

## AFFIRMATIVE ACTION PROGRAM

The attached Affirmative Action Program (AAP) is approved and will be enforced at all levels within SEDL and will be revised at least every twelve months. This AAP covers the period from January 1, 2011 through December 31, 2011 and indicates goals (if any) for that time period. A utilization and availability analysis for the previous period (January 1, 2010 through December 31, 2010) is used to determine these goals. Although the current AAP period begins January 1, 2011, the report cannot be prepared and the goals determined until all Labor Force Information for Affirmative Action Programs is available (i.e., generally March through April of the current year).

APPROVED: Lesley A. Horner

TITLE: President & CEO, SEDL

DATE: May 20, 2011

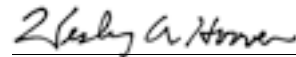
## ADMINISTRATIVE POLICY STATEMENT

SEDL is committed to equal opportunity for the employment of individuals regardless of race, color, creed, religion, national origin, age, sex, sexual orientation, marital status, status as a veteran, or disability. SEDL is committed to this policy by its status as a Federal Government contractor, but we are far more strongly bound to the policy by the fact that adherence to the principles involved is the only acceptable American way of life. SEDL is committed to affording equal employment opportunity in recruitment, selection, employment, compensation, promotion, demotion, training, transfers, work assignments, benefits, corrective action, and termination.

The successful achievement of a nondiscriminatory employment program requires maximum cooperation between management (i.e., the institution's budget authorities) and all other staff members. In fulfilling its part in this cooperative effort, management is obliged to lead the way by establishing and implementing affirmative procedures and practices in an effort to meet SEDL's objective, namely, equitable employment opportunity for all.

I have designated Sue Liberty, SEDL's Human Resources Generalist, to monitor the implementation of, and recommend revisions of, personnel procedures to guide SEDL's affirmative action program.

As Human Resources Generalist, she is charged with designing and implementing audit and reporting systems that will keep management informed on an annual basis of the status of the equal employment opportunity area.



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Wesley A. Hoover, Ph.D.  
President & CEO, SEDL  
May 20, 2011

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I. INTERNAL DISSEMINATION OF POLICY

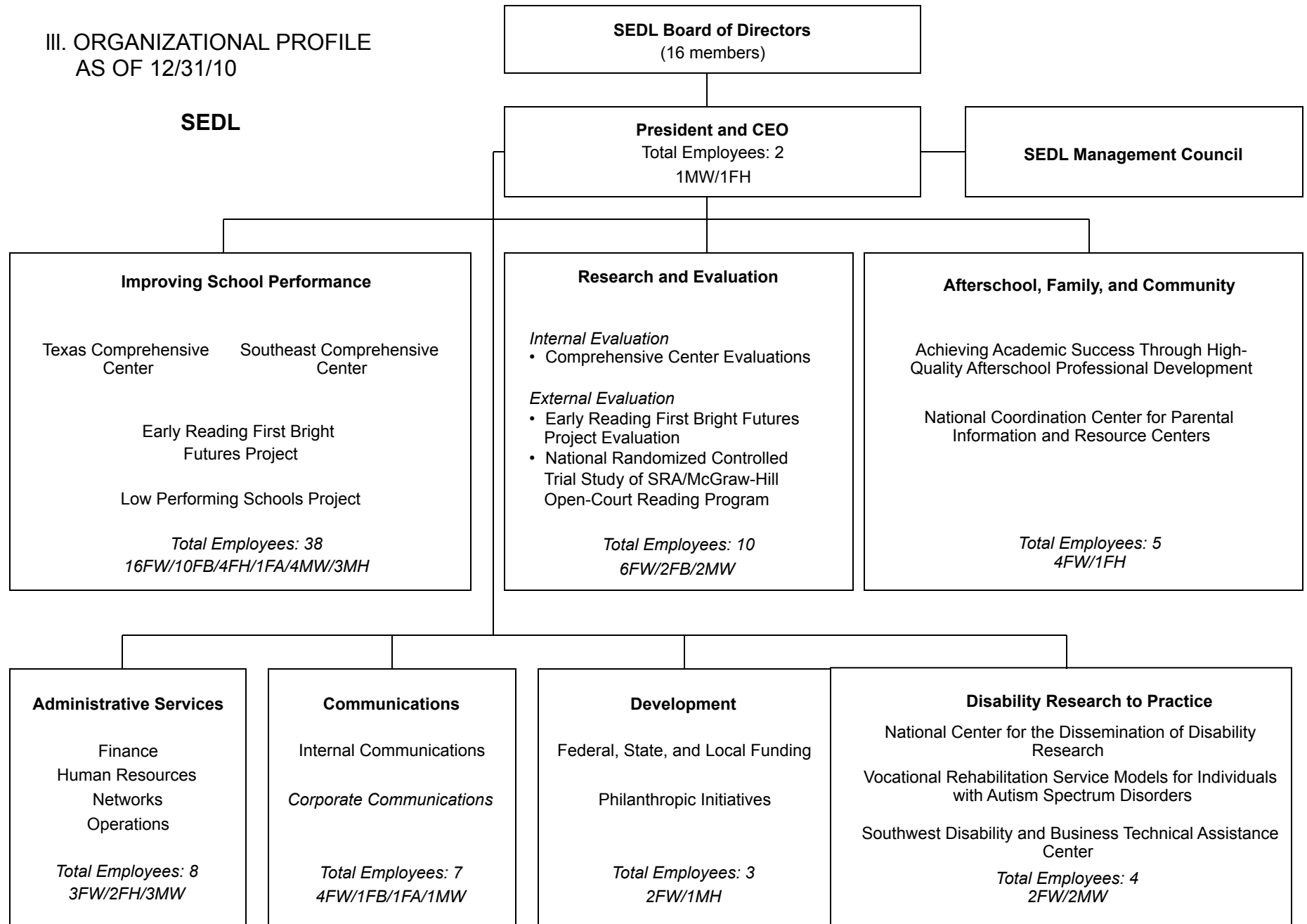
- A. SEDL has a formal administrative and Board policy manual containing current rules and procedures applicable to all staff members, the SEDL Handbook of Board Policies and Administrative Policies and Procedures (hereafter referred to as the Handbook).
- B. SEDL will, through regular meetings of the budget authorities, assure that budget authorities and other supervisors are made aware of SEDL's affirmative action program, and that it expects them to assist in all appropriate ways to advise staff members of the program's purpose and interest.
- C. During orientation, new staff members will be informed of the affirmative action policy's availability in the Handbook online.
- D. SEDL is not a union organization.
- E. The administrative policy statement of SEDL will be posted on appropriate bulletin board(s) for the perusal of all staff members.

