

# Fort Bend County, Texas

## Equal Employment Opportunity (EEO) Plan

2021



## **Section 1 – Purpose**

Fort Bend County (the County) applies positive employment practices designed to ensure the full realization of equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion or creed, sex, sexual orientation, gender, gender identity, gender expression, pregnancy status (including childbirth and related medical conditions), national origin, ethnicity, citizenship status, age (40 and over), physical or mental disability, genetic information, protected military and veteran status, political affiliation or beliefs, or any other classification protected by state, federal and local laws, unless such classification is a bona fide occupational qualification.

This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, discharge, pay, fringe benefits, layoff, recall, transfer, and training. Improper interference with an individual's ability to achieve or maintain employment based on a protected status is prohibited.

The purpose of this Plan is to identify the County's commitment and delineate certain practices that will confirm that commitment and to comply with requirements such as Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title 28 C.F.R. subpart E, § 42.301 et. seq. (for law enforcement grants) and Title 41 C.F.R. § 60-2.24 (for HUD grant recipients). This Plan applies to every employee of the County and the Fort Bend County Drainage District.

## **Section 2 – Prohibitions**

This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, discharge, pay, fringe benefits, layoff, recall, transfer, and training. Improper interference with an individual's ability to achieve or maintain employment based on a protected status is prohibited.

The County must not, in its official capacity, discriminate in employment practices against any person because of the person's race, color, religion or creed, sex, sexual orientation, gender, gender identity, gender expression, pregnancy status (including childbirth and related medical conditions), national origin, ethnicity, citizenship status, age (40 and over), physical or mental disability, genetic information, protected military and veteran status, political affiliation or beliefs, or any other classification protected by state, federal and local laws, unless such classification is a bona fide occupational qualification.

In accordance with the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA), as amended, The County does not discriminate on the basis of disability in its employment practices or in its admission to or access to County services and programs. The ADA defines disability as a physical or mental impairment which substantially limits one or more major life activities.

Qualified applicants and employees with disabilities are protected from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment based on disability. The law also requires that Fort Bend County provide qualified applicants and employees with disabilities with reasonable accommodation provided it does not impose an undue hardship on Fort Bend County. The ADA defines a qualified applicant or employee as one who can perform the essential functions of the job with or without a reasonable accommodation.

The County does not discriminate in access to or delivery of services and programs, including access to employment and the benefits thereof, on the basis of race, color, religion or creed, sex, sexual orientation, gender, gender identity, gender expression, pregnancy status (including childbirth and related medical conditions), national origin, ethnicity, citizenship status, age (40 and over), physical or mental disability, genetic information, protected military and veteran status, political affiliation or beliefs, or any other classification protected by state, federal, and local laws, except where based on a bona fide occupational qualification or other applicable regulation. It is a violation of County policy to deny employment, pay, promotion, or other

benefits of employment, or to apply discriminatory evaluative standards in employment processes, based on any protected category.

Discrimination based on protected categories is strictly prohibited by a variety of federal and state regulations, including Title VII of the Civil Rights Act, the Age Discrimination in Employment Act, the Pregnancy Discrimination Act, and the Americans with Disabilities Act as amended. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

Discrimination in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment.

The County will not tolerate retaliation of any kind and in any manner. This protection extends to individuals who in good faith bring forth complaints about unlawful activities, workplace discrimination, harassment, or violence, and to individuals who serve as witnesses in investigations into such conduct.

Adverse employment actions include demotion, suspension, failure to promote, termination, unfair pay decisions, or other punitive actions that could have the effect of deterring a reasonable person from participating in the complaint process. Employees who feel they have suffered retaliation should bring their concerns to Human Resources so that appropriate action can be taken to protect the employee.

Supervisors and other officials in the County shall be respectful of the right of employees to bring forth complaints without fear of retaliation. Any supervisor who is found to have retaliated against an employee will be in violation of this policy and subject to appropriate discipline.

Texas is an "Employment At-Will" state and as an employee of Fort Bend County, you have the right to terminate your employment at any time. The County retains the right to terminate your employment at any time, with or without notice, for any legal reason or no reason. The County also retains the right to change any terms, conditions, benefits, or privileges of employment at any time without notice. No employment contract, either expressed or implied, shall exist between the County and any employee for duration, either specified or non-specified.

Fort Bend County respects the religious beliefs and practices of all employees and applicants for employment, and will make, upon written request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the County's activities or delivery of services to the public.

Title VII of the Civil Rights Act of 1964 prohibits employers from discriminating in hiring, firing, and other terms, conditions, and practices of employment against employees or applicants for employment because of the religious beliefs of the employee or applicant. Further, Title VII requires that employers reasonably accommodate the religious beliefs or practices of employees or applicants unless doing so would impose an undue hardship on the employer.

## **Section 3 – Evaluation by the Fort Bend County Office of Human Resources**

The County Office of Human Resources evaluates employment opportunities under this Plan and in so doing:

