

# **AFFIRMATIVE ACTION PLAN**

## **FOR MINORITIES & WOMEN**

### **THE UNIVERSITY OF MARYLAND CENTER FOR ENVIRONMENTAL SCIENCE (UMCES)**

July 1, 2011 - June 30, 2012

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Dr. Donald Boesch  
President

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Dennis Mesko  
Affirmative Action Officer

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## PREFACE

UMCES (also referred to as the University) is fully committed to the concept and practice of equal opportunity and affirmative action in all aspects of employment.

In the preparation of this AAP, the University has used the terminology used in E.O. 11246 and it's implementing regulations as a guide. Therefore, the use of such terms as "underutilization," "deficiency," "concentration," "affected class," "goal," "problem area," etc. should not be construed as an admission by the University, in whole or in part, that any problem area exists or that either minorities or women have been or are presently being underutilized, concentrated, or discriminated against in any way by the University in violation of federal, state, or local fair employment practice laws. Furthermore, nothing contained in this AAP or its supporting data should be construed as an admission by the University, in whole or in part, that it has contravened such federal, state, or local employment practice laws.

In developing and implementing the AAP, the University has been guided by its established policy of providing equal employment opportunity. Any placement goals that the University has established herein are not intended as rigid, inflexible quotas that must be met, but rather as targets reasonably attainable by applying every good faith effort in implementing this AAP. The use of placement goals in this AAP is not intended, nor is the effect of such placement goals intended, to discriminate against an individual or group of individuals with respect to any employment opportunities for which he, she, or they are qualified on the grounds that he, she, or they are not the beneficiaries of affirmative action themselves. Nothing herein is intended to sanction the discriminatory treatment of any person. Indeed, all employment decisions at the University are made based on job-related criteria. Thus, this AAP has been developed in strict reliance upon the Guidelines on Affirmative Action issued by the Equal Employment Opportunity Commission (EEOC) (29 C.F.R. Part 1608).

While UMCES firmly believes in wide dissemination of its affirmative action policies and equal employment opportunity practices, this AAP contains certain proprietary information relating to the University's business that must be kept confidential. At a minimum, the complexity of this data is subject to misinterpretation and misuse, which again can be very harmful to business goals and objectives solely unrelated to the affirmative action and equal employment opportunity concept.

Therefore, even though the University is justifiably proud of the progress and placement goals that are described in the following pages, this AAP and its support data are to be disclosed only to individuals, companies and government agencies only where such individuals or entities have a legitimate business interest or legal entitlement to the information. UMCES specifically requests the following:

1. If this information is submitted to the Office of Federal Contract Compliance Programs (OFCCP) pursuant to the relevant Executive Order and regulations, it is to be considered confidential and not subject to disclosure without notifying UMCES of the agency's decision to disclose and providing the University with ample time to contest the disclosure.
2. If this information is supplied to another government contractor, EEOC representative, or any other person who is given access to the AAP, it is not to be copied, reproduced, or disclosed without prior notification to UMCES.
3. No information contained in the AAP is to be copied, removed from the premises, or released to other individuals without prior notification to UMCES.

4. All monitoring system reports as required by federal regulations and laws have been completed. Reports that require specific data such as names of employees and salary information are not an official part of this AAP. This information is on file at the University as Documentation and Supporting Data for AAP Reports and is available for review only as required by law.

The material set forth in this AAP is deemed to include personnel files, investigatory records, confidential operations information, confidential statistical data and other confidential commercial and financial data, within the meaning of the Freedom of Information Act (5 U.S.C. Section 552), Title VII of the Civil Rights Act of 1964 (as amended) (42 U.S.C. Sections 2000e et seq.), and the Trade Secrets Act (18 U.S.C. Section 1905, and 44 U.S.C. Section 3508), the disclosure of which is prohibited by law and would subject the individual making the disclosure to criminal and/or civil sanctions.

This AAP does not constitute an express or implied contract between the University and its employees, job applicants, or other persons. Nothing in this AAP provides any individual or group with a private right of action against UMCES.

## INTRODUCTION

As one of 12 academic institutions within the University System of Maryland and governed by the Board of Regents, UMCES is the only institution charged with maintaining a comprehensive program of environmental research, education and service.

UMCES' research spans not only Maryland but the globe, with scientists based at either its federal partnership program Maryland Sea Grant College or one of its three laboratories across the state: Appalachian Laboratory, Chesapeake Biological Laboratory and Horn Point Laboratory

Located in western Maryland, the Appalachian Laboratory (AL) is at the farthest upland reaches of the Chesapeake Bay watershed within the state. AL faculty conduct research on the structure of terrestrial and freshwater systems and the ecology of their component species, contributing to our knowledge of the complete Chesapeake Bay system from upland stream to tidal tributary to the coastal Atlantic Ocean.

UMCES' oldest facility, the Chesapeake Biological Laboratory (CBL), is located on the western shore of the Chesapeake Bay at the mouth of the Patuxent River. CBL faculty members have established a distinguished record of major contributions to regional, national, and international environmental research in the marine sciences. CBL is also home to the Center's research fleet.

Horn Point Laboratory (HPL) is located on the Choptank River, a tributary of the Chesapeake Bay on Maryland's Eastern Shore. HPL faculty members conduct research on the biology, chemistry, physics, and ecology of organisms and ecosystems from wetlands and estuarine waters of the Bay to the continental shelf and open waters of the world's oceans.

Maryland Sea Grant College (MDSG) is a partnership program with the National Oceanic and Atmospheric Administration. Focused on making the United States the world leader in marine research and sustainable development of marine resources, MDSG is housed at the University System of Maryland College Park campus.

Ever committed to affirmative action, UMCES has prepared this AAP to cover employees reporting to and/or working in Maryland. This plan also covers employees working in other establishments who report to managers included in this plan. In accordance with 41 C.F.R. 60-2.1, employees included in AAPs other than where they are located are listed in the annotated employee list reports. These reports identify the actual location of such employees.

As detailed in the Job Group Analysis, this AAP covers 255 employees including 24 (9.41%) minorities and 117 (45.88%) women. As described in detail in the Plan that follows, the management of UMCES has a continuing commitment to the practice and implemented action of this AAP.

## STATEMENT OF POLICY

To further its goal of equal employment opportunity for all employees and prospective employees without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law, the University states as its policy the following:

It is the policy of UMCES, in accordance with all applicable laws, to recruit, hire, train, and promote persons in all job titles without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.

All employment decisions shall be consistent with the principle of equal employment opportunity, and only job-related qualifications will be required.

All personnel actions, such as compensation, benefits, transfers, social and recreational programs, etc. will be administered without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.

To assure compliance with the plan, Dennis Mesko, Affirmative Action Officer, has been designated to administer and monitor UMCES Equal Employment Opportunity and Affirmative Action practices and make reports to Senior Management. The AAP is available for inspection in accordance with applicable regulations.

A handwritten signature in black ink, appearing to read "Donald Boesch", with a long horizontal flourish extending to the right.

Dr. Donald Boesch  
President  
7/1/2011

## REAFFIRMATION OF POLICY

The University has established a written AAP with respect to equal opportunity. This AAP has been prepared in conformity with E.O. 11246 and the implementing regulations of OFCCP, 41 C.F.R. § Part 60-1 et seq. This AAP is designed to provide guidance to management with respect to the University's commitment to full implementation of its EEO/affirmative action policy. The University's official policy statement, signed by its President, is included in the Plan. The University's policy includes, without limitation, the following commitments:

To continue to provide equal employment opportunity to all qualified persons, and to recruit, hire, train, promote, and compensate persons in all jobs without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.

1. To identify and analyze all areas of its employment process so as to further the principles of equal employment opportunity. Employment decisions in all areas are made on the basis of furthering the objective of equal employment. Specific examples include:
  - A. **RECRUITMENT AND SELECTION** - In conformity with applicable law, the recruitment, testing and hiring of all personnel will continue to be conducted without discrimination against any individual with regard to race, color, religion, sex, age, disability, veteran status, national origin or other characteristic protected by law. All employee selection criteria used by the University are based solely on job-related criteria. Known sources of minority and female potential applicants are contacted regularly so as to maximize the participation of such applicants.
  - B. **PROMOTION** - Individuals will continue to be upgraded and promoted on the basis of their abilities, skills, and experience. The University ensures that minority and female employees who are qualified, as well as those who are qualified through training, are considered for promotion. In making promotion decisions, the supervisors directly involved and other appropriate personnel ensure that promotions are based solely on job-related criteria.
  - C. **TRANSFERS** - When vacancies occur, the supervisor directly involved and other appropriate personnel will continue to make positive efforts to affect transfers of minority and female employees whenever such transfers will increase the likelihood of greater job opportunity in areas where minority and female employees may have been or may now be underutilized.
  - D. **LAYOFFS** - If reductions in the University's workforce become necessary, they will be based on non-discriminatory policies. The University will review those persons affected by the reductions to assure compliance with this policy and to ensure that minorities and women are treated in a non-discriminatory manner with respect to layoff and recall.
2. To administer personnel actions affecting employees in areas such as compensation, benefits, transfers, layoffs, returns from layoff, University-sponsored training, education, tuition assistance, and social and recreational programs, without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law. The University periodically reviews personnel actions and collects data on a continuing basis for the purpose of monitoring such actions.

