals were not established that would exclude any gender or race/ethnic group.

See **Exhibit 7** for a copy of the Goals report for each job group.

## **PART I: AAP FOR MINORITIES AND WOMEN**

### **CHAPTER 7: DESIGNATION OF RESPONSIBILITY**

#### **41 C.F.R. § 60-2.17(a)**

In order to ensure consistent endeavor and progress toward the goal of equal employment, an Affirmative Action (AA) Officer for both academic and staff employees has been appointed by the Director for academic, executive, administrative, managerial, and classified personnel. It is the responsibility of the AA officer to ensure compliance with the policies set forth by the Director of the Experiment Station.

#### **1. Affirmative Action Officer**

The AA Officer is charged with the overall responsibility for implementation and coordination of The AAP. The Director has pledged full support of his office to the AA officer in his work related to equal employment opportunity. Adequate staff and supportive funds for the AA officer is the direct concern of the Director.

Stephen A. Schulze is the AAP program administrator for the Texas Agricultural Experiment Station and in the AA officer assigned the task of monitoring the implementation of this AAP. However, making sure our organization meets its EEO/AAP obligations is the combined responsibility of all members of administration and supervisory personnel. To administer the responsibilities of this AAP, in an effective manner, the backing by top administration will be given to Stephen A. Schulze.

The AA Officer's responsibilities include, but are not limited to:

- a. Developing and implementing an equal employment opportunity and affirmative action policy statement and affirmative action programs.
- b. Auditing employment practices, training programs, hiring and promotion procedures and evaluating the results of the Experiment Station's AAP and equal opportunity policies and practices.
- c. Assisting administration and faculty in identifying problem areas, in arriving at solutions to problems, and in establishing goals and objectives relative to the equal employment opportunity and affirmative action programs.
- d. Assuring that the Experiment Station's affirmative action programs and equal opportunity policies meet all regulatory guidelines and serve as liaison between the Experiment Station and federal enforcement agencies.
- e. Developing policy statements, affirmative action programs, internal and external communication techniques.
- f. Assisting in the identification of problem areas.

- g. Assisting administration in collecting and analyzing employment data, identifying problems, and arriving at solutions to those problems, setting goals, and developing programs to achieve goals.
- h. Designing and implementing internal audit and reporting systems that will:
  - 1) Measure the effectiveness of the Experiment Station's programs and determine where further action is needed.
  - 2) Indicate the need for the Experiment Station's remedial action.
  - 3) Determine the degree to which the Experiment Station's goals and objectives have been retained.
- i. Serving as liaison between the Texas Agricultural Experiment Station and the government regulatory and enforcement agencies, minority and women's organizations, and other community action groups concerned with employment opportunities of protected group members.
- j. Keeping administration informed of the latest developments in the entire equal opportunity area by reporting at least once each quarter on the progress of AAP goals in addition to a formalized annual EEO/AA report submitted to the Experiment Station Director.
- k. Ensure the dissemination of current legal information affecting Affirmative Action to the proper levels of administration.

The Texas Agricultural Experiment Station believes that a formal AAP must have the commitment of administration, from the head of the smallest work unit to the Director of the Experiment Station. All levels of administration are to bear the responsibility of ensuring that the Experiment Station's EEO policies and programs as outlined in this AAP are carried out.

1. Assistant Director for Human Resources and AA Officer

The Director of the Texas Agricultural Experiment Station has delegated to the Assistant Director of Human Resources and AA Officer the following responsibilities for implementation of the Experiment Station's AAP:

- a. Establishing liaison from the Experiment Station to minority agencies, women's organizations, community action groups, rehabilitation centers, veterans' organizations, and community programs and enforcement agencies.
- b. Keeping management informed of latest developments in the entire equal opportunity arena. This shall be accomplished by sharing related publications, new reports, etc., with management and through meetings that provide for questions and answers related to EEO material.