1. Identifies and analyzes any problem areas inherent in the utilization or participation of all qualified persons in employment phases (recruitment, selection, and promotion), since identification and analysis are necessary prerequisites to the successful development and implementation of this Plan.
2. Analyzes and identifies problem areas separately for recruitment, selection, and promotion of minorities and women. All racial or ethnic data collected to perform evaluations under this Plan is cross-classified by sex.
3. Analyzes present representation of minority persons, including women, in the eight job categories identified by the Equal Employment Opportunity Commission.
4. Analyzes recruitment and employment selection procedures, such as job descriptions, application forms, recruitment methods and sources, interview procedures, test administration and test validity, education requirements, referral procedures, and final selection methods to ensure that equal opportunity is being afforded in all job categories.
5. Analyzes seniority practices, promotion procedures, lateral and vertical transfer procedures, and formal and informal training programs to ensure that equal opportunity is being afforded to all qualified individuals.
6. Maintains a job classification record clearly indicating each job classification or assignment and the number of employees within each respective job category by race, sex, and national origin (for example, Hispanic, Asian or Pacific Islander, and American Indian or Alaskan Native); and maintains a record of job descriptions (describing essential job functions or duties) and the rate of pay for each classification. Where the rate of pay is based on length of time in the job or other factors (including abilities), notes the maximum rate of pay for each.
7. Maintains statistical records of the number of individuals by race/color, sex and national origin (if available) applying for employment through the Office of Human Resources within the preceding fiscal year and the number by race, sex, and national origin (if available) of the applicants who were offered employment and those who were actually hired.
8. Obtains statistical data from the Department of Justice, the Texas Workforce Commission, or other reliable entity regarding the characteristics of the pertinent labor markets within this statistical area, including total population, total workforce, and existing unemployment by race/color, sex, and national origin.
9. Conducts an ongoing evaluation program to ascertain whether recruitment, selection, or promotional policies cause a disparate impact on the basis of race, color, religion, sex, national origin, age, pregnancy, disability, genetic information, sexual orientation, gender identity and any other protected classes.

## **Section 4 – Dissemination**

In addition to other duties, the Director of the Office of Human Resources administers and enforces this Plan by:

### **Internal Dissemination -**

1. The County EEOP Report will be posted on the Fort Bend County Intranet, which the employees can access for viewing and printing.
2. All employees will be notified of the posting by e-mail and through the Fort Bend County Employee Newsletter.
3. All employees will be informed that a copy of the EEOP Report can be obtained on request from the Human Resources Office.
4. A copy of the EEOP Report will be sent to all Department Heads, Managers, Supervisors and Elected Officials for dissemination to their employees and for their files.
5. FBC Human Resources will review and present the EEO statement and policy as part of the New Hire Orientation program.
6. FBC will include the EEO statement and policy in the Fort Bend County Employee Manual.

### **External Dissemination –**

1. The County EEOP Report will be posted on the Fort Bend County Employment Webpage for all applicants, persons of interest, vendors, and the general public for viewing and printing.
2. The County will post on their Employment Webpage that the County is committed to be Equal Employment Opportunity Employer and that the EEOP Report is available on request for review. This will include the EEO statement and policy on all job boards, written job announcements, applications and postings for open job opportunities.
3. Human Resources will make copies available in the lobby of the Human Resources for Public examination or readily available to any interested party if they request a hard copy.
4. Copies of the EEOP Report will be made available at the Fort Bend County Libraries for the Public examination.

Fort Bend County will make recommendations to the County Commissioners Court on any changes that are needed in the personnel policies. Where changes are recommended, the Director shall set forth in written detail the specific steps that should be taken to achieve equal employment opportunity. As an example, if through evaluation, it is determined that certain selection practices and procedures (i.e. minimum educational levels) are not validly related to the performance of the essential functions of a specific job or position and that said practices may cause a disparate impact on the basis of race, color, religion, sex, national origin, age, pregnancy, disability, genetic information, sexual orientation, gender identity or any other protected classes, then the Director recommends that the practice or procedure be changed.

Fort Bend County Human Resources will assist with the coordinating of the presentation of grievances. People who believe they have been adversely affected by any act or practice prohibited by this Plan may file a grievance. Employees must file a grievance in accordance with the Fort Bend County Human Resources Policy. Other persons may seek to redress their grievances by filing a grievance directly with the Commissioners Court. In the latter case, the person or his counsel may appear before the Commissioners Court and make an oral or written presentation of his/her grievance in open court. The Court may, in its discretion, grant any and all relief allowed by law.

Fort Bend County will institute a program for attracting minorities through the dissemination of job postings, use of advertising media patronized by minorities, use of minority group contacts and community relations programs. However, nothing in this Plan is operated in a manner that excludes any person or group from equal employment opportunity and the program tries at all times to disseminate information to all persons or groups in the community - minorities, majorities, men and women alike.

# **Section 5 – Fort Bend County Employment**

## **Categories of Employment**

For purposes of salary administration, employment, and other personnel matters, it is necessary to classify employees into certain categories. Elected Officials and Department Heads, with guidance from Human Resources, are responsible to ensure that employees in their office or department meet the criteria of the category of employment to which the employees are assigned.

The definition of the categories of employment are as follows:

1. **FULL-TIME EMPLOYEE:** An employee, exempt or non-exempt, assigned to a full-time budgeted position. Such employees are typically expected to work a minimum of 40 hours per week in fulfillment of their job duties, and are eligible for all County benefits.
2. **PART-TIME EMPLOYEE:** An employee who works a regular schedule of less than 30 hours per week for an indefinite period. Such employees participate in the County retirement program as defined in Section 510 of this manual, but are not eligible for any County benefits except those required by law. Note: In accordance with the Patient Protection and Affordable Care Act (PPACA), any employee who works, on average, 30 or more hours per week is benefit eligible and must be offered medical benefits. Therefore, it is the policy of Fort Bend County that part-time employees shall not be permitted to work 30 or more hours per week without the approval of Commissioners Court through the budgeting process.
3. **TEMPORARY EMPLOYEE:** An employee who is hired to work for a short period of time not to exceed 90 calendar days. Temporary employees are not eligible for any County benefits, except those required by law. Temporary employees may work any number of hours as needed during the 90-day assignment. At the conclusion of 90 days, the employee should either be terminated or transferred to a part time or full time position. Note that persons hired as "floaters" to work sporadic assignments as needed in various County departments shall be classified as part time employees. Persons who are employed as Visiting Judges will be classified as temporary employees. Persons who are employed in connection with a work program for individuals with intellectual, developmental, or physical disabilities may also be classified as temporary employees and may be employed for more than 90 days. The employee cannot work 30 or more hours per week, on average.
4. **ELECTION WORKER:** For the purpose of this policy an Election worker is defined as an individual who only performs services for Fort Bend County at polling locations in connection with national, state or local elections. These individuals are not employees of the County, and are not eligible for any County benefits, except those required by law. Individuals hired by the Elections Department to perform duties other than solely working at the polling locations shall be properly classified as full-time, part-time, or temporary employees of the County.