3. To promulgate and administer the University's employee benefit plans, including pension, disability, and welfare insurance benefits, in conformity with the regulations of OFCCP, to the extent that such regulations are generally applicable and consistent with federal law. The Affirmative Action Officer meets periodically with appropriate management persons to review the progress made and to develop alternatives if required. The AAP in its entirety is reviewed and updated annually. At that time, the total Plan is reviewed with appropriate management personnel.

## **DISSEMINATION OF POLICY**

### **1. INTERNAL**

- A. The University's Equal Employment Policy, set forth previously in this Plan, is available for all employees to see. It is published on the University's WEB site. Copies of this Policy are also provided to all managers and supervisors.
- B. Supervisors and managers are responsible for both affirmative action compliance and program implementation. UMCES will continue to train supervisors and managers in the area of equal employment and fair labor practices. The Equal Employment Opportunity training includes information on the evolving issue of harassment based on protected characteristics (including sexual harassment); with emphasis on commitment to our policy that strictly forbids harassment activity in any form.
- C. We will continue to discuss the policy in any new employee and supervisor orientation.
- D. Management will publish articles covering EEO programs and progress reports, as well as the Affirmative Action Statement of Policy, and will continue to publicize the promotions, etc. of minority and female employees in future University publications.
- E. The policy will continue to be clearly posted on University bulletin boards.
- F. When University employees are featured in advertising, employee handbooks, or similar publications, minority, non-minority, male, and female employees will be shown.
- G. Management makes and will continue to make known to all employees the existence of our AAP, and will make available such elements of the Plan as will enable employees to know of and to avail themselves of its benefits.

### **2. EXTERNAL**

- A. The University will continue to inform recruitment sources of its commitment to EEO and affirmative action. In doing so, the University makes clear that all applicants will be treated without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law. Furthermore, these recruitment sources are informed that the University actively seeks qualified women and minorities for employment. See Exhibit A for a copy of the letter the University sends to recruitment sources.
- B. The University communicates with appropriate minority and women's organizations, community agencies, guidance and placement personnel of local high schools, colleges, and other potential sources of minority and female applicants, apprising them of the University's EEO policy and encouraging them to refer minority and female candidates for employment. When the University advertises in newspapers for prospective employees, the advertisement includes the EEO solicitation "An Equal Opportunity/Affirmative Action Employer" or its abbreviation.
- C. The University will continue to inform prospective employees of the existence of our AAP and make available to them such elements of the Plan as will enable them to know

of and to avail themselves of its benefits.

- D. When employees are pictured in advertising, both minority and non-minority men and women will be shown.
- E. The University's annual report contains a statement that UMCES is an equal employment opportunity employer.
- F. The University will continue to incorporate the equal opportunity clause, 41 C.F.R. § 60-1.4, in all purchase orders, leases, contracts, etc.
- G. The University will continue to refer a majority of all employment opportunities that are not expected to be filled from within to the Maryland Department of Employment and Training and relevant sources of recruitment.

**RESPONSIBILITY FOR IMPLEMENTATION**  
**In accordance with 41 C.F.R. 60-2.17**

Dr. Donald Boesch, President, has overall responsibility for implementation of the Equal Employment Opportunity Policy and the AAP. The University has assigned primary management responsibility and accountability for ensuring full compliance with the plan to Dennis Mesko, an official of the University. The Affirmative Action Officer has the authority, resources, support of and access to top management necessary to ensure the effective implementation of the AAP. The President actively supports the program and provides assistance whenever it is needed, making managers and supervisors aware of the program and requesting their cooperation and assistance. The name of the Affirmative Action Officer appears on internal and external communications on the University's Equal Employment Opportunity Policy and AAP.

1. The duties of the Affirmative Action Officer include:
  - A. Developing policy statements, AAP methods, and internal and external communication techniques. Affirmative action policies and procedures will continue to be developed to ensure an efficient yet positive interaction between the Affirmative Action Officer and the managers charged with employment responsibility.
  - B. Assisting in the identification of problem areas, and developing strategies to eliminate any problems identified.
  - C. Assisting line management and supervisors in devising solutions to equal employment problems, including counseling and training, to ensure full understanding of affirmative action and EEO policies and procedures.
  - D. Designing and implementing monitoring and reporting methods that will:
    - Measure the effectiveness of the University's equal employment and AAP.
    - Indicate any need for remedial action.
    - Determine the degree to which the University's placement goals and objectives are being attained.
    - Provide management with a working understanding of the University's AAP placement goals and objectives.
  - E. Meeting with managers, supervisors, and employees to assure that the University's EEO policies are being followed.
  - F. Ensuring that supervisors understand that their work performance is being evaluated in part on the basis of their demonstrated commitment to equal employment opportunity, and that it is their responsibility to prevent all types of unlawful workplace harassment.
  - G. Serving as a liaison between the University and enforcement agencies.
  - H. Serving as a liaison between the University and appropriate minority and women's organizations, and community action groups concerned with employment opportunities

of minorities and women.

- I. Making contact with predominately female and minority high schools, colleges, and technical schools in the area as needed.
  - J. Keeping management informed of developments in the equal employment opportunity and affirmative action area.
  - K. Conducting a periodic audit to ensure that the University complies in the following ways:
    - 1. EEO posters are properly displayed.
    - 2. All employees are afforded the opportunity and are encouraged to participate in all University-sponsored educational, training, recreation, and social activities.
2. The University recognizes that the cooperation of department supervisors and line managers is required to reach the full potential of this AAP. Therefore, supervisors and managers are expected to:
- A. Assist the Affirmative Action Officer in the identification of any problem areas and help to eliminate any barriers to equal employment opportunity.
  - B. Whenever possible, become involved in local minority organizations, women's organizations, community action groups, and community service programs.
  - C. Work with the Affirmative Action Officer to periodically review hiring and promotion patterns and training programs to isolate impediments to the attainment of affirmative action placement goals and objectives. Results from these reviews are communicated through appropriate management meetings.
  - D. Review the qualifications of employees to ensure that minorities and women are given full opportunity for transfers and promotions.
  - E. Provide career counseling for employees as needed.
  - F. Adhere to the University's policy of equal employment opportunity for all employees and ensure that the policy is understood, supported and adhered to by the employees they supervise.
  - G. Take action to prevent the harassment of employees based on protected characteristics or due to a perception that an individual might have been the beneficiary of the University's affirmative action efforts.

**ORGANIZATIONAL PROFILE**  
**In accordance with 41 C.F.R. 60-2.11**

As one of the diagnostic components of UMCES' AAP and to conform to applicable regulations, the University has completed a profile of its workforce. The organizational profile is an overview of the staffing patterns and is used to determine whether there are areas in the workforce where minorities or women are underrepresented or concentrated. To complete our organizational profile we have elected to follow the workforce analysis.

**FOR USE WITH THE WORKFORCE ANALYSIS:**

The following charts set forth our Workforce Analysis. The analysis identifies the departments at the Maryland establishment and for each department lists all job titles from the lowest paid to the highest paid. For each job title, we provide the following data: the total number of incumbents, the total number of male and female incumbents, and the total number of male and female incumbents in each of the following racial/ethnic groups: Black, Hispanic, Asian/Pacific Islander, and American Indian/Alaskan Native.

# Workforce Analysis by Departments

## Department: CA-E

Job Code & Title	Average	EEO	Tot	T	W	MALE		FEMALE					Tot Min
						B	A	H	N	P	O		
Exec, Adm, Mgr	\$0.00	1	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0	0	0
		<b>Total:</b>	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0	0	0

## Department: AL-E

Job Code & Title	Average	EEO	Tot	T	W	MALE		FEMALE					Tot Min
						B	A	H	N	P	O		
Exec, Adm, Mgr	\$0.00	1	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0	0	0
		<b>Total:</b>	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0	0	0

## Department: AL-B

Job Code & Title	Average	EEO	Tot	T	W	MALE		FEMALE					Tot Min
						B	A	H	N	P	O		
Tch/Para Prof	\$0.00	4	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0	0	0
Professional	\$0.00	3	2	1	1	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0	0	0
Clerical	\$0.00	5	3	0	0	0	0	0	0	0	0	0	0
				3	3	0	0	0	0	0	0	0	0
		<b>Total:</b>	6	1	1	0	0	0	0	0	0	0	0
				5	5	0	0	0	0	0	0	0	0

## Department: AL-L

Job Code & Title	Average	EEO	Tot	T	W	MALE		FEMALE					Tot Min
						B	A	H	N	P	O		
Faculty	\$0.00	2	24	18	17	0	1	0	0	0	0	0	1
				6	6	0	0	0	0	0	0	0	0
		<b>Total:</b>	24	18	17	0	1	0	0	0	0	0	1
				6	6	0	0	0	0	0	0	0	0

## Department: AL-M

Job Code & Title	Average	EEO	Tot	T	W	MALE		FEMALE					Tot Min
						B	A	H	N	P	O		

Sk Crafts	\$0.00	7	1	1	1	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0	0
Serv Maint	\$0.00	6	1	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0	0
<b>Total:</b>			2	1	1	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0	0