- c. Determining that all Experiment Station facilities are desegregated and periodically inspecting Experiment Station bulletin boards to ensure compliance with federal regulations relative to:
  - 1) Display of policy statements including posters; and
  - 2) Posting of job openings to give current employees the opportunity to apply
- d. Undertaking periodic reviews of personnel policies and practices as applied to both academic and staff employees to ensure equal employment opportunities for all applicants and considerations and benefits for all employees and to ensure that minority, female, veteran, and disabled employees are given full opportunities for salary increases, promotions, and transfers.
- e. Assuring that minority, female, veteran, and disabled employees are afforded a full opportunity and are encouraged to participate in all Experiment Station sponsored educational, training, recreational and social activities.
- f. Seeing that supervisors understand that it is their responsibility to prevent any form of harassment of his or her employees, for any reason, whether race, gender, religion, color, national origin, age, veteran status or because of physical or mental disability.
- g. Developing informational programs concerning equal employment opportunity for supervisory personnel.
- h. Developing training programs that will encourage all employees to continue their education and improve their skills and to provide them with information necessary to carry out the Experiment Station's equal employment opportunity policy.
- i. Providing counseling and advice to women, minority groups, veterans, and disabled employees concerning equal employment opportunity.
- j. Providing clerical support for the computation of all statistical reports necessary for the achievement of the Experiment Station's Equal Employment Opportunity Policy and AAP.

2. Responsibility of Organizational Units:

Each officer of the Experiment Station is individually responsible for ensuring that all personnel in areas under the officer's control are thoroughly familiar with the intent and the provisions of the Affirmative Action Program. All Experiment Station personnel engaged in any way in supervision are responsible for carrying out the provisions and requirements set forth in the Program and are evaluated for their Affirmative Action Program policies and procedures. Failure to perform such job duties will result in appropriate disciplinary action. In areas of under-representation, the responsible administrative officer will coordinate the efforts of supervisors reporting to the officer in reaching established affirmative action goals.

3. Administration's responsibilities include, but are not limited to the following:
  - a. Assisting in the identification of problem areas and the establishment of local and unit goals and objectives.
  - b. Being actively involved with local minority organizations, women's organizations, community action groups, and community service programs designed to promote equal employment opportunity.
  - c. Participating actively in periodic audits of training programs, and of hiring and promotion patterns, in order to remove barriers to the fulfillment of goals and objectives.
  - d. Holding regular discussions with local administrators, supervisors and employees to be certain our organization's policies are being followed.
  - e. Reviewing the qualifications of all employees to ensure that minorities and women are given full opportunities for transfers and promotions.
  - f. Conducting and/or supporting career counseling for all employees.
  - g. Participating in the periodic audit of each location within the facility to ensure compliance in areas such as:
    - 1) The proper display of approved posters;
    - 2) Ensuring that all facilities, including Experiment Station housing, which our organization might maintain for the use and benefit of our employees, are in fact desegregated, both in policy and in use. Additional assurance will continue to be made that facilities such as lockers and restrooms are comparable for both sexes;
    - 3) Making sure that minority and female employees are afforded full employment opportunity and are encouraged to participate in all the Texas Agricultural Experiment Station sponsored educational, training, recreational and social activities.
  - h. Being aware that administration's work performance is being evaluated on the basis of a variety of criteria which includes their equal employment opportunity efforts and results.
  - i. Selecting a proper course of action to preclude any harassment of employees who are placed or promoted through affirmative action efforts.

## PART I: AAP FOR MINORITIES AND WOMEN

### CHAPTER 8: IDENTIFICATION OF PROBLEM AREAS

#### 41 C.F.R. § 60-2.17(b)

##### Terminology

*The terms “utilization analyses,” and “problem area” appearing in this chapter are terms Texas Agricultural Experiment Station is required by government regulations to use. The criteria used in relation to these terms are those specified by the government. These terms have no independent legal or factual significance. Although Texas Agricultural Experiment Station will use the terms in total good faith in connection with its AAP, such use does not necessarily signify that the agency agrees that these terms are properly applied to any particular factual situation and is not an admission of non-compliance with EEO laws, regulations, and objectives. Whenever the term “goal” is used, it is expressly intended that it “should not be used to discriminate against any applicant or employee because of race, color, religion, gender, or national origin,” as stated in Title 41 Code of Federal Regulations, Part 60-2.30.*

Based on analyses of each job group, areas of concern have been identified and are discussed below. In addition to the identification of problem areas within job groups (under-representation), Texas Agricultural Experiment Station has conducted studies to identify problem areas in each of its selection procedures (i.e., hires, promotions, and terminations) as well as by organizational unit. The Texas Agricultural Experiment Station will continue to monitor and update these studies during each AAP year. In each case where potential problem areas have been identified, affirmative actions, as appropriate, will be taken consistent with any of the action-oriented programs described in Chapter 9 of this AAP.