It is the responsibility of the elected official or department head to identify the category of employment for each position at the time of hire. Any change in status of an employee that impacts the budget is subject to the normal approval process of the Budget Office and Commissioners Court. Part time and temporary employees who are permitted to work 30 or more hours per week, on average, during a 12- month period must be offered benefits in the following 12-month period, or the County may be subject to federal penalties. Therefore, any costs incurred due to an elected official's or department head's failure to manage the hours worked must be covered by transfer of funds from within the same department or office, and the transfer shall be subject to Commissioners Court approval.

Texas is an "employment at-will" state, and as an employee of Fort Bend County, you have the right to terminate your employment at any time, with or without notice, for any legal reason or no reason. The County also retains the right to change any terms, conditions, benefits, or privileges of employment at any time without notice. No employment contract, either expressed or implied, shall exist between the County and any employee for any duration either specified or non-specified.

## **Posting of Open Positions**

It is the policy of Fort Bend County to post all open positions. Working with Human Resources, departments will determine the best method of posting for an available position: Internal departmental posting, Internal County-wide posting, or External Posting.

Internal departmental and Internal County-wide postings are intended to offer promotional opportunities to qualified employees. Fort Bend County encourages current employees to progress to higher level positions within the county. Internal postings allow current employees opportunities for advancement and utilization of their skills, education and on-the-job experience. Fort Bend County also recognizes that the rapid development and changing demographics of the County creates an opportunity to bring individuals with new skills and experience into the applicant pool. External postings allow Fort Bend County to develop a broad base of qualified applicants.

Each department will begin the process of posting an open position for the appropriate length of time as specified in Sections 412.03 through 412.05 by notifying the Human Resources Department of the availability of the position. Human Resources will post the position by summarizing the job description and notifying employees within the hiring department, all current County employees and/or the general public that a position is available and applications are being accepted.

1. Internal Departmental Postings are notices for open positions within a hiring department. Postings in this category must appear for at least 3 business days in an area frequented and accessible by all department employees. Internal County-wide Postings are notices for open positions that are available to all County employees, including the employees of the hiring department. Postings in this category must appear on the Fort Bend County Internet/Intranet job board for at least 5 business days for all County employees to view. Current employees may complete the Fort Bend County Employee Job Application form available on the internet or by contacting Human Resources.
2. External postings are notices for positions open to all County employees and to the general public. Postings in this category must appear on the Fort Bend County Internet/Intranet job board for a minimum of 10 business days. Current employees may apply for external positions by completing the Fort Bend County Employee Job Application form available on the internet or by contacting Human Resources. External applicants must complete an on-line job application accessible from the County website: [www.fortbendcounty.jobs](http://www.fortbendcounty.jobs)
3. Postings for temporary and part-time positions may appear internally or externally as determined by the department head. Human Resources will post the position by summarizing the job's requirements and making it available to current County employees or the general public as appropriate. All openings for temporary and part-time positions should be posted for a minimum of three business days. Certain temporary and part-time clerical and library positions may be staffed by a third party staffing vendor. Departments may contact Human Resources for more information on the current vendor and the procedures for utilizing their services.

The Human Resources Department will make the job posting available to current County employees and the general public through the County website, advertising on the Human Resources Job Boards, Google Search Engine, Indeed, FortBendJobs.com, Social Media Outlets, The Workforce Solutions, Universities, Colleges, Job Banks & Ministries, and other recruiting resources. If the department wishes to recruit through targeted recruitment methods, the Human Resources Department will facilitate the creation and placement of the advertisement. Advertisement includes, but is not limited to, newspapers, professional journals, associations, selected networks, and internet job boards. Human Resources will include the EEO statement and policy on all job boards, written job announcements, applications and postings for open job opportunities. The County institutes a program for attracting minorities through the dissemination of job postings, use of advertising media patronized by minorities, use of minority group contacts and community relations programs. However, nothing in this Plan is operated in a manner that excludes any person or group from equal employment opportunity and the program tries at all times to disseminate information to all persons or groups in the community - minorities, majorities, men and women alike.

## **Selection Process**

Fort Bend County is an equal opportunity employer, committed to non-discrimination in employment on any basis including race, color, religion or creed, sex, sexual orientation, gender, gender identity, gender expression, pregnancy status (including childbirth and related medical conditions), national origin, ethnicity, citizenship status, age (40 and over), physical or mental disability, genetic information, protected military and veteran status, political affiliation or beliefs, or any other classification protected by state, federal and local laws, unless such classification is a bona fide occupational qualification.

1. Definition of Posting - For the purposes of this policy, 'posting' is defined as an announcement of an open position. Postings are available to all County employees and the general public.
2. Definition of Department - For purposes of this policy, a 'department', also known as the hiring department, is defined as a Fort Bend County Department that posts an open, budgeted position according to the procedures specified in this policy.
3. Posting Procedures - In order to provide an equal employment opportunity for all interested individuals and to generate a broad base of applicants to choose from, each department will post a full-time open position for a minimum of two (2) weeks (10 business days) by notifying the Human Resources Department in writing of the availability of the position. Part-time and temporary positions may be posted for three (3) business days as determined by the department, also by notifying Human Resources in writing. Selections for part-time and temporary positions may be made sooner than three (3) business days depending on exigent circumstances.

An elected official or department head determines whether to open a position to current employees and/or external applicants. If a posting is open only to current employees, the posting will so indicate.

