

Montana School for the Deaf and the Blind

“Education, Communication and Independence for Life”

The Montana School for the Deaf and the Blind is committed to fostering a work environment that provides Equal Employment Opportunity (EEO) to school employees and to the state workforce.

The School’s goal to the extent possible is to make its workforce more closely reflect the cultural and linguistic community of our school as well as the labor force in Montana. The school will make good faith efforts to identify the underutilization of women, those with hearing or vision loss, and other minorities, and make necessary changes to remove barriers to their employment. The school will work to recruit and retain qualified minorities at all levels of employment.

The school’s EEO Plan and Workforce Utilization Analysis Report can be found at:

<http://www.msdb.mt.gov/about>

You can contact the school’s Human Resources Department at (406)771-6000 if you have any questions or comments.

MSDB EEO PLAN

TABLE OF CONTENTS

I.	PLAN PURPOSE	PAGE 3
II.	GOALS & OBJECTIVEW	PAGE 3
III.	UNDERUTILIZATION REVIEW	PAGE 3
IV.	EEO PROGRAM PLAN	PAGE 3-4
V.	PROGRAM IMPLEMENTATION	PAGE 4
VI.	APPENDIX A – STATE EEO PLAN	PAGE 5-7
VII.	APPENDIX B – WORKFORCE UTILIZATION ANALYSIS	PAGE 8

Montana School for the Deaf and the Blind

EEO Plan

I. Plan Purpose

The purpose of the school's Equal Employment Opportunity (EEO) Program plan is to ensure discrimination does not occur in the recruitment and selection process and in employment; that job applicants and employees are not discriminated against based upon their age, race, national origin, disability, marital status, religious beliefs, gender, creed, sexual orientation, or political beliefs. The school has adopted the State of Montana's EEO Policy as the basis of its program plan. The EEO Policy is listed in Appendix A.

II. Goals and Objectives

The school's goal is to recruit and fill positions with the best qualified applicant(s) on a competitive basis and strive to have its workforce to the extent possible more closely reflect the cultural and linguistic community of our school as well as the labor force in Montana. Managers will work to identify and remove barriers to employment, retention, and promotion of women, those with vision or hearing loss, and other minorities.

III. Underutilization Review

The school's Workforce Utilization analysis is shown in Appendix B. This table compares employment at the school by EEO job category against the makeup of the state workforce. Negative numbers in any of the EEO job categories for minority groups (i.e., women; other minorities) indicates an underrepresentation or utilization of that minority group in the school's workforce when compared to the minority makeup in the state's workforce.

Hiring officials at the school will examine the recruitment and selection process to determine if any barriers exist to hiring qualified minority applicants. Additionally, hiring officials will examine internal processes for promotion to determine if any barriers exist to selection and promotion of qualified minority employees.

IV. EEO Program Plan

The school has established an EEO Program Plan that includes the following components: (1) Hiring: Program managers will review position announcements to assure position requirements are job-related, consistent with business necessity and the safe performance of position duties; (2) Recruitment: Program managers

will include in position vacancy announcements the statement “Women and minorities are encouraged to apply”.

The school posts vacancy announcements (external recruitment) including position descriptions on the school’s website located at <http://www.msdb.mt.gov/about/job-opportunities.html> and on the Department of Labor, Job Service website at <http://mt.gov/statejobs/statejobs.asp>.

For internal recruitment opportunities the school posts vacancies on bulletin boards and notifies union representatives when vacancies occur. The school complies with collective bargaining agreement requirements for posting position vacancies; and (3) Termination: The school conducts exit interviews with staff that terminate from their position to: (a) Identify reason(s) for termination; (b) Identify Issues that management can address to improve retention and job satisfaction; and (c) Identify barriers to retention of women, those with disabilities, and other minorities; and (d) Investigate and resolve any prohibited workplace behaviors (i.e. harassment) previously undisclosed by an employee to management. The school’s ADA Coordinator conducts exit interviews.

V. Program Implementation

School management will support the EEO Program Plan; provide training to supervisors and keep them updated on developments in the area of EEO and ADA; will make employees aware of the school’s EEO Program Plan through postings on school bulletin boards and through email notification listing the path to the posting on the school’s website; make employees aware of the complaint process and school policies concerning harassment/discrimination; investigate and attempt to resolve EEO/ADA complaints; update annually the Workforce Analysis Report on underutilization of women, those with disabilities, and other minorities; update annually as needed the school’s EEO Program Plan; and review the school’s recruitment, selection and promotion process to ensure compliance with the school’s EEO Program Plan.

APPENDIX A

STATE OF MONTANA

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of the State of Montana that state government: (1) Is an equal employment opportunity employer; (2) Does not discriminate in employment based upon race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, sexual orientation or political beliefs; and (3) Implements and maintains an effective equal employment opportunity program that may include a written affirmative action plan.

Employees of the State of Montana have a right to work in an environment free from all forms of discrimination. The State of Montana's prohibition of discrimination includes discrimination in hiring, firing, promotions, compensation, job assignments, and other terms, conditions or privileges of employment. The State of Montana may not retaliate or allow, condone, or encourage others to retaliate against any applicant, employee, or past employee for opposing unlawful discriminatory practices, filing a discrimination complaint and/or testifying or participating in any other manner in a discrimination proceeding.

All employees with access to such information shall maintain the confidentiality of the information to the extent reasonably possible and may not release the information to anyone who does not have the right or need to know.