Goals are established within each of the job groups at no less than the current availability data for the job group.

##### **41 C.F.R. § 60-2.17(b)(1): Workforce by Organizational Unit and Job Group**

An analysis of minority and female distribution within each organizational unit was accomplished by a thorough investigation of the Workforce analysis. See **Exhibit 3** for a copy of the Workforce Analysis by organizational unit.

An analysis of minority and female utilization within each job group was accomplished by a thorough investigation of the Placement Goals reports. See **Exhibit 7** for a copy of the Placement Goals reports for each job group.

##### **41 C.F.R. § 60-2.17(b)(2): Personnel Activity**

Applicant flow, hires, promotions, and terminations were analyzed by job group. An analysis of selection disparities in personnel activity between men/women and whites/minorities was

accomplished by a thorough examination of transaction data. See **Exhibit 8** for a copy of the Personnel Transaction reports for each job group.

**41 C.F.R. § 60-2.17(b)(3): Compensation Systems**

Compensation analyses were conducted by comparing the mean salaries for men v. women, and whites v. minorities in each job group. Mean tenure within the organization was also considered as a moderating factor. See **Exhibit 9** for a copy of the Compensation Analyses conducted for each job group.

## **PART I: AAP FOR MINORITIES AND WOMEN**

### **CHAPTER 9: ACTION-ORIENTED PROGRAMS**

#### **41 C.F.R. § 60-2.17(c)**

Texas Agricultural Experiment Station has taken, and will continue to take, the following actions in order to implement programs that will be practical and effective in the correction of problems, where necessary, and in the advancement of our EEO objectives. These performance-oriented programs are designed to eliminate discriminatory barriers and achieve goals within the specified time-tables. The Affirmative Action Officer is charged with the responsibility of monitoring the following actions. The Affirmative Action Officer will also confirm that our organization is taking and will continue to take the following actions:

The Experiment Station's Action Oriented Programs:

1. Conduct a detailed review of position descriptions to ensure that they actually reflect position functions and are consistent for the same position from one location to another.
2. The Texas Agricultural Experiment Station reevaluates worker specifications throughout the organization. Special attention is given to academic, experience and skill requirements to ensure that the requirements in themselves do not constitute inadvertent discrimination.
3. Job descriptions and position specifications are made available to the appropriate members of administration involved in the recruiting, screening and promotion processes. Copies are available to recruitment sources when necessary.
4. Evaluation of the total selection process is made to ensure freedom from bias and aid in the attainment of AAP goals and objectives. Personnel involved in the recruitment, disciplinary and other related processes are carefully selected and trained to ensure elimination of bias in all personnel actions.
5. The Texas Agricultural Experiment Station will continue to observe the OFCCP Uniform Guidelines on Employment Selection Procedures especially as they apply to tests. The Texas Agricultural Experiment Station is also aware that selection techniques other than tests may also be improperly used so as to have the effects of discrimination against protected group members. Every good faith effort will be made to evaluate such techniques and eliminate them if they are not objectively valid.
6. Texas Agricultural Experiment Station will continue to seek out those individuals qualified to perform our jobs from among minority and female applicants. This activity fosters our commitment to maintain and/or augment the protected group participants in our workforce. Our organization will continue to seek out women and minorities in both the exempt and nonexempt areas of employment and advancement of these protected groups; by conducting formal briefing sessions on Experiment Station premises with representatives of protected group employment advocacy groups where possible; and encouraging female and

minority employees to refer applicants, in addition to the increased use of the state employment office.