The Human Resources Department will post the position by summarizing the job description and making the posting available to current employees and the public through a County job line recording, the County web site, advertising on the Human Resources Bulletin Board, the County e-mail system, and other similar recruiting methods. If the department wishes to recruit through targeted recruitment methods, the Human Resources Department will facilitate the creation and placement of the advertisement. Advertisement includes, but is not limited to, newspapers, professional journals, selected networks, and electronic sources. Human Resources may pay for selected recruitment depending on available funding.

4. Application Procedures - Applicants seeking employment with the County must submit an employment application through the Human Resources Department before receiving employment consideration. The Human Resources Department will accept applications for open positions until the specified time on the closing date or until filling the position, whichever is later. The Human Resources Department will only accept applications for open, posted positions and will not accept unsolicited applications or resumes.
5. Pre-Screening Candidates - Applicants meeting the requirements specified in the current job description will be forwarded to the department for selection.
6. Interview Process - The Departments are responsible for building their Interview Team and selecting the interview questions, the location, and appointment date and time. Carefully planned questions and a structured interview process that is the same for all candidates will ensure equal treatment of all who apply. Departments should keep the focus on what the job requires and how each candidate has performed in the past. Perhaps most importantly, departments should make fair hiring part of their mission and value statement, championed from the top down and an integral part of the selection process. The Department will be responsible any requested reasonable accommodations for the candidates. Departments will follow the key areas that are covered by fair hiring laws in what is legal and what is illegal questions to ask.
7. Employee Selection Process - The employee selection process shall be the responsibility of the department. Applicants selected for employment with Fort Bend County shall be based on job related qualifications as outlined in the job description. Qualifications may include, but are not limited to,

necessary knowledge, skills, abilities, training, education, licensing, certification and experience required for the position; satisfactory completion of performance and/or psychological exams; and satisfactory results on pre-employment drug testing, pre-employment physical, criminal history, driving record, employment and education reference checks.

- a. If the position requires skills testing, the hiring departments will select the candidates they wish to be tested and submit the list of names to Human Resources to schedule and administer the testing. The Human Resources personnel will contact the candidate and schedule the appointment for the test to be taken at the Human Resources' Department physical location. The candidate's test results will be emailed to the requesting department. Departments may choose the following tests to be administered: Typing/Keyboarding, Data Entry, Microsoft Word, Excel, Outlook & PowerPoint, Numeric Filing, 10 Key Calculator. The required tests are determined for each position on the job description and/or by the hiring manager to measure job performance.
    - i. The required passing score for the typing/keyboarding test is listed on the job posting for example: Minimum - 45 wpm. This test is a computer program.
    - ii. The required passing score for the Data Entry test is 6220 kph with an accuracy rate of 70%. This test is a computer program.
    - iii. The required passing score for the Microsoft Word, Excel, Outlook & PowerPoint tests is a minimum of 70% correctly answered problems. This test is a computer program.
    - iv. The required passing score for the Numeric Filing is 70 %
    - v. The required passing score for the 10-key calculator test is to complete the 35 problems in a timed 10 minutes with a minimum of 2 errors. The candidate takes this test on an adding machine type calculator in the testing area. The calculator issues a paper tape for each problem completed and it is used to grade the test.
    - vi. The testing programs are updated and purchased for the Human Resources Department for administer for all County positions.
  - b. The candidate may only take each clerical test once a year and the results will stay in their file until December 31st of that year.
  - c. If reasonable accommodations are needed for the candidates, Human Resources would provide the services.
8. Job Offers - The department will notify the Human Resources Department when a candidate has been selected for a position. The job offer by the hiring department will be subject to the constraints of the Fort Bend County Salary Administration Program, a copy of which is provided to Elected Officials and department heads. Exceptions to the program must be coordinated with the Human Resources Director and/or his/her designee, and subject to approval by Commissioners Court, prior to the actual job offer. The department will extend an offer, contingent on satisfactory results on the drug screen, pre-employment physical if required, and any background check that is conducted. Upon receipt of the results, the Human Resources Department will confirm the employee's start date with the department and initiate the orientation process.

## **Section 6 – Employee/Job Description/Duties/Pay**

The County maintains a job classification system for employees in full-time, budgeted positions in an effort to apply sound principles of measurement to determine what each job in the County is worth. This system is described in the Salary Administration Manual. The objectives of the Salary Administration Program are:

1. To attract and retain high caliber employees to provide accessible, quality public service to meet the changing needs of the individual and the community;

To provide uniform, equitable and fair pay practices throughout the County organization, with no pay discrimination based on race, color, religion or creed, sex, sexual orientation, gender, gender identity, gender expression, pregnancy status (including childbirth and related medical conditions), national origin, ethnicity, citizenship status, age (40 and over), physical or mental disability, genetic information, protected military and veteran status, political affiliation or beliefs, or any other classification protected by state, federal and local laws, unless such classification is a bona fide occupational qualification.

2. To provide total compensation (combination of salary and benefits) that is competitive within the Fort Bend trade area, at a level the County can afford;
3. To reward job experience and seniority;
4. To establish a basis for measuring the relative value of positions within the County;
5. To provide a systematic means for reviewing pay;
6. To establish procedures for communicating pay policies and practices to employees.

The job description provides a summary of the purpose, essential functions, responsibilities and requirements of a job. It establishes a clear definition of the function and role of a job within the County.

### **Job Categories listed for EEOP**

The following is a list of the job categories and definitions used to complete the analysis for the plan:

Officials/Administrators – Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional or area basis. Includes: Department Heads, Directors, Deputy Directors, Supervisors, Examiners, Superintendents, etc.

Professionals - Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through specialized post-secondary school education or through equivalent on-the-job training. Includes: Personnel and Labor Relations Workers, Social Workers, Psychologists, Registered Nurses, Attorneys, Accountants, Auditors, Engineers, etc.

Technicians - Occupations requiring a combination of basic scientific or technical knowledge and manual skill, which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: Computer Programmers, Engineering Aides, Surveyors, etc.