**Department: CA-B**

Job Code & Title	Average	EEO	Tot	T	W	MALE FEMALE						Tot Min
						B	A	H	N	P	O	
Professional	\$0.00	3	7	0	0	0	0	0	0	0	0	0
				7	7	0	0	0	0	0	0	0
Exec, Adm, Mgr	\$0.00	1	6	4	4	0	0	0	0	0	0	1
				2	1	1	0	0	0	0	0	0
<b>Total:</b>			13	4	4	0	0	0	0	0	0	1
				9	8	1	0	0	0	0	0	0

**Department: RFO**

Job Code & Title	Average	EEO	Tot	T	W	MALE FEMALE						Tot Min
						B	A	H	N	P	O	
Sk Crafts	\$0.00	7	1	1	1	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0	0
Professional	\$0.00	3	2	2	2	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0	0
<b>Total:</b>			3	3	3	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0	0

**Department: CA-L**

Job Code & Title	Average	EEO	Tot	T	W	MALE FEMALE						Tot Min
						B	A	H	N	P	O	
Professional	\$0.00	3	5	3	3	0	0	0	0	0	0	0
				2	2	0	0	0	0	0	0	0
Faculty	\$0.00	2	13	6	3	1	2	0	0	0	0	4
				7	6	0	1	0	0	0	0	0
Exec, Adm, Mgr	\$0.00	1	1	1	1	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0	0
Clerical	\$0.00	5	1	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0	0
<b>Total:</b>			20	10	7	1	2	0	0	0	0	4
				10	9	0	1	0	0	0	0	0

**Department: CBL-E**

Job Code & Title	Average	EEO	Tot	T	W	MALE FEMALE						Tot Min
						B	A	H	N	P	O	

Exec, Adm, Mgr	\$0.00	1	1	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0	0
<b>Total:</b>		1	0	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	0

**Department: CBL-B**

Job Code & Title	Average	EEO	Tot	MALE FEMALE								Tot Min
				T	W	B	A	H	N	P	O	
Tch/Para Prof	\$0.00	4	5	2	2	0	0	0	0	0	0	1
				3	2	0	0	0	0	0	0	1
Professional	\$0.00	3	4	3	3	0	0	0	0	0	0	1
				1	0	0	1	0	0	0	0	0
Clerical	\$0.00	5	8	0	0	0	0	0	0	0	0	1
				8	7	1	0	0	0	0	0	0
<b>Total:</b>			17	5	5	0	0	0	0	0	0	3
				12	9	1	1	0	0	0	0	1

**Department: CBL-L**

Job Code & Title	Average	EEO	Tot	MALE FEMALE								Tot Min
				T	W	B	A	H	N	P	O	
Professional	\$0.00	3	7	2	2	0	0	0	0	0	0	1
				5	4	1	0	0	0	0	0	0
Faculty	\$0.00	2	42	27	25	0	0	0	0	0	2	5
				15	12	0	1	1	0	0	1	0
<b>Total:</b>			49	29	27	0	0	0	0	0	2	6
				20	16	1	1	1	0	0	1	0

**Department: CBL-M**

Job Code & Title	Average	EEO	Tot	MALE FEMALE								Tot Min
				T	W	B	A	H	N	P	O	
Sk Crafts	\$0.00	7	6	4	2	1	0	0	1	0	0	3
				2	1	1	0	0	0	0	0	0
Serv Maint	\$0.00	6	4	2	1	1	0	0	0	0	0	3
				2	0	2	0	0	0	0	0	0
Professional	\$0.00	3	1	1	1	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0	0
<b>Total:</b>			11	7	4	2	0	0	1	0	0	6
				4	1	3	0	0	0	0	0	0

**Department: HPL-E**

Job Code & Title	Average	EEO	Tot	MALE FEMALE								Tot Min
				T	W	B	A	H	N	P	O	
Faculty	\$0.00	2	20	15	14	0	1	0	0	0	0	1
				5	5	0	0	0	0	0	0	0



<b>Total:</b>	1	1	1	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0

**Department: SG-B**

Job Code & Title	Average	EEO	Tot	MALE FEMALE								Tot Min
				T	W	B	A	H	N	P	O	
Professional	\$0.00	3	2	0	0	0	0	0	0	0	0	0
				2	2	0	0	0	0	0	0	0
Clerical	\$0.00	5	2	0	0	0	0	0	0	0	0	0
				2	2	0	0	0	0	0	0	0
<b>Total:</b>			4	0	0	0	0	0	0	0	0	0
				4	4	0	0	0	0	0	0	0

**Department: SG-C**

Job Code & Title	Average	EEO	Tot	MALE FEMALE								Tot Min
				T	W	B	A	H	N	P	O	
Professional	\$0.00	3	8	4	4	0	0	0	0	0	0	0
				4	4	0	0	0	0	0	0	0
Faculty	\$0.00	2	1	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0	0
<b>Total:</b>			9	4	4	0	0	0	0	0	0	0
				5	5	0	0	0	0	0	0	0

# Annotated Employee List By Department

## Reports In

**Department:** AL-B -

Job Code	Job Title	Total Emps	Race	Gender	Work Location
Clerical		3	Whi	FEM	
Professional		1	Whi	FEM	
Professional		1	Whi	MAL	
Tch/Para Prof		1	Whi	FEM	
<b>Department Total:</b>		<b>6</b>			

**Department:** AL-E -

Job Code	Job Title	Total Emps	Race	Gender	Work Location
Exec, Adm,Mgr		1	Whi	MAL	
<b>Department Total:</b>		<b>1</b>			

**Department:** AL-L -

Job Code	Job Title	Total Emps	Race	Gender	Work Location
Faculty		1	Asi	MAL	
Faculty		6	Whi	FEM	
Faculty		17	Whi	MAL	
<b>Department Total:</b>		<b>24</b>			

**Department:** AL-M -

Job Code	Job Title	Total Emps	Race	Gender	Work Location
Serv Maint		1	Whi	FEM	
Sk Crafts		1	Whi	MAL	
<b>Department Total:</b>		<b>2</b>			

**Department:** CA-B -

Job Code	Job Title	Total Emps	Race	Gender	Work Location
Exec, Adm,Mgr		1	Bla	FEM	
Exec, Adm,Mgr		1	Whi	FEM	
Exec, Adm,Mgr		4	Whi	MAL	
Professional		7	Whi	FEM	
<b>Department Total:</b>		<b>13</b>			

**Department:** CA-L -

Job Code	Job Title	Total Emps	Race	Gender	Work Location
Clerical		1	Whi	FEM	
Exec, Adm,Mgr		1	Whi	MAL	
Faculty		1	Asi	FEM	
Faculty		2	Asi	MAL	
Faculty		1	Bla	MAL	
Faculty		5	Whi	FEM	
Faculty		3	Whi	MAL	
Professional		2	Whi	FEM	

Professional 3 Whi MAL

Department Total: 19

Department: CBL-B -

Job Code	Job Title	Total Emps	Race	Gender	Work Location
Clerical		1	Bla	FEM	
Clerical		7	Whi	FEM	
Professional		1	Asi	FEM	
Professional		3	Whi	MAL	
Tch/Para Prof		1	Not	FEM	
Tch/Para Prof		2	Whi	FEM	
Tch/Para Prof		2	Whi	MAL	
Department Total:		17			

Department: CBL-E -

Job Code	Job Title	Total Emps	Race	Gender	Work Location
Exec, Adm,Mgr		1	Whi	FEM	
Department Total:		1			

Department: CBL-L -

Job Code	Job Title	Total Emps	Race	Gender	Work Location
Faculty		1	Asi	FEM	
Faculty		1	His	FEM	
Faculty		1	Not	FEM	
Faculty		2	Not	MAL	
Faculty		12	Whi	FEM	
Faculty		25	Whi	MAL	
Professional		1	Bla	FEM	
Professional		4	Whi	FEM	
Professional		2	Whi	MAL	
Department Total:		49			

Department: CBL-M -

Job Code	Job Title	Total Emps	Race	Gender	Work Location
Professional		1	Whi	MAL	
Serv Maint		2	Bla	FEM	
Serv Maint		1	Bla	MAL	
Serv Maint		1	Whi	MAL	
Sk Crafts		1	Am	MAL	
Sk Crafts		1	Bla	FEM	
Sk Crafts		1	Bla	MAL	
Sk Crafts		1	Whi	FEM	
Sk Crafts		2	Whi	MAL	
Department Total:		11			

Department: HPL-B -

Job Code	Job Title	Total Emps	Race	Gender	Work Location
Clerical		1	Bla	FEM	
Clerical		5	Whi	FEM	
Professional		3	Whi	FEM	
Professional		1	Whi	MAL	

Tch/Para Prof 2 Whi FEM

Department Total: 12

Department: HPL-E -

Job Code	Job Title	Total Emps	Race	Gender	Work Location
Exec, Adm,Mgr		1	Whi	MAL	
Faculty		1	Asi	MAL	
Faculty		5	Whi	FEM	
Faculty		14	Whi	MAL	
Department Total:		21			