7. Minority and female employees are given equal opportunity for promotion through such actions as the posting of job openings, and the active encouragement of minorities and females to seek out job advancement. Qualified protected group members are especially encouraged to apply for open positions in the employee relations area of our organization.
8. Texas Agricultural Experiment Station will continue to actively encourage all employees to participate in desegregated Experiment Station-sponsored social and recreational activities.
9. English as a Second Language (ESL) programs are encouraged for minorities whose primary language is not English. Our organization will assist individuals in finding these ESL programs at local community colleges or with adult education efforts at secondary schools, in order to enhance their employment and promotion possibilities. In addition our organization makes an attempt to provide sign language assistance when applicable.
10. Provision of a well-defined line of career progression is being developed within a number of organizational units, in order to enhance the promotion of females and minorities.
11. Minorities and females are depicted in Experiment Station brochures and newsletters in order to promote the participation of protected group members.
12. All training programs are readily available to minorities and females within our organization, in many areas of our organization's workforce. All programs are equitable in availability to both females and minorities.

## **PART I: AAP FOR MINORITIES AND WOMEN**

### **CHAPTER 10: INTERNAL AUDIT AND REPORTING**

#### **41 C.F.R. § 60-2.17(d)**

Inherent in the AAP is the need for periodic self-assessment of problems encountered, corrective action taken, and progress made. Self-evaluation requires complex record keeping systems on applicants, employees, and components of the AAP itself. Periodic reports from supervisors, department managers, the Affirmative Action Officer, and other relevant persons are required.

The objective of all record keeping systems to be implemented is to assess the results of past actions, trends, the appropriateness of goals and objectives, the appropriateness and relevancy of identified solutions to problems, and the adequacy of the Plan as a whole. In addition, a further objective is to identify the proper corrective actions to be made to all components.

In order to fully achieve the objectives of such a record keeping system, the results of it must lead to follow-up through feedback to managers, supervisors, and staff, through reallocation of resources, through modifications to plans and the record keeping system itself, through appropriate recognition of personal achievements as well as punitive actions for discriminatory acts. For any identified deficiencies, appropriate corrective action will be identified and implemented.

The records that are maintained are the basis for updating the Affirmative Action Plan, including revising the availability data and establishing annual numerical goals. The internal audit and reporting system is used as the basis for evaluating systemic, results-oriented programs and affirmative action efforts.

The Texas Agricultural Experiment Station auditing and reporting system periodically measures the effectiveness of its total affirmative action program. The Affirmative Action Officer:

1. Monitors records of all personnel activity, including referrals, placements, transfers, promotions, terminations, and compensation, at all levels to ensure the nondiscriminatory policy is carried out;
2. Requires internal reporting on a scheduled basis as to the degree to which equal employment opportunity and organizational objectives are attained;
3. Reviews report results with all levels of management; and
4. Advises top management of program effectiveness and submit recommendations to improve unsatisfactory performance.

**THE TEXAS AGRICULTURAL EXPERIMENT STATION AAP**

**A Component of**

**THE TEXAS A&M UNIVERSITY SYSTEM**

**PART II: AFFIRMATIVE ACTION PLAN FOR SPECIAL DISABLED VETERANS,  
VETERANS OF THE VIETNAM ERA, AND PERSONS WITH DISABILITIES**

**FOR**

**January 1, 2007 – December 31, 2007**

**PART II**  
**AAP FOR SPECIAL DISABLED VETERANS, VETERANS OF**  
**THE VIETNAM ERA, AND PERSONS WITH DISABILITIES**

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**PART II: AAP FOR SPECIAL DISABLED VETERANS, VETERANS OF THE  
VIETNAM ERA AND PERSONS WITH DISABILITIES**

**CHAPTER A: POLICY STATEMENT  
41 C.F.R. §§ 60-250.44(a); 60-741.44(a)**

It is the policy of Texas Agricultural Experiment Station and my personal commitment that equal employment opportunity be provided in the employment and advancement of special disabled veterans, veterans of the Vietnam era, and persons with disabilities at all levels of employment, including the executive level. Texas Agricultural Experiment Station does not and will not discriminate against any applicant or employee because he or she is a special disabled veteran, veteran of the Vietnam era, or because of a physical or mental disability in regard to any position for which the applicant or employee is qualified. In addition, Texas Agricultural Experiment Station is committed to a policy of taking affirmative action to employ and advance in employment qualified special disabled veterans, veterans of the Vietnam era, and individuals with disabilities. Such affirmative action shall apply to all employment practices, including, but not limited to hiring, upgrading, demotion or transfer, recruitment, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship and on-the-job training. Decisions related to personnel policies and practices shall be made on the basis of an individual's capacity to perform a particular job and the feasibility of any necessary job accommodation. Texas Agricultural Experiment Station will make every effort to provide reasonable accommodations to any physical and mental limitations of individuals with disabilities and to special disabled veterans.