SEXUAL HARASSMENT	DISABILITIES
<p>The State of Montana prohibits sexual harassment of employees, customers, clients, and any other persons. There are two categories of sexual harassment: Quid pro quo: Sexual favors are sought in return for job benefits or opportunities. It includes being forced to resign (constructive discharge). Examples: Sexual advances that are unwelcome. The loss or threatened loss of a job for failing to comply with a supervisor's sexual demands. This may include situations that began as mutual attractions, but later ceased to be reciprocal. Employment benefits affected in exchange for sexual favors (may include situations where a third party is treated less favorably because others have agreed to sexual advances).</p>	<p>The State of Montana does not discriminate against any applicant or employee in hiring, firing, promotions compensation, job assignments and other terms, privileges or conditions of employment due to a physical or mental disability.</p> <p>The State of Montana provides reasonable accommodation to an otherwise qualified applicant or employee with a known disability that prevents the individual from participating in the application process, competing in the selection process, performing the essential functions of the job, and enjoying equal benefits and privileges of employment. An accommodation that is not effective, creates an undue hardship on a</p>

<p>Hostile working environment: Unwelcome sexual conduct that unreasonably interferes with an employee's job performance or creates an intimidating, hostile or offensive working environment. The key words are unwelcome, unreasonable, and intimidating, hostile or offensive. Examples: Displaying sexually suggestive objects, pictures, cartoons or posters. Verbal abuse of a sexual nature, sexually oriented jokes, innuendoes, or obscenities. Sexually suggestive letters, notes or invitations.</p> <p>Harassment not involving sexual activity or language is also discriminatory if it is sufficiently patterned or pervasive and directed at employees because of their sex. This is gender-based harassment.</p>	<p>department, or endangers health or safety is not a reasonable accommodation.</p> <p>Any otherwise qualified applicant for employment or employee with a disability who needs reasonable accommodation shall inform the department personnel officer, his or her immediate supervisor or the department ADA coordinator of the nature of the disability and the accommodation requested.</p> <p>Some communicable diseases, for example, HIV/AIDS, are physical disabilities. The State of Montana does not discriminate against any applicant for employment or employee based upon communicable disease unless required to do so by the reasonable demands of the position.</p>
<p>OTHER HARASSMENT</p>	<p>MATERNITY</p>
<p>The State of Montana's policy is to provide employees with a work environment free of these forms of harassment. Harassment of employees, clients, customers, and any other persons doing business with state government because of a person's race, color, national origin, age, physical or mental disability, marital status, religion, creed, sexual orientation or political beliefs is prohibited.</p> <p>Examples of other prohibited harassment include, but are not limited to: Coercion of employees, clients, or customers in the participation or non-participation in religious activities; or ethnic slurs, repeated jokes, innuendoes, or other verbal or physical conduct because of a person's nationality, race, color, age, physical or mental disability, marital status, religion, creed, sexual orientation or political beliefs if these actions create an intimidating, hostile or offensive working environment.</p>	<p>The State of Montana may not discriminate against any applicant or employee in hiring, firing, promotions, compensation, job assignments and other terms, conditions or privileges of employment based upon a temporary disability resulting from pregnancy, childbirth, or related medical conditions.</p> <p>The State of Montana may not terminate any employee due to pregnancy or childbirth. The State of Montana shall grant a request by an employee for a reasonable leave of absence for pregnancy, childbirth or related medical conditions. The State of Montana recognizes six (6) weeks as a reasonable period of recovery from the temporary disability due to childbirth.</p>

EQUAL PAY	RELIGION
<p>The State of Montana may not pay unequal compensation to men and women who perform jobs that require substantially equivalent skill, effort, and responsibility that are performed under similar work conditions. Wage differentials are permitted on factors other than sex, for example, longevity, merit, and applicant or employee qualifications.</p>	<p>The State of Montana shall make reasonable accommodation for religious beliefs or practices. Any otherwise qualified applicant for employment or employee who requires reasonable accommodation may inform his or her immediate supervisor or the department EEO officer of the need for a religious accommodation. An accommodation that creates an undue hardship on a department is not a reasonable accommodation.</p>

If you are considering reporting a complaint, you can: Use your department’s uniform grievance procedure; Discuss the matter with the school’s Title IX (nondiscrimination) or ADA coordinators; or, File a complaint with the Human Rights Bureau, Department of Labor and Industry (PO Box 1728, Helena, MT 59624-1728, phone 1-800-542-0807). Complaints with the Human Rights Bureau will be accepted within 180 days of the act, or an extended 120 days if you are using an internal complaint procedure.

If you are not personally a victim of discrimination, but observe actions against other employees that you believe to be discrimination, you are encouraged to bring it to your immediate supervisor’s attention or to the attention of the departments EEO Officer or ADA Coordinator.

Donna Schmidt – EEO Officer

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Shirley Wermling – ADA Coordinator

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APPENDIX B

Montana School for the Deaf and the Blind

Workforce Utilization Analysis

January 3, 2011

EEO CATEGORIES	FEMALE	ALL MINORITIES
EEO Category 1- Officials & Administrators	-1	OK
EEO Category 2 – Professionals	OK	-3
EEO Category 3 – Technicians	OK	-1
EEO Category 5 – Paraprofessionals	-8	OK
EEO Category 6 – Office/Clerical	OK	OK
EEO Category 7 – Skilled Craft	OK	OK
EEO Category 8 – Service Maintenance	OK	-1