Department: HPL-L -

Job Code	Job Title	Total Emps	Race	Gender	Work Location
Faculty		1	Asi	FEM	
Faculty		3	Asi	MAL	
Faculty		22	Whi	FEM	
Faculty		20	Whi	MAL	
Department Total:		46			

Department: HPL-M -

Job Code	Job Title	Total Emps	Race	Gender	Work Location
Exec, Adm,Mgr		1	Whi	MAL	
Serv Maint		1	Whi	FEM	
Serv Maint		2	Whi	MAL	
Sk Crafts		6	Whi	MAL	
Tch/Para Prof		1	Am	MAL	
Tch/Para Prof		3	Whi	MAL	
Department Total:		14			

Department: RFO -

Job Code	Job Title	Total Emps	Race	Gender	Work Location
Professional		2	Whi	MAL	
Sk Crafts		1	Whi	MAL	
Department Total:		3			

Department: SG-B -

Job Code	Job Title	Total Emps	Race	Gender	Work Location
Clerical		2	Whi	FEM	
Professional		2	Whi	FEM	
Department Total:		4			

Department: SG-C -

Job Code	Job Title	Total Emps	Race	Gender	Work Location
Faculty		1	Whi	FEM	
Professional		4	Whi	FEM	
Professional		4	Whi	MAL	
Department Total:		9			

**Department: SG-E -**

<b>Job Code</b>	<b>Job Title</b>	<b>Total Emps</b>	<b>Race</b>	<b>Gender</b>	<b>Work Location</b>
Exec, Adm,Mgr		1	Whi	MAL	
	<b>Department Total:</b>	<b>1</b>			
	<b>Overall Total:</b>	<b>253</b>			

**JOB GROUP ANALYSIS**  
**In accordance with 41 C.F.R. 60-2.12**

As the second diagnostic component of our AAP we have conducted a job group analysis. The job group analysis is the first step in comparing the representation of minorities and women in the workforce covered by this AAP with the estimate of the available qualified minorities and women who could be employed by UMCES July 1, 2010 in positions covered by this AAP.

In designing our job groups we considered the following elements:

- Similarity of duties and responsibilities;
- Similarity of compensation, and
- Similarity of opportunities for advancement including training, transfers, promotions, mobility and other career enhancements.

Although not a determinative factor in designing job groups, we also attempted to create job groups that are large enough to conduct appropriate analysis.

The following charts identify the job groups created for this AAP, the job titles that comprise each job group, and the percentage of minority incumbents and the percentage of female incumbents in each job group.

# Job Group Analysis

## Job Group I EXEC/ADMIN/MGR

Job Code & Title	EEO	Total Emp	Fem		Min	
			#	%	#	%
Exec, Adm,Mgr	1	13	3	23.08	1	7.69
<b>Group Total:</b>		13	3	23.08	1	7.69

## Job Group II FACULTY

Job Code & Title	EEO	Total Emp	Fem		Min	
			#	%	#	%
Faculty	2	146	57	39.04	12	8.22
<b>Group Total:</b>		146	57	39.04	12	8.22

## Job Group III PROFESSIONAL

Job Code & Title	EEO	Total Emp	Fem		Min	
			#	%	#	%
Professional	3	42	25	59.52	2	4.76
<b>Group Total:</b>		42	25	59.52	2	4.76

## Job Group IV TECH/PARAPROFESSIONAL

Job Code & Title	EEO	Total Emp	Fem		Min	
			#	%	#	%
Tch/Para Prof	4	12	6	50.00	1	8.33
<b>Group Total:</b>		12	6	50.00	1	8.33

## Job Group V CLERICAL/SECRETARTIAL

Job Code & Title	EEO	Total Emp	Fem		Min	
			#	%	#	%
Clerical	5	20	20	100.00	2	10.00
<b>Group Total:</b>		20	20	100.00	2	10.00

## Job Group VI SERVICE/MAINTENANCE

Job Code & Title	EEO	Total Emp	Fem		Min	
			#	%	#	%
Serv Maint	6	8	4	50.00	3	37.50
<b>Group Total:</b>		8	4	50.00	3	37.50

## Job Group VII SKILLED TRADES

Job Code & Title	EEO	Total Emp	Fem		Min	
			#	%	#	%
Sk Crafts	7	14	2	14.29	3	21.43
<b>Group Total:</b>		14	2	14.29	3	21.43

# Annotated Employee List By Job Group

## Reports In

### Job Group: I - EXEC/ADMIN/MGR

Job Code	Job Title	Total Emps	Race	Gender	Work Location
Exec, Adm,Mgr		1	Bla	FEM	
Exec, Adm,Mgr		2	Whi	FEM	
Exec, Adm,Mgr		9	Whi	MAL	
<b>Job Group Total:</b>		<b>12</b>			

### Job Group: II - FACULTY

Job Code	Job Title	Total Emps	Race	Gender	Work Location
Faculty		3	Asi	FEM	
Faculty		7	Asi	MAL	
Faculty		1	Bla	MAL	
Faculty		1	His	FEM	
Faculty		1	Not	FEM	
Faculty		2	Not	MAL	
Faculty		51	Whi	FEM	
Faculty		79	Whi	MAL	
<b>Job Group Total:</b>		<b>145</b>			

### Job Group: III - PROFESSIONAL

Job Code	Job Title	Total Emps	Race	Gender	Work Location
Professional		1	Asi	FEM	
Professional		1	Bla	FEM	
Professional		23	Whi	FEM	
Professional		17	Whi	MAL	
<b>Job Group Total:</b>		<b>42</b>			

### Job Group: IV - TECH/PARAPROFESSIONAL

Job Code	Job Title	Total Emps	Race	Gender	Work Location
Tch/Para Prof		1	Am	MAL	
Tch/Para Prof		1	Not	FEM	
Tch/Para Prof		5	Whi	FEM	
Tch/Para Prof		5	Whi	MAL	
<b>Job Group Total:</b>		<b>12</b>			

### Job Group: V - CLERICAL/SECRETARTIAL

Job Code	Job Title	Total Emps	Race	Gender	Work Location
Clerical		2	Bla	FEM	
Clerical		18	Whi	FEM	
<b>Job Group Total:</b>		<b>20</b>			

### Job Group: VI - SERVICE/MAINTENANCE

Job Code	Job Title	Total Emps	Race	Gender	Work Location
Serv Maint		2	Bla	FEM	

Serv Maint	1	Bla	MAL
Serv Maint	2	Whi	FEM
Serv Maint	3	Whi	MAL
<b>Job Group Total:</b>		<b>8</b>	

**Job Group: VII - SKILLED TRADES**

<b>Job Code</b>	<b>Job Title</b>	<b>Total Emps</b>	<b>Race</b>	<b>Gender</b>	<b>Work Location</b>
Sk Crafts		1	Am	MAL	
Sk Crafts		1	Bla	FEM	
Sk Crafts		1	Bla	MAL	
Sk Crafts		1	Whi	FEM	
Sk Crafts		10	Whi	MAL	
<b>Job Group Total:</b>		<b>14</b>			

**Overall Total: 253**

## **AVAILABILITY ANALYSIS**

### **In accordance with 41 C.F.R. 60-2.14**

The availability analysis is a part of the Incumbency vs. Estimated Availability Analysis - the final diagnostic component of this AAP. The purpose of the availability analysis is to establish a benchmark against which the demographic composition of the University's workforce may be compared to determine whether barriers to equal employment opportunity may exist within particular job groups.

Pursuant to applicable regulations, the availability analysis for each job group examines two potential areas of availability: individuals with the requisite skills outside the establishment (external availability) and those within the establishment who are promotable, transferable and/or trainable (internal availability). In determining availability, we have selected our reasonable recruitment area and our pool of promotable, transferable, and trainable employees in such a way as not to exclude qualified minorities and women. Moreover, when determining external availability we have used as our source of data the most current and discrete statistical information available. For this availability analysis, we have used the 2010 census data. Finally, where a job group is composed of different job titles that carry different availability rates, we calculated a composite availability figure. We arrived at the composite availability figure by determining the proportion of the job group incumbents employed in each job title, weighting the availability for each job title by the proportion of incumbents employed in that title, and adding together the weighted availability estimates.