Our obligations in this area stem from not only adherence to all state and federal regulations, but also from our commitment as an employer in this state to provide job opportunities to special disabled veterans, veterans of the Vietnam era, and persons with disabilities.

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Dr. Edward A. Hiler  
Vice Chancellor and Dean, Agriculture and Life Sciences  
Director, Texas Agricultural Experiment Station

**PART II: AAP FOR SPECIAL DISABLED VETERANS, VETERANS OF  
THE VIETNAM ERA AND PERSONS WITH DISABILITIES**

**CHAPTER B: REVIEW OF PERSONNEL PROCESSES  
41.C.F.R. §§ 60-250.44(b); 60-741.44(b)**

To insure that all personnel activities are conducted in a job-related manner which provides and promotes equal employment opportunity for all known covered veterans and employees and applicants with disabilities, reviews are periodically made of the university's examination and selection methods to identify barriers to employment, training, and promotion.

- 1) Texas Agricultural Experiment Station periodically conducts a review of its employment processes to insure thorough and systematic consideration of the job qualifications of known covered veteran applicants and employees and applicants and employees with disabilities for job vacancies filled either by external hiring or internal promotions/transfers, as well as for all training opportunities available. In order to determine whether an individual is qualified for a particular job, a close examination of the content of the job is made, as well as a review of the job qualifications of known special disabled veterans, Vietnam era veterans, and individuals with disabilities, both applicants and employees. In determining the qualifications of a covered veteran, consideration is given only to that portion of the military record, including discharge papers, relevant to the job qualifications for which the veteran is being considered.
- 2) The university insures that its personnel processes do not stereotype disabled persons or Vietnam Era Veterans in a manner which limits their access to jobs for which they are qualified.

**PART II: AAP FOR SPECIAL DISABLED VETERANS, VETERANS OF  
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**CHAPTER C: PHYSICAL AND MENTAL QUALIFICATIONS**

**41.C.F.R. §§ 60-250.44(c); 60-741.44(c)**

To insure that all physical and mental qualifications and requirements are job-related and promote equal employment opportunity for all known covered veteran and employees and applicants with disabilities, reviews are periodically made of the university's physical and mental qualifications and requirements as they relate to employment, training, and promotion.

The university's physical and mental job requirements are reviewed to determine whether or not they are job-related and consistent with business necessity and safe performance on the job.

Schedule for Review: Any previously reviewed classification will be reviewed again if there is a change in working conditions which affects the job's physical or mental requirements (e.g., new requirements, new equipment, etc.)

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**CHAPTER D: REASONABLE ACCOMMODATION TO PHYSICAL AND MENTAL  
LIMITATIONS**

**41 C.F.R §§ 60-250.44(d); 60-741.44(d)**

Texas Agricultural Experiment Station will make every effort to provide reasonable accommodations to physical and mental limitations of applicants and employees with disabilities or who are special disabled veterans unless it can demonstrate that the accommodations would impose an undue hardship on the operation of business. Texas Agricultural Experiment Station will confidentially review performance issues of employees with known disabilities to determine whether a reasonable accommodation is needed when: 1) the employee is having significant difficulty with job performance, and 2) it is reasonable to conclude that the problem is related to the known disability.

Employees may also contact the following at any time to formally request an accommodation:

Name: Steve Schulze

Title: Assistant Agency Director for Human Resources

Phone: 979-845-2423

Email: [s-schulze@tamu.edu](mailto:s-schulze@tamu.edu)

**PART II: AAP FOR SPECIAL DISABLED VETERANS, VETERANS OF  
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**CHAPTER E: HARASSMENT  
41.C.F.R. §§ 60-250.44(e); 60-741.44(e)**

Texas Agricultural Experiment Station has developed and implemented a set of procedures to ensure that its employees who are disabled or Vietnam Era Veterans are not harassed due to those conditions.