II. EXTERNAL DISSEMINATION OF POLICY

- A. Recruiting sources (including minority and women organizations, community agencies and leaders, secondary schools and colleges) will be appropriately informed verbally or in writing of SEDL's policy.
- B. The Equal Opportunity Clause will be incorporated in all purchase orders, leases, contracts, etc. covered by Executive Order 11246, as amended, and its implementing regulations.
- C. SEDL will communicate to prospective staff members the existence of the Affirmative Action Program and will make available elements of this program.
- D. Written notification of SEDL's policy will be sent to all subcontractors, vendors, and suppliers.

III. ORGANIZATIONAL PROFILE  
AS OF 12/31/10

**SEDL**



IV-A. PLACEMENT OF INDIVIDUALS AND WORK FORCE ANALYSIS BY JOB GROUPS

**Officials and Managers - as of 12/31/10**

Job Title	Salary Range	<b>Total Employees</b>	<b>Total Minorities</b>	<b>Total Females</b>	White	Black	Hispanic	Other	<b>Total Males</b>	White	Black	Hispanic	Other
Director of Communications	89,700-136,344	<b>1</b>	<b>1</b>	<b>1</b>		1							
Director of Development	89,700-136,344	<b>1</b>		<b>1</b>	1								
Director of Res./Eval.	89,700-136,344	<b>1</b>							<b>1</b>	1			
Program Manager	89,700-136,344	<b>3</b>		<b>2</b>	2				<b>1</b>	1			
Program Director	102,252-155,436	<b>1</b>		<b>1</b>	1								
Senior Development Advisor	102,252-155,436	<b>1</b>	<b>1</b>						<b>1</b>			1	
Vice President & CFO	102,252-155,436	<b>1</b>							<b>1</b>	1			
President & CEO	170,676-264,540	<b>1</b>							<b>1</b>	1			
Total Number		<b>10</b>	<b>2</b>	<b>5</b>	4	1			<b>5</b>	4		1	
Total Percentage		<b>100%</b>	<b>20%</b>	<b>50%</b>	40%	10%			<b>50%</b>	40%		10%	