A brief written rationale for the selection of the recruitment areas and internal pools by job group follows:

#### **I - EXEC/ADMIN/MGR**

Factor 1: *Washington, DC-MD-VA-WV PMSA*- This is the geographical area from which the University usually seeks or reasonably would seek workers to fill positions in job group I - EXEC/ADMIN/MGR. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- This pool of feeder positions for job group I - EXEC/ADMIN/MGR was chosen based on reasonable paths of progression within the University and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **II - FACULTY**

Factor 1: *Washington, DC-MD-VA-WV PMSA*- This is the geographical area from which the University usually seeks or reasonably would seek workers to fill positions in job group II - FACULTY. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- This pool of feeder positions for job group II - FACULTY was chosen based on reasonable paths of progression within the University and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **III - PROFESSIONAL**

Factor 1: *Washington, DC-MD-VA-WV PMSA*- This is the geographical area from which the University usually seeks or reasonably would seek workers to fill positions in job group III - PROFESSIONAL. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- This pool of feeder positions for job group III - PROFESSIONAL was chosen based on reasonable paths of progression within the University and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **IV - TECH/PARAPROFESSIONAL**

Factor 1: *Washington, DC-MD-VA-WV PMSA*- This is the geographical area from which the University usually seeks or reasonably would seek workers to fill positions in job group IV - TECH/PARAPROFESSIONAL. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- This pool of feeder positions for job group IV - TECH/PARAPROFESSIONAL was chosen based on reasonable paths of progression within the University and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **V - CLERICAL/SECRETARTIAL**

Factor 1: *Washington, DC-MD-VA-WV PMSA*- This is the geographical area from which the University usually seeks or reasonably would seek workers to fill positions in job group V - CLERICAL/SECRETARTIAL. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- This pool of feeder positions for job group V - CLERICAL/SECRETARTIAL was chosen based on reasonable paths of progression within the University and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **VI - SERVICE/MAINTENANCE**

Factor 1: *Washington, DC-MD-VA-WV PMSA*- This is the geographical area from which the University usually seeks or reasonably would seek workers to fill positions in job group VI - SERVICE/MAINTENANCE. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- This pool of feeder positions for job group VI - SERVICE/MAINTENANCE was chosen based on reasonable paths of progression within the University and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **VII - SKILLED TRADES**

Factor 1: *Washington, DC-MD-VA-WV PMSA*- This is the geographical area from which the University usually seeks or reasonably would seek workers to fill positions in job group VII - SKILLED TRADES. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- This pool of feeder positions for job group VII - SKILLED TRADES was chosen based on reasonable paths of progression within the University and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

# Availability Factor Computation Form

## Job Group I EXEC/ADMIN/MGR

Factor	Raw Statistics			Weighted Factor		
	Fem	Min	Weight %	Fem	Min	Source of Statistics
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	66.00	34.98	75.0	49.50	26.24	Washington, DC-MD-VA-WV PMSA
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	0.00	25.0	0.00	0.00	Feeder Job Computations
Whole Person Rule:			Availability:	49.50	26.24	
A placement goal is set when employment is less than availability by at least one whole person.			Employment #:	3.00	1.00	(13 total)
			Employment %:	23.08	7.69	
			Underutilized:	YES	YES	

## Job Group II FACULTY

Factor	Raw Statistics			Weighted Factor		
	Fem	Min	Weight %	Fem	Min	Source of Statistics
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	39.88	14.79	100.0	39.88	14.79	Washington, DC-MD-VA-WV PMSA
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	0.00	0.0	0.00	0.00	Feeder Job Computations
Whole Person Rule:			Availability:	39.88	14.79	
A placement goal is set when employment is less than availability by at least one whole person.			Employment #:	57.00	12.00	(146 total)
			Employment %:	39.04	8.22	
			Underutilized:	YES	YES	

## Job Group III PROFESSIONAL

Factor	Raw Statistics			Weighted Factor		
	Fem	Min	Weight %	Fem	Min	Source of Statistics
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	56.18	43.41	75.0	42.14	32.56	Washington, DC-MD-VA-WV PMSA
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	0.00	25.0	0.00	0.00	Feeder Job Computations
Whole Person Rule:			Availability:	42.14	32.56	
A placement goal is set when employment is less than availability by at least one whole person.			Employment #:	25.00	2.00	(42 total)
			Employment %:	59.52	4.76	
			Underutilized:	NO	YES	

## Job Group IV TECH/PARAPROFESSIONAL

Factor	Raw Statistics			Weighted Factor		
	Fem	Min	Weight %	Fem	Min	Source of Statistics
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	83.54	39.82	67.0	55.97	26.68	Washington, DC-MD-VA-WV PMSA
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	0.00	33.0	0.00	0.00	Feeder Job Computations
Whole Person Rule:			Availability:	55.97	26.68	
A placement goal is set when employment is less than availability by at least one whole person.			Employment #:	6.00	1.00	(12 total)
			Employment %:	50.00	8.33	
			Underutilized:	NO	YES	

## Job Group V CLERICAL/SECRETARTIAL

Factor	Raw Statistics			Weighted Factor		
	Fem	Min	Weight %	Fem	Min	Source of Statistics
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	94.16	42.25	75.0	70.62	31.69	Washington, DC-MD-VA-WV PMSA
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	0.00	25.0	0.00	0.00	Feeder Job Computations
Whole Person Rule:			Availability:	70.62	31.69	
A placement goal is set when employment is less than availability by at least one whole person.			Employment #:	20.00	2.00	(20 total)
			Employment %:	100.00	10.00	
			Underutilized:	NO	YES	

## Job Group VI SERVICE/MAINTENANCE

Factor	Raw Statistics			Weighted Factor		
	Fem	Min	Weight %	Fem	Min	Source of Statistics
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	2.49	54.70	100.0	2.49	54.70	Washington, DC-MD-VA-WV PMSA
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	0.00	0.0	0.00	0.00	Feeder Job Computations
Whole Person Rule:			Availability:	2.49	54.70	
A placement goal is set when employment is less than availability by at least one whole person.			Employment #:	4.00	3.00	(8 total)
			Employment %:	50.00	37.50	
			Underutilized:	NO	YES	

## Job Group VII SKILLED TRADES

Factor	Raw Statistics			Weighted Factor		
	Fem	Min	Weight %	Fem	Min	Source of Statistics
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.	4.69	51.13	67.0	3.14	34.26	Washington, DC-MD-VA-WV PMSA
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	0.00	33.0	0.00	0.00	Feeder Job Computations
Whole Person Rule:			Availability:	3.14	34.26	
A placement goal is set when employment is less than availability by at least one whole person.			Employment #:	2.00	3.00	(14 total)
			Employment %:	14.29	21.43	
			Underutilized:	NO	YES	

**COMPARISON OF INCUMBENCY AND AVAILABILITY**  
**In accordance with 41 C.F.R. 60-2.15**

UMCES has compared the representation of minorities and women in each job group with their representation among those identified in the availability analysis as available for employment in the job group. Where actual representation was less than the calculated availability, the University conducted a statistical test to determine whether the difference was greater than could reasonably be expected. Where the job group was of a sufficient size to analyze using the two standard deviation test, the University applied that methodology. Where the use of the two standard deviation test was not appropriate, the University used the exact binomial methodology. The comparison of availability with actual representation follows:

## Incumbency vs. Estimated Availability

Job Group & Name	Total Emp	EMPLOYMENT %		AVAILABILITY %		PLACEMENT GOAL?	
		Fem	Min	Fem	Min	Fem	Min
I EXEC/ADMIN/MGR	13	23.08	7.69	49.50	26.24	YES	YES
II FACULTY	146	39.04	8.22	39.88	14.79	YES	YES
III PROFESSIONAL	42	59.52	4.76	42.14	32.56	NO	YES
IV TECH/PARAPROFESSIONAL	12	50.00	8.33	55.97	26.68	NO	YES
V CLERICAL/SECRETARTIAL	20	100.00	10.00	70.62	31.69	NO	YES
VI SERVICE/MAINTENANCE	8	50.00	37.50	2.49	54.70	NO	YES
VII SKILLED TRADES	14	14.29	21.43	3.14	34.26	NO	YES
<b>Total Employees:</b>	255						

W - Whole Person Rule

A placement goal is set when employment is less than availability by at least one whole person.

# Significance of Incumbency vs. Estimated Availability

Job Group & Name	PLACEMENT GOAL?		STATISTICAL VALUE		STATISTICALLY SIGNIFICANT?	
	Fem	Min	Fem	Min	Fem	Min
I EXEC/ADMIN/MGR	YES	YES	0.099E	0.108E	NO	NO
II FACULTY	YES	YES	0.207	2.236	NO	YES
III PROFESSIONAL	NO	YES		3.844	NO	YES
IV TECH/PARAPROFESSIONAL	NO	YES	0.446E	0.130E	NO	NO
V CLERICAL/SECRETARTIAL	NO	YES		0.050E	NO	YES
VI SERVICE/MAINTENANCE	NO	YES		0.266E	NO	NO
VII SKILLED TRADES	NO	YES		0.238E	NO	NO

W - Whole Person Rule

A placement goal is set when employment is less than availability by at least one whole person.

Standard Deviations of 2 or greater are generally regarded as statistically significant. For groups with fewer than 30 employees, the Exact Binomial Test is used and scores are marked with "E". "E" scores of .05 or less are generally regarded as statistically significant.

**PLACEMENT GOALS**  
**In accordance with 41 C.F.R. 60-2.16**

As required by applicable regulations, UMCES has established placement goals where the actual representation of women or minorities in a job group is less than would be reasonably expected based on calculated availability.

In establishing placement goals, we applied the following principles:

1. When the percentage of minorities or women employed in a particular job group is less than would reasonably be expected given their availability percentage in that job group, the University established a percentage annual placement goal at least equal to the availability figure derived for women or minorities, as appropriate, for that job group.
2. Placement goals are not quotas that must be met, nor are they to be considered as either a ceiling or a floor for the employment of particular groups.
3. In all employment decisions, the University makes selections in a nondiscriminatory manner. Placement goals do not provide a justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment status, on the basis of that individual's race, color, religion, sex, age, disability, veteran status, or national origin.
4. Placement goals do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results.
5. Placement goals are not used to supersede merit selection principles, nor do these placement goals require the University to hire a person who lacks qualifications to perform the job successfully or hire a less-qualified person in preference to a more-qualified one.
6. The placement goals established in this AAP may reflect the University's publicly announced permissible preference for American Indians living on or near an Indian reservation.