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**CHAPTER F: OUTREACH, POSITIVE RECRUITMENT, AND EXTERNAL POLICY  
DISSEMINATION**

**41 C.F.R. §§ 60-250.44(f); 60-741.44(f)**

**1. EXTERNAL DISTRIBUTION:**

- a. Texas Agricultural Experiment Station will continue to disseminate information externally to assorted community and state organizations, colleges and schools about AA/EEO matters. The major areas of compliance include; recruitment, publications, community relations, correspondence, and contracts.
- b. Texas Agricultural Experiment Station has, and will maintain, liaison with local organizations and institutions that service individuals with disabilities and covered veterans to recruit qualified individuals. All job advertisements published externally state that our organization is an *Equal Opportunity Employer*.
- c. Policy statements regarding individuals with disabilities and covered veterans will continue to be mailed to local organizations and institutions on a yearly basis. The Texas Agricultural Experiment Station also features minorities, women, individuals with disabilities, and covered veteran employees in recruiting literature, annual reports, or other publications when employees are involved in such publications.

**2. PERSONNEL PROCEDURES**

Texas Agricultural Experiment Station exercises a comprehensive commitment to the principles of Affirmative Action and Equal Employment Opportunity. It is our organization's policy not only to comply with all federal, state and local regulations pertaining to Equal Employment Opportunity, but also to develop the true spirit of these acts throughout our organization.

**3. GENERAL PROCEDURES**

State employment agencies, vocational rehabilitation agencies, school and college placement offices, state education agencies, various community agencies and various advocacy groups will be used as recruiting sources. Documentation of contacts made with these sources will continue to be maintained. Technical assistance on the possible development of on-the-job training opportunities for covered veterans will be made through Veteran Employment Representatives, local Veteran Administration Offices and local Vietnam Era Veterans' organizations.

Consideration is given to only that portion of the covered veteran's military record, including discharge papers, relevant to the specific job qualifications for which the veteran is

being considered.

On-site tours and meetings are available as an outreach to interested rehabilitation agencies to familiarize their advisers and job coaches with the physical and mental features of individual job requirements.

We adhere to a schedule for the review of physical and mental job qualification requirements on an on-going basis. This is done to ensure that, to the extent qualification requirements tend to screen out qualified individuals with disabilities and covered veterans, they are job related, consistent with business necessity, and with the safe performance of the job.

Internal audits are conducted to review and evaluate the specific requirement related to the development of the Experiment Station's Affirmative Action Program and Equal Employment Opportunity. Internal audits are also conducted on the employment and promotion of qualified individuals with disabilities and covered veterans. Periodic internal audits or compliance reviews ensure a better mechanism for the Affirmative Action Program for individuals with disabilities and covered veterans.

Personnel procedures are reviewed annually to determine that present procedures ensure precise and systematic consideration of the essential job function qualifications of known individuals with disabilities, special disabled veterans and Vietnam era veteran applicants.

Texas Agricultural Experiment Station does not reduce the amount of employment or promotion compensation offered to individuals with disabilities or covered veterans because of any disability income, pension or other benefit the applicant or employee receives from another source.

All job openings, including non-tenure faculty and tenure track faculty, are listed with the appropriate State Employment Service. TAES has an online employment service available by phone at (979) 845-4473; by e-mail at [employment@agtamu.edu](mailto:employment@agtamu.edu); and on the web at <http://greatjobs.tamu.edu>.

All requests to waive advertising for specific job positions are presented to Affirmative Action Officer for evaluation. Exceptions of this nature must have the Director's approval after evaluation. A memorandum from the originator of the waiver request must justify the waiver requirements and must accompany the request.

Employment records are reviewed to determine the availability of qualified promotable and transferable individuals with disabilities and covered veterans.

Any individual with disabilities or covered veteran applicants can request a job accommodation. The request is reviewed by Experiment Station administration and an appropriate decision is made. Information obtained from medical examinations is used only to establish work restrictions and to provide safeguards for persons who might require emergency medical treatment. The information is not used to exclude or otherwise limit employment opportunities of qualified individuals.

Information gathered from medical examinations is kept confidential, except that supervisors and administrators may be informed regarding restrictions on work duties of individuals with disabilities, and regarding accommodations. Safety and first aid personnel may also be informed.

Through the Affirmation Action Officer, contacts are made with state and local referral agencies that serve individuals with disabilities and covered veterans. Agencies such as the Department of Vocational Rehabilitation and others are encouraged to have their clients apply for employment.