Protective Services: Sworn - Occupations in which sworn workers are entrusted with public safety, security, and protection from destructive forces. Includes: Police, Patrol Officers, Fire Fighters, Deputy Sheriffs, Detectives, etc.

Protective Services: Non-Sworn – Occupations in which workers are entrusted with public safety, security, and protection from destructive forces. Includes: Juvenile Probation Officers, Animal Services Officer, Detention Officer Civilian, etc.

Administrative Support - Occupations in which workers are responsible for internal or external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: Clerks, Legal Process Specialists, Mail Clerks, etc.

Skilled Craft - Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work, which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: Mechanics, Equipment Operators, Welders, Carpenters, etc.

Services/Maintenance - Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene, or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: Maintenance Workers, Custodians, Parks Operators, etc.

## **2020 Fiscal Year Analysis of Employees**

	MALE									FEMALE							FBC	
	WHT	HISP	BLK	AIAN	ASN	NHP	2+	OTH	Total	WHT	2+	HISP	BLK	AIAN	ASN	OTH		Total
Admin Support	28	33	25	0	6	0	0	1	93	230	11	253	124	4	22	1	645	738
Non-Sworn	31	39	57	0	4	0	2	0	133	14	0	12	28	0	1	1	56	189
Official Administrator	13	0	1	0	0	0	0	0	14	4	0	4	3	0	0	0	11	25
Professional	100	40	52	1	10	0	2	1	206	177	4	71	96	1	41	5	395	601
Service & Maintenance	40	25	6	0	1	0	0	0	72	1	0	9	1	0	0	0	11	83
Skilled Craft	127	37	13	1	0	0	1	0	179	0	0	0	1	0	0	0	1	180
Sworn	279	156	95	6	28	3	9	3	579	38	0	48	39	0	0	1	126	705
Technician	96	23	16	1	4	3	3	1	147	58	1	21	29	1	8	1	119	266
Total	714	353	265	9	53	6	17	6	1423	522	16	418	321	6	72	9	1364	2787

## **Transfers, Separations, and Subsequent Rehires**

1. Transfers - Fort Bend County employees are eligible to apply for open positions within the County, and may be permitted to transfer from one County department to another. Information on how to apply for open County positions is provided in Section 412 of this manual. If a County department/office chooses to hire an employee who currently works for another County department/office, the two departments/offices should work together for a smooth transition between positions.
2. Terminations - Employees who choose to resign from County employment should submit a resignation letter to their supervisor. Employees who terminate for any reason are encouraged to complete an Exit Interview. Pay out of any accrued vacation and non-exempt compensatory and deferred time will be made no later than one full pay period after the employee's final pay check, provided the employee has returned all County issued equipment, ID badge, keys and uniforms. The final payment will be in the form of a check and not a direct deposit. The last day an employee is physically present on the job is considered the termination date for all purposes including benefits. However, under certain circumstances, an employee's termination date may not be the last day physically present on the job if, for example, an employee is unable to return to work following a leave qualifying under the Family and Medical Leave Act.
3. Rehires - In certain circumstances, an employee whose employment ends with Fort Bend County may be rehired. If the employee is rehired within 90 calendar days of the termination date and during the 90 days the employee does not cash out their retirement account or does not begin to receive any retirement annuity or payment, certain benefits may be restored. These benefits may include years of service, longevity payments, and accrued sick leave balances. However, vacation time, non-exempt compensatory time and deferred time are all paid out at termination and therefore, are not eligible to be restored upon rehire. An employee who terminates employment for any reason and is rehired after

90 calendar days from the termination date is considered a new employee with no restoration of any previous benefits. Rehires may be eligible for medical, dental and other insurance benefits, but will be subject to a waiting period in the event of a break in coverage. Contact the Risk Management department for health benefit enrollment/reenrollment information. Part time employees are not eligible for most County benefits, therefore, a transfer from full time status to part time status with the County, even if it does not result in a break in service, will result in termination of most benefits. A return to full time employment from part time employment after a break in full time status of more than 90 calendar days shall be considered a rehire for purposes of this policy. Please see Policy 401, Categories of Employment, for more information on part time and full time status.

4. Rehires with changes to Retirement Account - An employee who retires, or an employee who ends employment for any reason and withdraws the funds from their retirement account and is rehired after any length of time, is considered a new employee with no restoration of previous benefits. Such rehires will be subject to the waiting period for enrollment in health and medical benefits in the event of a break in coverage, or continuation of retiree health benefits may be permitted as explained in Section 511. Contact the Risk Management department for health benefit enrollment/reenrollment information.

### **Promotions/Transfers of Employees**

<b><u>Number of Employees</u></b>	<b><u>EEO CLASS</u></b>	<b><u>SEX</u></b>
7	2+	F
1	2+	M
2	AIAN	F
1	AIAN	M
10	ASN	F
5	ASN	M
25	BLK	M
44	BLK	F
55	HISP	M
77	HISP	F
83	WHT	M
87	WHT	F

### **Disciplinary Actions against Employees**

While supervisors are encouraged to ensure consistency and fairness in disciplining employees by making employees aware of performance problems and allowing time to correct the problems, Fort Bend County expressly reserves the right to terminate the employment relationship at will, with or without notice, for any legal reason or no reason at all. Inappropriate employee conduct may be documented by a warning notice to be placed in the employee's personnel file.