As is described in more detail in the Action Oriented Program section of this AAP, where a placement goal is set, the University will develop action oriented steps to increase the recruitment and training of minorities or women, or both.

# Placement Goals Report

Job Group & Name	GOAL %	
	Fem	Min
I EXEC/ADMIN/MGR	49.50	26.24
II FACULTY	39.88	14.79
III PROFESSIONAL		32.56
IV TECH/PARAPROFESSIONAL		26.68
V CLERICAL/SECRETARTIAL		31.69
VI SERVICE/MAINTENANCE		54.70
VII SKILLED TRADES		34.26

**IDENTIFICATION OF PROBLEM AREAS BY  
ORGANIZATIONAL UNIT AND JOB GROUP  
In accordance with 41 C.F.R. 60-2.17(b)**

We have conducted in-depth analyses of our total employment process, including the workforce by organizational unit and job group, personnel activity, compensation, and other personnel procedures to determine whether and where impediments to equal employment opportunity exist.

An analysis of each of these processes follows.

1. Composition of the Workforce by Organizational Unit

Our analysis by organizational unit reveals that minorities and women are not significantly underrepresented or concentrated in any particular organizational unit.

Minorities are employed at a rate of 9.41% and are represented in 52.63% of the University's 19 departments. Further, minorities are represented in 100% of the departments that employ 10 or more people. Women are employed at a rate of 45.88% and are represented in 78.95% of all departments, and 100% of all departments that employ 10 or more people. This analysis suggests that there is no policy or practice excluding minorities or women from any departments, nor is there any racial or sexual discrimination in the selection process.

2. Composition of the Workforce by Job Group

Pursuant to the Office of Federal Contract Compliance Programs' (OFCCP) regulations, we have conducted an availability analysis by job group, taking into account both external and internal availability, and have compared incumbency to estimated availability to determine placement goals. The descriptions of Factor 1 and Factor 2 by job group are summarized in the Availability Analysis. Our findings are as follows:

- A. Our analysis of incumbency vs. estimated availability indicates that in some cases, incumbency is less than estimated availability, however, our more detailed analysis concludes that there is no significant problem concerning minority utilization.
- B. Our analysis of incumbency vs. estimated availability indicates that in some cases incumbency is less than estimated availability, however, our more detailed analysis concludes that there is no significant problem concerning female utilization.
- C. The University has established affirmative action placement goals and programs to address underutilization, and will continue to make a good faith effort to reach the placement goals established and implement action-oriented programs, which are detailed elsewhere in this AAP.

3. Analysis of Progress Towards Prior Year Goals

In establishing placement goals, the following principles apply:

- A. When the percentage of minorities or women employed in a particular job group is less than would reasonably be expected given their availability percentage in that job group, the University has established an annual percentage placement goal at least equal to the

availability figure derived for women or minorities, as appropriate, for that job group.

- B. Placement goals are not quotas that must be met, nor are they to be considered as either a ceiling or a floor for the employment of particular groups.
- C. In all employment decisions, the University makes selections in a nondiscriminatory manner. Placement goals do not provide a justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment status, on the basis of that individual's race, color, religion, sex, age, disability, veteran status, or national origin.
- D. Placement goals do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results.
- E. Placement goals are not used to supersede merit selection principles, nor do these placement goals require the University to hire a person who lacks qualifications to perform the job successfully or hire a less-qualified person in preference to a more-qualified one.

A review of progress and goal attainment by job group for the period from July 1, 2005 - June 30, 2006 reveals the following areas of significant success for minorities and women:

## Goal Attainment

Job Group	Target Group	Goal %	New Hire		Promotion		Total Opps		Achieved
			#	%	#	%	#	%	
I	Females	49.50	1 of 2	50.00	0 of 0	0.00	1 of 2	50.00	YES
I	All minorities	26.24	0 of 2	0.00	0 of 0	0.00	0 of 2	0.00	LIMITED
II	Females	39.88	11 of 19	57.89	0 of 0	0.00	11 of 19	57.89	YES
II	All minorities	14.79	2 of 19	10.53	0 of 0	0.00	2 of 19	10.53	YES
III	All minorities	32.56	0 of 3	0.00	0 of 0	0.00	0 of 3	0.00	LIMITED
IV	All minorities	26.68	0 of 0	0.00	0 of 0	0.00	0 of 0	0.00	NO OPPS
V	All minorities	31.69	0 of 3	0.00	0 of 0	0.00	0 of 3	0.00	LIMITED
VI	All minorities	54.70	1 of 2	50.00	0 of 0	0.00	1 of 2	50.00	YES
VII	All minorities	34.26	0 of 1	0.00	0 of 0	0.00	0 of 1	0.00	LIMITED

Note - no goal was required for categories not listed above.

\* YES = within one person of exceeding goal

LIMITED = Limited Opportunities. This indicates the placement goal percent multiplied by total opportunities to the job group was less than one person.

#### 4. Personnel Activity

The University has analyzed additional personnel activities to determine whether and where impediments to equal employment opportunity exist and whether there are significant selection disparities by race/ethnicity or gender. These activities include applicant flow, hires, promotions, terminations, and other personnel actions.

##### A. Applicant Flow

During the plan year, July 1, 2010 - June 30, 2011, the University posted the majority of all open positions with the State Employment Service. The Human Resources Department accepted applications for open positions, and all persons interested in obtaining employment with the University were advised to apply according to our current policy. Applications and complete records have been kept to ensure goals of equal employment opportunity are being applied to this process.

The University believes that applicant flow is not and will not be a problem area. Our analysis reveals that the percentage of minority applicants compares very favorably with the general availability in the respective categories. Clearly the University's success in implementing and communicating affirmative action and outreach efforts is demonstrated by these statistics.

The following reports summarize applicant flow by job group. Please note that applicants with an identified gender but no race will be included in the Applicant Detail by Gender and applicants with an identified race but no gender will be included in the Applicant Detail by Race.

# Applicant Detail by Gender

Breakdown of Applicant and Incumbents by Job Group  
For Period: 7/1/2010 to 6/30/2011

## Job Group I EXEC/ADMIN/MGR

	<b>Tot</b>	<b>Fem</b>	<b>Non Fem</b>
Offers	2	1	1
Applicants	2	1	1

## Job Group II FACULTY

	<b>Tot</b>	<b>Fem</b>	<b>Non Fem</b>
Offers	19	11	8
Applicants	19	11	8

## Job Group III PROFESSIONAL

	<b>Tot</b>	<b>Fem</b>	<b>Non Fem</b>
Offers	3	2	1
Applicants	3	2	1

## Job Group V CLERICAL/SECRETARTIAL

	<b>Tot</b>	<b>Fem</b>	<b>Non Fem</b>
Offers	3	3	0
Applicants	3	3	0

## Job Group VI SERVICE/MAINTENANCE

	<b>Tot</b>	<b>Fem</b>	<b>Non Fem</b>
Offers	2	1	1
Applicants	2	1	1

## Job Group VII SKILLED TRADES

	<b>Tot</b>	<b>Fem</b>	<b>Non Fem</b>
Offers	1	1	0
Applicants	1	1	0

## Grand Totals

Offers	30	19	11
Applicants	30	19	11

# Applicant Detail by Race

Breakdown of Applicant and Incumbents by Job Group  
For Period: 7/1/2010 to 6/30/2011

## Job Group I EXEC/ADMIN/MGR

	<b>Tot</b>	<b>Min</b>	<b>Wht</b>
Offers	2	0	2
Applicants	2	0	2

## Job Group II FACULTY

	<b>Tot</b>	<b>Min</b>	<b>Wht</b>
Offers	19	2	17
Applicants	19	2	17

## Job Group III PROFESSIONAL

	<b>Tot</b>	<b>Min</b>	<b>Wht</b>
Offers	3	0	3
Applicants	3	0	3

## Job Group V CLERICAL/SECRETARTIAL

	<b>Tot</b>	<b>Min</b>	<b>Wht</b>
Offers	3	0	3
Applicants	3	0	3

## Job Group VI SERVICE/MAINTENANCE

	<b>Tot</b>	<b>Min</b>	<b>Wht</b>
Offers	2	1	1
Applicants	2	1	1

## Job Group VII SKILLED TRADES

	<b>Tot</b>	<b>Min</b>	<b>Wht</b>
Offers	1	0	1
Applicants	1	0	1

## Grand Totals

Offers	30	3	27
Applicants	30	3	27

## B. Hires

The Human Resources Department develops all procedures and all hiring at the University is conducted on the basis of nondiscriminatory criteria. Specifically, the following criteria and procedures have resulted in hiring decisions that are free of discrimination:

1. Job descriptions have been reviewed and revised to ensure that duties are accurately described, that the experience and education requirements are strictly job-related, and that all incumbents meet minimum job requirements. Job titles have and will continue to be written without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.
2. Application forms have been reviewed to ensure that all requested information is job-related, and that the forms comply with all applicable laws. In addition, all forms state that the University is an Equal Opportunity/Affirmative Action Employer.
3. A company representative who is briefed in the law with regard to Equal Employment Opportunity/Affirmative Action conducts interviews.
4. Tests have been reviewed and are administered and conducted in a non-discriminatory manner.
5. All employees are encouraged to refer qualified applicants to the University for employment. In addition, the University has formal recruitment procedures to apprise minority and women's groups, educational institutions, and other referral sources of openings.
6. Placing an applicant in a specific job in a department is the responsibility of management. Hiring decisions are based on the applicant's knowledge, skills, abilities, and any other job-related criteria.