IV-B. PLACEMENT OF INDIVIDUALS AND WORK FORCE ANALYSIS BY JOB GROUPS

**Technical & Professional - as of 12/31/10**

Job Title	Salary Range	Total Employees	Total Minorities	Total Females	White	Black	Hispanic	Other	Total Males	White	Black	Hispanic	Other
Accounting Specialist	44,400-66,144	1		1	1								
Communications Specialist	44,400-66,144	1		1	1								
Information Specialist	44,400-66,144	1							1	1			
Database Dev. Associate	49,728-74,076	1							1	1			
Executive Assistant	49,728-74,076	1	1	1			1						
Media Design Specialist	49,728-74,076	1		1	1								
Communications Associate	55,464-83,196	3	1	3	2	1							
Development Associate	55,464-83,196	1		1	1								
Information Associate	55,464-83,196	1		1	1								
Media Design Associate	55,464-83,196	1	1	1				1					
Network Administrator	55,464-83,196	1							1	1			
Program Specialist	55,464-83,196	2		2	2								
Web Administrator	55,464-83,196	3	1						3	2		1	
Accounting Supervisor	62,124-93,180	1							1	1			
HR Generalist	69,312-104,628	1		1	1								
Program Associate	69,312-104,628	29	12	24	14	8	2		5	3		2	
Project Director	79,008-119,280	6	1	6	5	1							
Total Number		55	17	43	29	10	3	1	12	9		3	
Total Percentage		100%	30.9%	78.2%	52.7%	18.2%	5.5%	1.8%	21.8%	16.3%		5.5%	

IV-C. PLACEMENT OF INDIVIDUALS AND WORK FORCE ANALYSIS BY JOB GROUPS

**Office & Clerical - as of 12/31/10**

Job Title	Salary Range	<b>Total Employees</b>	<b>Total Minorities</b>	<b>Total Females</b>	White	Black	Hispanic	Other	<b>Total Males</b>	White	Black	Hispanic	Other
Operator/Receptionist	23,184-33,588	<b>1</b>	<b>1</b>	<b>1</b>			1						
Administrative Secretary	29,496-43,344	<b>4</b>	<b>3</b>	<b>4</b>	1	2	1						
Accounting Assistant	32,436-47,676	<b>1</b>	<b>1</b>	<b>1</b>			1						
HR Assistant	32,436-47,676	<b>1</b>		<b>1</b>	1								
Administrative Assistant	39,804-58,896	<b>5</b>	<b>3</b>	<b>5</b>	2		2	1					
Total Number		<b>12</b>	<b>8</b>	<b>12</b>	4	2	5	1					
Total Percentage		<b>100%</b>	<b>66.7%</b>	<b>100%</b>	33.3%	16.7%	41.7%	8.3%					



## V. AVAILABILITY ANALYSIS FOR MINORITIES AND FEMALES - as of 12/31/10

Job Groups	Total Female	Total Minority	Black	Hispanic	Asian	Other
Officials & Managers	38.6%	17.3%	6.3%	5.7%	3.5%	1.8%
Technical & Professional	61.9%	24%	16.4%	5.8%	1.5%	0.3%
Office & Clerical	74.0%	43%	20.5%	17.1%	1.4%	4.0%

Source of Data (Officials & Managers): US Census Bureau EEO Data Tool by Occupation  
Data for United States; we recruit nationally for Officials & Managers

Source of Data (Technical & Professional): US Census Bureau EEO Data Tool by Occupation  
Data for States: AL,AR,GA,LA,MS,NM,OK,SC,TX; we recruit from these states for Technical & Professional staff

Source of Data (Office & Clerical): US Census Bureau EEO Data Tool by Occupation  
Data for Austin and New Orleans Metro Areas; we recruit from these areas for Office & Clerical staff

## VI. COMPARISON OF INCUMBENCY TO AVAILABILITY – as of 12/31/10

Following is a brief description of SEDL's current regular staff member work force in each of the job categories along with a comparison of incumbency to availability.

### Officials and Managers (population 10 regular staff members)

In this category Females represent five out of ten, 50% of staff members, compared against an availability of 38.6% for the national statistics; no underutilization of Females exists. One Black is employed in this category, 10%. The availability of Blacks is 6.3% nationally; no underutilization exists in this area. SEDL has no "other minorities" while national availability is 5.3% for "other minorities". One Hispanic currently occupies a management position, 10%. National statistics show 5.7% available. In total minorities SEDL has 20% while total minorities available in this job group is 17.3%. SEDL meets this standard.

### Technical and Professional (population 55 regular staff members)

In this category, 43 staff members are Female out of 55, or 78.2%. Ten staff members are Black out of 55, or 18.2%. Six staff members are Hispanic out of 55, or 10.9%. One staff member is "other minorities" out of 55, or 1.8%. When considering the nine-state region (Alabama, Arkansas, Georgia, Louisiana, Mississippi, New Mexico, Oklahoma, South Carolina, & Texas), the availabilities in this category are Females-61.9%, Blacks-16.4%, Hispanics-5.8%, and "other minorities"- 1.8%. In total minorities SEDL has 30.9% while total minorities available in this job group in the region is 24%. There is no underutilization of minorities.