### **Employee Suspensions**

<b><u>Number of Employees</u></b>	<b><u>EEO CLASS</u></b>	<b><u>SEX</u></b>
8	HISPANIC	M
1	HISPANIC	F
11	BLACK	M
5	BLACK	F
7	WHITE	M
2	WHITE	F
1	ASIAN	M

**Employees Terminated**

<b><u>Number of Employees</u></b>	<b><u>EEO CLASS</u></b>	<b><u>SEX</u></b>
3	2+	F
3	AIAN	F
1	AIAN	M
13	ASN	F
7	ASN	M
44	BLK	F
38	BLK	M
61	HISP	F
35	HISP	M
95	WHT	F
81	WHT	M

## **Section 7 – Fort Bend County Data from 2019 US Census**

Fort Bend County, Texas	
Population estimates, July 1, 2019, (V2019)	811,688
<b>PEOPLE</b>	
Population	
Population estimates, July 1, 2019, (V2019)	811,688
Population estimates base, April 1, 2010, (V2019)	584,699
Population, percent change - April 1, 2010 (estimates base) to July 1, 2019, (V2019)	38.80%
Population, Census, April 1, 2010	585,375
Population, Census, April 1, 2020	X
<b>Age and Sex</b>	
Persons under 5 years, percent	6.70%
Persons under 18 years, percent	27.30%
Persons 65 years and over, percent	11.60%
Female persons, percent	50.90%
<b>Race and Hispanic Origin</b>	
White alone, percent	54.70%
Black or African American alone, percent(a)	21.30%
American Indian and Alaska Native alone, percent(a)	0.60%
Asian alone, percent(a)	20.90%
Native Hawaiian and Other Pacific Islander alone, percent(a)	0.10%
Two or More Races, percent	2.30%
Hispanic or Latino, percent(b)	24.90%
White alone, not Hispanic or Latino, percent	31.90%
<b>Population Characteristics</b>	
Veterans, 2015-2019	25,993
Foreign born persons, percent, 2015-2019	28.90%
<b>Housing</b>	
Housing units, July 1, 2019, (V2019)	269,362
Owner-occupied housing unit rate, 2015-2019	77.20%
Median value of owner-occupied housing units, 2015-2019	\$265,900
Median selected monthly owner costs -with a mortgage, 2015-2019	\$2,119
Median selected monthly owner costs -without a mortgage, 2015-2019	\$816
Median gross rent, 2015-2019	\$1,431
Building permits, 2020	14,093
<b>Families &amp; Living Arrangements</b>	
Households, 2015-2019	237,883
Persons per household, 2015-2019	3.19
Living in same house 1 year ago, percent of persons age 1 year+, 2015-2019	87.40%
Language other than English spoken at home, percent of persons age 5 years+, 2015-2019	39.50%
<b>Computer and Internet Use</b>	

Households with a computer, percent, 2015-2019	96.60%
Households with a broadband Internet subscription, percent, 2015-2019	92.60%
<b>Education</b>	
High school graduate or higher, percent of persons age 25 years+, 2015-2019	90.60%
Bachelor's degree or higher, percent of persons age 25 years+, 2015-2019	46.20%
<b>Health</b>	
With a disability, under age 65 years, percent, 2015-2019	4.60%
Persons without health insurance, under age 65 years, percent	13.20%
<b>Economy</b>	
In civilian labor force, total, percent of population age 16 years+, 2015-2019	66.90%
In civilian labor force, female, percent of population age 16 years+, 2015-2019	59.60%
Total accommodation and food services sales, 2012 (\$1,000)(c)	885,255
Total health care and social assistance receipts/revenue, 2012 (\$1,000)(c)	1,809,704
Total manufacturers' shipments, 2012 (\$1,000)(c)	4,791,450
Total merchant wholesaler sales, 2012 (\$1,000)(c)	6,110,168
Total retail sales, 2012 (\$1,000)(c)	7,147,223
Total retail sales per capita, 2012(c)	\$11,394
<b>Transportation</b>	
Mean travel time to work (minutes), workers age 16 years+, 2015-2019	33.5
<b>Income &amp; Poverty</b>	
Median household income (in 2019 dollars), 2015-2019	\$97,743
Per capita income in past 12 months (in 2019 dollars), 2015-2019	\$39,994
Persons in poverty, percent	6.60%
<b>BUSINESSES</b>	
Total employer establishments, 2019	14,535
Total employment, 2019	182,759
Total annual payroll, 2019 (\$1,000)	8,448,334
Total employment, percent change, 2018-2019	3.70%
Total nonemployer establishments, 2018	80,262
All firms, 2012	61,678
Men-owned firms, 2012	31,087
Women-owned firms, 2012	24,234
Minority-owned firms, 2012	36,256
Nonminority-owned firms, 2012	23,828
Veteran-owned firms, 2012	4,818
Nonveteran-owned firms, 2012	55,037
<b>GEOGRAPHY</b>	
Population per square mile, 2010	679.5
Land area in square miles, 2010	861.48
FIPS Code	48157

## **Section 8 – Recruiting Statistics**

2019-2020 Recruiting Workflow EEO Report – 41221 Applications				
	<b>Blank</b>	<b>Female</b>	<b>Male</b>	<b>Opt Out</b>
Race: Blank	6239	0	0	0
Race: American Indian or Alaska Native (Not Hispanic or Latino)	0	115	18	0
Race: Asian (Not Hispanic or Latino)	0	2243	1293	3
Race: Black or African American (Not Hispanic or Latino)	0	8392	3196	14
Race: Hispanic or Latino	0	5835	2394	3
Race: Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)	0	32	32	0
Race: Opt Out	0	899	313	538
Race: Two or More Races (Not Hispanic or Latino)	0	870	330	7
Race: White (Not Hispanic or Latino)	0	5565	2872	18
<b>Total = 41,221 Applications</b>	6239	23951	10448	583

\*\* Fort Bend County does not record the race of the 1,197 Employees that applied on the applicant tracking system for other positions in the County.