A review of external hires for the prior plan year indicates the presence of equal employment opportunity and a strong commitment to affirmative action. There were 30 new employees hired during the period from July 1, 2010 - June 30, 2011, including 3 minorities at 10% and 19 women at 63.33%. The following report summarizes hiring activity by job group:

## Personnel Action Summaries - New Hires by Job Group

For Period: 7/1/2010 to 6/30/2011

<b>Job Group</b>	<b>EEO Category</b>	<b>Total Emp</b>	<b>Fem</b>	<b>Min</b>
I	EXEC/ADMIN/MGR	2	1	0
EEO 1		2	1	0
% Tot			50.00	0.00
II	FACULTY	19	11	2
EEO 2		19	11	2
% Tot			57.89	10.53
III	PROFESSIONAL	3	2	0
EEO 3		3	2	0
% Tot			66.67	0.00
V	CLERICAL/SECRETARTIAL	3	3	0
EEO 5		3	3	0
% Tot			100.00	0.00
VI	SERVICE/MAINTENANCE	2	1	1
EEO 6		2	1	1
% Tot			50.00	50.00
VII	SKILLED TRADES	1	1	0
EEO 7		1	1	0
% Tot			100.00	0.00
<b>Report Total</b>		30	19	3
<b>% Tot</b>			63.33	10.00

### C. Promotion Practices

A review of promotion data indicates that these practices represent an area of substantial employment opportunity for minority and female employees. Promotion practices are not problem areas for minorities and women in any job group. Our analysis reveals that neither minorities nor women are being treated disparately in promotions because:

1. The University provides every reasonable opportunity for employees to advance. In this regard, training and other developmental opportunities are offered.
2. Employees are encouraged to contact their supervisor and/or the Human Resources Department, at any time, should they desire information relative to another position within the University.
3. Management-initiated promotions are based on performance and other job-related criteria without discrimination on account of race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.
4. Most promotional opportunities are posted, providing all interested employees with an opportunity to apply and call their special skills to the attention of the manager.
5. Our program of career development enables all employees to designate career paths and positions for which they wish to be considered.

All of these factors strongly indicate that promotions represent an area of substantial employment opportunity for minority and female employees. A summary of promotion actions for the year is included on the following page:

**Personnel Action Summaries-Promotions from/within Job Group**

For Period July 1, 2010-June 30, 2011

<b>Job Group</b>		<b>Total Emp</b>	<b>Fem</b>	<b>Min</b>
<b>EEO Category</b>				
II	Faculty	3	1	0
EEO 2		3	1	0
% Total			33.33	
III	Professional	4	4	1
EEO 3		4	4	1
% Total			100	25
V	Clerical/secretarial	1	1	0
EEO 5		1	1	0
% Total			100	
VI	Tech/Para Pro	1	0	0
EEO 6		1	0	0
% Total				
VII	Skilled Trades	1	0	0
EEO 7				
% Total				
Report Total		10	6	1
Total %			60	10

#### D. Compensation Systems

As part of its affirmative action obligations, the University has conducted a compensation analysis to determine whether there are pay disparities on the basis of gender, race, or ethnicity. According to our analysis, we have not identified any significant problem areas. If the University discovers significant salary differences between men and women or non-minorities and minorities, it will determine whether they are the result of legitimate, nondiscriminatory factors such as tenure, time in job, time in grade, performance, education, previous experience, etc. Where appropriate, the University will take all reasonable and immediate steps to make any necessary adjustments.

#### E. Terminations

The University has evaluated its termination practices to determine whether there are disparities on the basis of gender, race or ethnicity. When terminations or reductions in force are necessary, the University makes its decisions without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law. A report summarizing terminations by job group follows:

## Personnel Action Summaries-Terminations by Job Group

For Period July1, 2010-June 30, 2011

Job Group EEO Category	Total Emp	Fem	Min
EEO II FACULTY	23	7	2
EEO2	23	7	2
%TOTAL		30.45	8.7
EEO III PROFESSIONAL	5	4	1
EEO 3	5	4	1
% TOTAL		80	20
EEO IV TECH/PARA PRO	1	1	
EEO 4	1	1	
% TOTAL		100	
EEO VI SERVICE/MAINTENANCE	1		1
EEO 4	1		1
% TOTAL			100
EEO VII SKILLED CRAFTS	2		1
EEO 7	2		1
% TOTAL			50
REPORT TOTAL	32	12	5
% TOTAL		37.5	15.6

## 5. Technical Phases of Compliance

Our analysis of the technical phases of compliance reveals that the University fully complies with all the technical phases of its affirmative action obligations:

- A. Equal Employment Opportunity posters are prominently displayed in each University location.
- B. The University notifies all contractors and subcontractors via purchase orders and subcontracts that they may be subject to federal affirmative action obligations.
- C. The University requires that all of their qualified contractors and subcontractors develop and maintain a written AAP.
- D. The University's employment application has a statement concerning Equal Employment Opportunity.
- E. All recruitment agencies and area schools and colleges will continue to be notified of the University's commitment to the goals of affirmative action.
- F. All recruitment advertising includes the solicitation "An Equal Opportunity Employer" or its abbreviation.
- G. All other required affirmative action notices and policy statements are posted on University bulletin boards and are updated annually.
- H. All personnel and employment records made or kept by the University are retained for the required period as mandated by OFCCP regulations.
- I. The University files annual EEO-1 and VETS-100 reports with the appropriate agencies.

**DEVELOPMENT AND IMPLEMENTATION  
OF ACTION ORIENTED PROGRAMS  
In accordance with 41 C.F.R. 60-2.17**

The University has developed and executed action-oriented programs designed to correct any problem areas that may exist. These programs, which are listed below, demonstrate our good faith efforts to remove identified barriers, expand employment opportunities, and produce measurable results.

1. The University has analyzed and will continue to analyze all positions and prepare written descriptions to accurately reflect position functions. Due to the use of a position description format, they are and will continue to be consistent for the same position from one organizational unit to another.
2. Job descriptions have been and will continue to be reviewed to determine the knowledge, skills, abilities, and other requirements necessary for the adequate performance of every job. Specifications will continue to be consistent for the same job title in all organizational units and will not contain any requirements that would result in discrimination on the basis of race, color, religion, sex, age, disability, veteran status, national origin, or other characteristic protected by law.
3. Job descriptions are available to incumbents and all members of management involved in the recruiting, screening, selection, and promotion process. Job descriptions are also made available to employees, applicants, and recruiting sources as appropriate.
4. The University has carefully evaluated the total selection process and found it to be free from discrimination.
  - A. We have instructed all supervisory personnel to ensure elimination of discrimination in all personnel actions in which they are involved.
  - B. The tests administered by the University are job-related and given to all applicants for applicable position.
  - C. Application forms do not contain questions with potential discriminatory effects.
  - D. The University does not and will not use any selection techniques that can be improperly used to discriminate against minority groups or women.
5. The University has evaluated its techniques for improving recruitment and increasing the flow of qualified minority or female applicants through the following:
  - A. Minority and women, as well as non-minority and male, employees are actively encouraged to refer applicants to our organization.
  - B. The University relies on the State Department of Employment as well as job fairs and recruiting programs sponsored by local community colleges and other community organizations.
  - C. The University provides an orientation program to inform new employees of their equal employment responsibilities, promotional opportunities, University rules, ways to

alleviate any problems that might arise, and any other issues related to affirmative action compliance.

- D. Local organizations will continue to be contacted for referrals of potential minority and female employees.
  - E. The University utilizes the Internet to identify targeted recruitment sites for qualified minority and female applicants.
  - F. Furthermore, we plan to take the following additional steps to ensure adequate representation of all minorities and women:
    - (a) Where placement goals exist as defined by the OFCCP, we will continue to contact universities and two- and four-year local colleges, vocational technical schools, high schools, local business schools, and state and community organizations which attract qualified minority and female students. We will advise these institutions of our desire to fill job openings in these classifications with minority and female employees. When possible, we will continue to participate in job fair and career day activities and we will consider relevant work experience programs.
    - (b) During the period from July 1, 2010 - June 30, 2011, Historically black Institutions (HBIs) were advised of all faculty and exempt openings at the University.
  - G. We will continue to contact our normal sources of recruitment (e.g., State Employment) and advise them that under the AAP we are specifically seeking to employ minorities and/or women for job openings.
6. The University has implemented the following programs and procedures to ensure that minority and female employees are given equal opportunities for promotion:
- A. On-the-job training is provided to all qualified employees to assist them in developing the necessary knowledge and skills for promotion to higher-level jobs. In addition, a tuition reimbursement benefit is also available to all qualified employees.
  - B. The University utilizes a formal performance evaluation program for all employees. In addition, management and supervisors are trained on the basic methodology of performance evaluation.
  - C. Neither minority nor female employees are required to possess higher qualifications than those of the lowest qualified incumbent in the job for which they apply.
  - D. Seniority practices are not a problem since the University has no formal seniority system. Promotions are based on merit selection principles.
  - E. We will continue to make opportunities for advancement into more stimulating positions widely known through our career development process and by encouraging minorities and women to take advantage of these opportunities.