Every applicant has the opportunity to identify himself or herself as disabled and/or as a covered veteran. All medical information concerning individuals with disabilities or covered veterans will be used only to meet safety requirements and to make reasonable accommodations for any disability. Information regarding ethnicity, disability, veteran status, and sex is both voluntary and, as to disability and veteran status, confidential.

Texas Agricultural Experiment Station does not reduce the amount of employment or promotion compensation offered to individuals with disabilities or covered veterans because of any disability income, pension or other benefit the applicant or employee receives from another source.

#### 4. Training and Educational Opportunities

Texas Agricultural Experiment Station advocates the pursuit of opportunities for professional and educational development that are advantageous to our organization and to the employee.

Reasonable accommodations are made for employees with disabilities to enable them to take part in job-related training and occupational development.

The Experiment Station's employees are invited to further their career development by taking part in training and educational assistance programs.

The Experiment Station's training programs are readily available to qualified individuals with disabilities and covered veterans within our organization in many areas of our organization's workforce. All programs are equally available to both qualified individuals with disabilities and covered veterans.

**PART II: AAP FOR SPECIAL DISABLED VETERANS, VETERANS OF THE  
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**CHAPTER G: INTERNAL POLICY DISSEMINATION  
41 C.F.R. §§ 60-250.44(g); 60-741.44(g)**

**1. INTERNAL DISTRIBUTION**

The Experiment Station's Affirmative Action Policy is available to all employees by the following process:

- a. Annual Memorandum: Each year the Director will send a memorandum reaffirming the AA/EEO Policy Statement to all employees and will continue to include the policy in our organization's policy manual. All publications produced by the Experiment Station have information for individuals with disabilities.
- b. Affirmative Action Program: The Experiment Station's Affirmative Action Program will continue to be revised annually and distributed by the Affirmative Action Officer to all administration offices. The Equal Employment Opportunity Policy and federally required Equal Employment Opportunity posters, affirming our nondiscrimination policy, are posted on bulletin boards in public locations and in work areas.
- c. Administration Training: The Experiment Station's AA/EEO Policy regarding individuals with disabilities, special disabled veterans and veterans of the Vietnam era is communicated in special meetings with supervisory personnel to explain the intent of the policy. It is the Director's official policy that all administrators and supervisors are required to become familiar with their individual responsibility for effective implementation of the contents of the Affirmative Action Plan.

**PART II: AAP FOR SPECIAL DISABLED VETERANS, VETERANS OF THE  
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**CHAPTER H: AUDIT AND REPORTING SYSTEM  
41 C.F.R. §§ 60-250.44(h); 60-741.44(h)**

Texas Agricultural Experiment Station has developed and currently implements an audit and reporting system that addresses the following:

- 1) Measures the effectiveness of Texas Agricultural Experiment Station's overall Affirmative Action Program and whether the Agency is in compliance with specific obligations.
- 2) Indicates the need for remedial action.
- 3) Measures the degree to which Texas Agricultural Experiment Station's objectives are being met.
- 4) Whether there are any undue hurdles for individuals with disabilities and Vietnam Era Veterans regarding Agency sponsored educational, training, recreational, and social activities.

**PART II: AAP FOR SPECIAL DISABLED VETERANS, VETERANS OF THE  
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**CHAPTER I: RESPONSIBILITY FOR IMPLEMENTATION  
41 C.F.R. §§ 60-250.44(i); 60-741.44(i)**

The Director's Office is responsible for the administration of the Affirmative Action Plan and Equal Employment Opportunity policies. Our organization's written commitment to the principles of affirmative action and equal employment is distributed annually to all employees. It is clearly stated that achievement of the AAP/EEO policy is an administrative responsibility. This responsibility especially applies to administrators, supervisors, the Affirmative Action Officer, and others designated as Affirmative Action Representatives.