**Section 9 – Analysis of Workforce Page 1 of 2**  
**Utilization Analysis Chart**  
**Relevant Labor Market: Fort Bend County, Texas**

Job Categories	Male						Female									
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Officials/Administrators</b>																
Workforce #/%	13/52%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	4/16%	4/16%	3/12%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,635/40%	1,570/10%	980/6%	90/1%	1,120/7%	0/0%	0/0%	15/0%	3,255/20%	1,070/6%	1,195/7%	25/0%	435/3%	0/0%	10/0%	4/0%
Utilization #/%	12%	-10%	-2%	-1%	-7%	0%	-0%	-0%	-4%	10%	5%	-0%	-3%	0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	100/17%	40/7%	52/9%	1/0%	10/2%	0/0%	2/0%	1/0%	177/29%	71/12%	96/16%	1/0%	41/7%	0/0%	4/1%	5/1%
CLS #/%	6,285/22%	1,090/4%	1,465/5%	30/0%	2,405/9%	0/0%	65/0%	100/0%	9,515/34%	2,020/7%	3,040/11%	10/0%	1,900/7%	0/0%	45/0%	70/0%
Utilization #/%	-6%	3%	3%	0%	-7%	0%	0%	-0%	-4%	5%	5%	0%	0%	0%	1%	1%
<b>Technicians</b>																
Workforce #/%	96/36%	23/9%	16/6%	1/0%	4/2%	3/1%	3/1%	1/0%	58/22%	21/8%	29/11%	1/0%	8/3%	0/0%	1/0%	1/0%
CLS #/%	975/26%	625/17%	80/2%	10/0%	230/6%	0/0%	0/0%	0/0%	905/24%	290/8%	360/10%	0/0%	230/6%	0/0%	35/1%	30/1%
Utilization #/%	10%	-8%	4%	0%	-5%	1%	1%	0%	-2%	0%	1%	0%	-3%	0%	-1%	-0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	129/54%	43/18%	20/8%	1/0%	4/2%	0/0%	2/1%	0/0%	13/5%	13/5%	13/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	965/38%	200/8%	700/27%	0/0%	95/4%	0/0%	10/0%	0/0%	160/6%	95/4%	310/12%	10/0%	20/1%	0/0%	0/0%	0/0%
Utilization #/%	17%	10%	-19%	0%	-2%	0%	0%	0%	-1%	2%	-7%	-0%	-1%	0%	0%	0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	150/32%	113/24%	75/16%	5/1%	24/5%	3/1%	7/1%	3/1%	25/5%	35/7%	26/6%	0/0%	0/0%	0/0%	0/0%	1/0%
Civilian Labor Force #/%	2,550/16%	4,795/30%	1,640/10%	20/0%	580/4%	0/0%	145/1%	55/0%	1,480/9%	2,490/15%	1,620/10%	0/0%	595/4%	0/0%	10/0%	95/1%
Utilization #/%	16%	-6%	6%	1%	2%	1%	1%	0%	-4%	-8%	-5%	0%	-4%	0%	-0%	-0%
<b>Protective Services: Non-Sworn</b>																
Workforce #/%	31/16%	39/21%	57/30%	0/0%	4/2%	0/0%	2/1%	0/0%	14/7%	12/6%	28/15%	0/0%	1/1%	0/0%	0/0%	1/1%
CLS #/%	105/35%	0/0%	55/18%	0/0%	0/0%	0/0%	0/0%	0/0%	85/28%	40/13%	15/5%	0/0%	0/0%	0/0%	0/0%	0/0%

Section 9 – Analysis of Workforce Page 2 of 2

Job Categories	Male										Female					
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Utilization #/%	-19%	21%	12%	0%	2%	0%	1%	0%	-21%	-7%	10%	0%	1%	0%	0%	1%
<b>Administrative Support</b>																
Workforce #/%	28/4%	33/4%	25/3%	0/0%	6/1%	0/0%	0/0%	1/0%	230/31%	253/34%	124/17%	4/1%	22/3%	0/0%	11/1%	1/0%
CLS #/%	6,840/18%	2,945/8%	2,410/6%	0/0%	2,065/5%	0/0%	170/0%	35/0%	11,335/29%	6,395/16%	4,420/11%	30/0%	1,955/5%	0/0%	145/0%	60/0%
Utilization #/%	-14%	-3%	-3%	0%	-5%	0%	-0%	0%	2%	18%	5%	0%	-2%	0%	1%	-0%
<b>Skilled Craft</b>																
Workforce #/%	127/71%	37/21%	13/7%	1/1%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,070/35%	5,495/48%	785/7%	0/0%	370/3%	0/0%	60/1%	30/0%	270/2%	40/0%	135/1%	0/0%	210/2%	0/0%	0/0%	0/0%
Utilization #/%	35%	-27%	0%	1%	-3%	0%	0%	-0%	-2%	-0%	-1%	0%	-2%	0%	0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	40/48%	25/30%	6/7%	0/0%	1/1%	0/0%	0/0%	0/0%	1/1%	9/11%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,970/15%	8,285/25%	2,770/9%	10/0%	965/3%	0/0%	45/0%	60/0%	3,505/11%	6,880/21%	2,940/9%	45/0%	2,000/6%	0/0%	80/0%	15/0%
Utilization #/%	33%	5%	-1%	-0%	-2%	0%	-0%	-0%	-10%	-10%	-8%	-0%	-6%	0%	-0%	-0%

## **Section 10 – Identification of Problem Areas**

A utilization analysis of the workforce of Fort Bend County, including all courts, offices and departments responsible for delivering services to the citizens of Fort Bend County, indicates underutilization of minorities and women in several categories. The focus of this plan will be on the largest areas of underutilization; however, Fort Bend County welcomes the chance to increase the representation of all minority groups. Areas of focus will include:

- Hispanic or Latino Males in the categories of Officials Administrators (-10%), Technicians (-8%), Protective Services: Sworn Patrol Officer (-6%), Administrative Support (-3%), Skilled Craft (-27%);
- Black Males in the categories of Protective Services: Sworn - Officials (-19%), Administrative Support (-3%);
- Asian Males in the categories of Officials Administrators (-7%), Professionals (-7%), Technicians (-5%), Administrative Support (-5%), Skilled Craft (-3%);
- White Females in the categories of Officials Administrators (-4%), Professionals (-4%), Protective Services: Sworn - Patrol Officers (-4%), Protective Services: Non - Sworn (-21%), Skilled Craft (-2%), Service Maintenance (-10%);
- Hispanic or Latino Females in the categories of Protective Services: Sworn - Patrol Officers (-8%), Protective Services: Non-Sworn - Patrol Officers (-7%), Service Maintenance (-10%);
- Black Females in the categories of Protective Services: Sworn - Officials (-7%), Protective Services: Sworn Patrol Officers (-5%), Service Maintenance (-8%);
- Asian Females in the category of Technicians (-3%), Protective Services: Sworn Patrol Officers (-4%), Administrative Support (-2%), Service Maintenance (-6%);

Note: Protective Services Non-Sworn also shows a significant under-utilization of White Females and Hispanic or Latino Females. This category is primarily composed of civilian detention officers and juvenile detention officers, and the male/female ratio is based on the detention centers inmate populations.

## **Section 11 - Objective and Steps**

1. Ensure equal employment opportunities for Asian Males and Females when our organization fills vacancies that become available, especially in the areas of underutilization noted in Step 4b above. We will:
  - a. Continue use of Recruitment Sites and Associations targeting Asian candidates such as the National Association of Asian American Professionals and the United States Pan Asian American Chamber of Commerce.
  - b. Continue to participate in Recruiting Fairs at the local Chinese Community Centers and local High Schools, Colleges and Universities.
  - c. Examine the training and promotional practices to ensure Asian Males and Females are given equal opportunity to succeed within the Official/Administrator, Professional, Technicians and Administrative Support and Skilled Craft categories.
  
2. Ensure equal employment opportunities for White and Hispanic or Latino Females, when our organization fills vacancies that become available, in the areas of underutilization noted in Step 4b above. We will:
  - a. Increase recruitment efforts and participate in Recruiting Fairs at local High Schools, colleges and churches with high Female populations, including University of Houston, Houston Community College and Wharton County Jr. College.

- b. Examine the training and promotional practices to ensure White and Hispanic or Latino Females are given equal opportunity to succeed within the Official/Administrator, Professionals, and Technicians, Protective Services Non-sworn, Skilled Craft and Service Maintenance categories.
  - c. Evaluate all aspects of the selection process for positions in this job category and determine if any barriers exist to Equal Employment Opportunity.
3. Ensure equal employment opportunities for Hispanic or Latino Males when our organization fills vacancies that become available, especially in the areas of underutilization noted in Step 4b above. We will:
    - a. Evaluate all aspects of the selection process for positions in this job category and determine if any barriers exist to Equal Employment Opportunity.
    - b. Seek candidate referrals from current Hispanic and Latino Employees for future job openings.
    - c. Evaluate applicant data to ensure the County is attracting a sufficient pool of qualified Hispanic and Latino applicants in these job categories. Use this data to determine which recruitment methods have been effective and target this population in our recruitment efforts.
    - d. Participate in Recruiting Fairs at Houston Community College, Texas State Technical College and Wharton County Jr. College, (These campuses have high minority enrollments and offer skilled/craft trainings.) and local churches to recruit candidates.
4. Ensure equal employment opportunities for Black or African American Males and Females, when our organization fills vacancies that become available, especially in the areas of underutilization noted in Step 4b above. We will:
    - a. Use data available from applications on file to determine which recruitment methods have been most effective in reaching Black or African American Applicants.
    - b. Continue Recruiting efforts with High School criminal justice groups and Junior ROTC programs with high minority populations.
    - c. Meet with the officials of Fort Bend County law enforcement offices to review selection processes and determine if any barriers exist to equal employment opportunity.
    - d. Evaluate means of encouraging Black or African American males and females in the category of Protective Services Non-sworn, to obtain the necessary training and certification to transfer into Protective Services Sworn positions when possible.
    - e. Continue to participate and increase recruitment efforts with predominantly Black or African American Men and/or Women's groups, colleges and churches with predominantly minority populations.

## **Section 12 – Training**

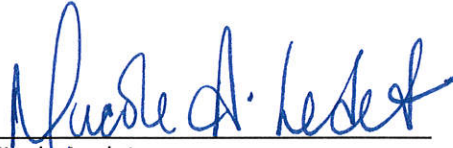
Fort Bend County considers training to be essential in the promotion of diversity and implementation of the EEO Plan. The County regularly offers training to all of its employees and supervisors at in person onsite, or virtually. Additionally, employees are required to attend a new hire employee orientation. The County has offered the following training to employees: Harassment and Discrimination Prevention (Respectful Workplace), Generations in the Workplace, EEOC Diversity, Ethics and Integrity at Work, Unconscious Bias, Diversity Awareness, Disability Etiquette, Communication and Respect at Work, Anti-Harassment Training, FMLA, FLSA, ADA, Workers Compensation, Performance Management, Performance Appraisals, and Customer Service.

## Section 13 – Conclusion

FBC is committed to equal employment opportunity for all employees and employment applicants. In all employment transactions, it is the intention of FBC to use every good faith effort to accomplish the objectives of its equal employment opportunity policy as embodied in this EEOP.

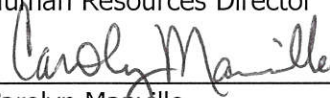
I certify that Fort Bend County has formulated an Equal Employment Opportunity Plan in accordance with 28 CFR 42.301, et seq., subpart E, that it has been signed into effect by the proper authority and disseminated to all employees, and that it is on file in the Office of Fort Bend County Human Resources, 301 Jackson Street, Suite 243, Richmond, TX 77469, for review or audit by officials of the cognizant State planning agency or the Office for Civil Rights, Office of Justice Programs as required by relevant laws and regulations.

Reviewed by:



Nicole Ledet  
Human Resources Director

Prepared by:



Carolyn Manville  
Human Resources Generalist

Approved by:



KP George, County Judge

9/7/2001  
Date