F. Special internal training programs are provided as necessary to ensure the achievement of our placement goals. Tuition remission offered to eligible employees without regard to race, color, religion, sex, age, disability, veteran status, national origin or any other characteristic protected by applicable law:

**INTERNAL AUDIT AND REPORTING SYSTEM**  
**In accordance with 41 C.F.R. 60-2.17**

The University has developed and implemented an auditing system that periodically measures the effectiveness of its total AAP. The University views the activities that are listed below as critical to the success of the AAP.

1. The Affirmative Action Officer will continue to monitor records of applicant flow, referrals, placements, rejected offers, training, transfers, promotions, terminations, and any layoffs or recalls to ensure that the University's non-discriminatory policy is carried out. Procedures are reviewed and revised as problems are identified.
2. Top management is and will continue to be informed of any problems that arise in their respective areas so that immediate and appropriate steps can be taken to resolve any issues.
3. The University recognizes its responsibility to affirmative action and is committed to fulfilling this responsibility by complying with all government regulations and laws pertaining to equal employment opportunity. As part of this commitment, management will be kept abreast of developments in the affirmative action area. The primary vehicle for communication with management will be periodic affirmative action briefings.
4. The Affirmative Action Officer will generate internal reports on a regular basis to evaluate the degree to which equal employment opportunity and organizational objectives are being obtained.
5. The University will review report results with all levels of management as to the degree to which their affirmative action goals and compliance are being attained, and will design and implement corrective actions, including adjustments in programs, as needed.
6. Progress on the University's AAP will be discussed at supervisors meetings, and relevant information will be communicated to employees during regular departmental meetings as appropriate.
7. The Affirmative Action Officer will periodically report to the President of the University and other appropriate top management on the effectiveness of the program and will submit recommendations for improvement.

## **SEX DISCRIMINATION GUIDELINES**

The University complies with the Sex Discrimination Guidelines contained in 41 C.F.R. 60-20. Specifically, UMCES does the following:

1. The University will continue to recruit employees of both sexes for all open positions.
2. When advertising in the newspapers or other media for job openings, the University will not express any sex preference or place advertisements in columns headed "Male" or "Female." Additionally, when employment advertisements are published, they include the statement "An Equal Opportunity Employer/M/F/D/V" or its abbreviation, to promote awareness of the University's strong commitment to equal employment opportunity.
3. All written personnel policies relating to job policies and practices are based on job-related criteria and do not discriminate against employees on account of sex.
4. The University makes no distinction based upon sex in employment opportunities, wages, hours, or other conditions of employment. In the area of employee contributions for insurance, pensions, welfare programs, and other "fringe benefits," both men and women are treated on an equal basis.
5. No distinctions are made between genders with regard to marital status. This applies, among other things, to employees and job applicants with young children.
6. The University maintains appropriate physical facilities for both sexes. The University has not and will never refuse to hire or deny particular jobs to persons of either sex because there are no appropriate rest rooms or other associated facilities.
7. Women at the University will not be unlawfully penalized in conditions of employment because they require time away from work on account of child bearing. UMCES fully complies with the Family and Medical Leave Act (FMLA).
8. The University does not maintain a policy of mandatory termination or retirement because of age for either sex.
9. The University's wage schedules are not related to or based upon the sex of its employees.
10. The University makes every effort to avoid the concentration of members of one sex in any job classification. The University makes jobs available to all qualified employees in all classifications without regard to sex and does not restrict any job classification to members of one sex.
11. The University has planned affirmative actions (detailed elsewhere in this Plan) to recruit women to apply for jobs where they may be or have been underutilized.
12. The University makes no distinctions based on sex in training programs. Access to training programs is not dependent on one's sex.
13. The University has a policy prohibiting sexual harassment in the workforce. A copy is attached in the Exhibits.

14. Disabilities due to pregnancy are treated the same as any other short-term disability.

## **GUIDELINES ON RELIGION AND NATIONAL ORIGIN**

The University complies with the Guidelines on Discrimination because of Religion or National Origin contained in 41 C.F.R. 60.50.

### **1. Equal Employment Policy**

UMCES does the following to ensure that all applicants and employees are not discriminated against because of religion or national origin:

The Affirmative Action Officer reviews employment practices:

- A. To determine whether members of various religious and/or ethnic groups are given equal job opportunities, giving particular attention to those employed in or applying for positions in management job groups.
- B. To ensure non-discrimination without regard to religion or national origin, UMCES is involved in the following outreach or recruitment activities:
  1. UMCES communicates its obligation to provide equal employment opportunity without regard to religion or national origin to all employees. Supervisory personnel receive management training in the area of equal employment and fair labor practices.
  2. Internal procedures exist at UMCES to implement equal employment opportunity without regard to religion or national origin.
  3. A variety of recruitment sources are used to ensure equal employment opportunity without regard to religion and national origin.

### **2. Accommodations to Religious Observance and Practice**

UMCES accommodates, where reasonable, the religious observances and practices of employees, except where such accommodation causes undue hardship on the conduct of UMCES business. The extent of our obligation is determined by the University's needs, financial costs and expenses, and resulting personnel problems, in conformity with applicable law.

### **3. Non-discrimination**

In implementing its equal employment opportunity policy regarding non-discrimination because of religion or national origin, UMCES does not discriminate against any qualified employee or applicant because of race, color, religion, sex, disability, veteran status national origin, or other characteristic protected by applicable law.

## **ACTION PROGRAMS SUPPORT**

1. The University encourages members of management to serve on merit employment councils, community relation boards, and similar organizations.
2. The University and its employees participate in a variety of community support programs.
3. The University will make available any of its personnel for lectures promoting women and minorities in higher education
4. The University will publicize the achievements of minority, non-minority, female, and male employees in local and minority news media.

## CONSIDERATION

The University takes affirmative action to recruit minorities and women with requisite skills who are not currently in the workforce. In this connection, the University will take the following measures to reach out to recruit said persons:

1. The University places help-wanted advertisements in newspapers that are likely to reach households in which there are minorities and women who are not currently in the workforce.
2. The University will recruit at schools, colleges, and universities to attract minorities and women who are not currently in the workforce.
3. The University actively encourages employee involvement in community programs that will assist persons interested in employment opportunities.

## CONCLUSION

The AAP Year, July 1, 2010 - June 30, 2011, shows a continued commitment to equal employment opportunity and affirmative action, and has strong plans to ensure both corporate and employee success.

Through its Affirmative Action Officer, Dennis Mesko, the University will continue to communicate its policies, both within the organization and to the community in which we work. The President affords the Affirmative Action Officer full authority to take action to implement the plan and to pursue solutions to problems that might impede the progress of this plan.

At the close of UMCES' most recent Plan year, an analysis of the composition of the workforce was undertaken. The workforce was analyzed by job group and by department to determine the employment of minorities and women, and to identify if placement goals are indicated when compared to the appropriate available workforce. This analysis revealed 3 area(s) in which the difference between incumbencies versus estimated availability was statistically significant, showing that for the overwhelming majority of the workforce, employment levels of women and minorities are representative of our recruiting population. Nonetheless, the University expects to continue its successful outreach efforts and to ensure that all applicants and employees are treated fairly, based on job-related criteria and without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.

The University is mindful of the fact that continued achievements in the area of equal employment opportunity and affirmative action are important. As a result, we have included additional action-oriented plans and programs for recruiting, communication, and reporting, to ensure that our compliance with affirmative action continues in good stead.

Finally, it should be noted that the University's thorough analysis of its workforce reveals that UMCES is in full compliance with sex discrimination guidelines and that there is no evidence of discrimination in any form against female employees. As outlined in this AAP, UMCES is ready and willing to make affirmative action both a commitment and a continued reality.

## **IST OF EXHIBITS**

Exhibit A - Policy of Affirmative Action Letter

**Exhibit A**  
**Policy of Affirmative Action Letter**

Dear Outreach and Placement Professional:

This letter is to inform you that UMCES is committed to the principles of equal employment opportunity. Moreover, as a government contractor bound by Executive Order 11246, UMCES takes its affirmative action obligations very seriously. UMCES states as its Policy of Affirmative Action the following:

- A. It will be the policy of UMCES to recruit, hire, train, and promote persons in all job titles without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.
- B. All employment decisions shall be consistent with the principle of equal employment opportunity, and only job-related qualifications will be required.
- C. All personnel actions, such as compensation, benefits, transfers, tuition assistance, social and recreational programs, etc. will be administered without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.

To assure compliance with the University's AAP, Dennis Mesko, Affirmative Action Officer, has been designated to administer and monitor the Plan and make reports to Senior Management. Members of our Human Resources Department will contact you when positions are available. We request that you refer to us all qualified candidates, including women and individuals of color.