Texas Agricultural Experiment Station will fulfill the Affirmative Action Plan for the disabled, special disabled veterans, and Vietnam era veterans by the following actions:

1. Consider qualified individuals with disabilities and covered veterans without discrimination in the regulation of its personnel process.
2. Post notices of the Experiment Station's EEO/AA obligations in conspicuous places in order to publicize the Affirmative Action Plans for individuals with disabilities and for covered veterans. The notices will continue to be available to both employees and applicants for employment.
3. Invite all applicants and employees to self-identify as persons with disabilities or covered veterans so our organization can take affirmative action to employ and advance in employment qualified individuals with disabilities and covered veterans.
4. Inform employees of the Experiment Station's policy concerning the employment of persons with disabilities and covered veterans.
5. Provide information to all employees regarding modifications in the Experiment Station's policies and procedures.
6. List all suitable employment openings with the appropriate local office of the TWC.
7. Provide training and counseling to all employees, supervisors and administrators in order to gain positive support and understanding of the Affirmative Action Program for individuals with disabilities and for covered veterans.
8. Work closely with local organizations, advocacy groups and institutions servicing individuals with disabilities and covered veterans.
9. Achieve reasonable accommodations by removal of architectural and psychological barriers, modification of the work place, and/or job duties, providing job aids, etc.

10. Include individuals with disabilities and covered veterans when the Texas Agricultural Experiment Station employees are identified in advertisements for jobs.
11. Inclusion of EEO/AA clauses will continue in contracts awarded under government prime contracts and subcontracts. Clauses state that the contractor is bound by the terms of Section 503 of the Rehabilitation Act of 1973, as amended, 38 USC 4212 (formerly 2012) of the Vietnam Era Veterans Readjustment Assistance Act of 1974, and is committed to affirmative action and equal employment opportunity.

Texas Agricultural Experiment Station has appointed the Affirmative Action Officer responsible for the Disabled, Special Disabled Veterans, and Vietnam Era Veterans Programs. The Affirmative Action Officer has been given the necessary top administrative support and staff to implement these programs, including the following activities:

1. Design and implement auditing and reporting systems that will measure the effectiveness of our organization's programs and indicate the need for remedial action when necessary.
2. Determine the degree to which our organization objectives have been attained, and determine whether known individuals with disabilities and covered veterans have had the opportunity to participate in all Experiment Station sponsored educational training, recreational, and social activities.
3. Collect and process all requests for assistance in accommodating the physical, emotional, and mental disabilities of an employee and assist individuals with disabilities and covered veterans with job development.
4. Comply with Affirmation Action obligations in the employment and placement of qualified individuals with disabilities and covered veterans by developing and maintaining a list of contacts with interested referral agencies, in addition to developing and implementing programs for the recruiting and placement of qualified individuals with disabilities and covered veterans.
5. Reviewing potential personnel files of applicants who are disabled and covered veterans, and maintain a profile on each individual concerning work skills, education and training.
6. Support Experiment Station authorities in drawing up specifications for modification of existing physical structures, as needed, for accessibility by individuals with disabilities.
7. Train Experiment Station supervisors and administrator concerning the responsibilities of a Federal contractor under Section 503 of the Rehabilitation Act of 1973 and 38 USC (formerly 2012) of the Vietnam Era Veterans Readjustment Assistance Act of 1974, and serve as a resource to supervisors, employees and applicants in all matters concerning individuals with disabilities and covered veterans.
8. Reviewing existing regulations to keep informed of all new or updated regulations to

ensure that our organization is in compliance with federal and state laws.

9. Publicize the Disabled, Disabled Veterans, and Vietnam Era Veterans Programs internally and externally throughout our organization.

**PART II: AAP FOR SPECIAL DISABLED VETERANS, VETERANS OF THE  
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**CHAPTER J: TRAINING  
41 C.F.R. §§ 60-250.44(j); 60-741.44(j)**

Texas Agricultural Experiment Station trains all employees involved in any way with the recruitment, selection, promotion, disciplinary actions, training, and related processes of individuals with disabilities or Vietnam Era Veterans to ensure commitment to the Agency's stated Affirmative Action goals.

**PART II: AAP FOR SPECIAL DISABLED VETERANS, VETERANS OF  
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**CHAPTER K: COMPENSATION  
41 C.F.R. §§ 60-250.21(i); 60-741.21(i)**

It is the policy of Texas Agricultural Experiment Station that when offering employment or promotion to special disabled veterans, veterans of the Vietnam era, or individuals with disabilities, the amount of compensation offered will not be reduced because of any disability income, pension, or other benefit the applicant or employee receives from another source.