### Office and Clerical (population 12 regular staff members)

In this category, 12 staff members are Female out of 12, or 100%. In the Austin and New Orleans Metro Areas, Female availability is 74% for office & clerical staff. Five staff members, or 41.7% of the twelve, are Hispanic compared with the availability of 17.1%. Two staff members, 16.7% of the twelve, are Black compared with the availability of 20.5%. One "other minorities" currently occupy an office/clerical position, 8.3%. Statistics show 5.4% "other minorities" available; no underutilization in this area. In total minorities SEDL has 66.7% while total minorities available in this job group in the Austin and New Orleans Metro Areas is 43%. No underutilization in the Office and Clerical area.

## VII. GOALS AND TIMETABLE

Job Groups	Total Employment	Utilization	Availability	Utilization Less than Reasonably Expected from Availability	Goal
<b>Minorities</b>					
Officials & Managers	10	2 (20%)	17.3%	no	N/A
Technical & Professional	55	17 (30.9%)	24.0%	no	N/A
Office & Clerical	12	8 (66.7%)	43.0%	no	N/A
Total	77	27 (39.2%)	28.1%	no	N/A
<b>Females</b>					
Officials & Managers	10	5 (50%)	38.6%	no	N/A
Technical & Professional	55	43 (78.2%)	61.9%	no	N/A
Office & Clerical	12	12 (100%)	74.0%	no	N/A
Total	77	60 (76.1%)	58.2%	no	N/A

- A. SEDL has exceeded the percentage available in minorities and women in each job group.
- B. Due to the unpredictability and the instability of the institution's funding, it would be difficult, if not impossible, to anticipate future employment needs.
- C. All budget authorities, other supervisors, and all other staff members will continue to support the EEO and Affirmative Action Program.

## VIII. SUPPORT DATA FOR RECRUITMENT, SELECTION, REFERRAL AND OTHER PROCEDURES

### A. APPLICANTS AND NEW HIRES (see chart VIII-A.)

1. Complete application records are maintained. During the period January 1, 2010 – December 31, 2010, SEDL employed five persons. This total included two Black Females, one Hispanic Female, and two White Females.
2. The most qualified applicants for employment are interviewed, and the final selection is recommended by the appropriate budget authority and approved by the President & CEO. There are no apparent deficiencies in the selection process.

### B. TRANSFERS AND PROMOTIONS (see chart VIII-B.)

During the period January 1, 2010 – December 31, 2010 there were two promotions. In personnel actions involving transfer or promotion, SEDL is consistent in its application of affirmative action. If vacancies occur, every effort is made to fill the vacancies with qualified staff members from within the organization. Those staff members possessing the necessary qualifications are considered by the budget authority who makes the final selection.

Promotions: One White Female and one Black Female

### C. TERMINATIONS AND RESIGNATIONS (see chart VIII-C.)

During the period January 1, 2010 – December 31, 2010 there were seven resignations. In personnel actions involving termination or resignation, SEDL is consistent in its application of affirmative action.

Resignations: Three White Females, one American Indian Female, two Hispanic Females, and one White Male

VIII-A. SUPPORT DATA BY JOB GROUPS - APPLICANTS & NEW HIRES  
JANUARY 1, 2010 – DECEMBER 31, 2010

	American Indian Alaskan Native	Asian	Black	White	Hispanic	Other/Unknown	Total
<b>Job Group: Officials &amp; Managers</b>							
<u>External Applicants - None</u>							
Male							
Female							
Total							
<u>External Hires - None</u>							
Male							
Female							
Total							
<b>Job Group: Technical &amp; Professional</b>							
<u>External Applicants</u>							
Male		2		3			5
Female		7	4	19	1	2	33
Total		9	4	22	1	2	38
<u>External Hires</u>							
Male							
Female			2	2	1		5
Total			2	2	1		5
<b>Job Group: Office &amp; Clerical</b>							
<u>External Applicants - None</u>							
Male							
Female							
Total							
<u>External Hires - None</u>							
Male							
Female							
Total							

VIII-B. SUPPORT DATA BY JOB GROUPS - PROMOTIONS, TRANSFERS & RECLASSIFICATIONS  
JANUARY 1, 2010 – DECEMBER 31, 2010

	American Indian Alaskan Native	Asian	Black	White	Hispanic	Other	Total
<b>Job Group: Officials &amp; Managers</b>							
<b><u>Promotions:</u></b> - None							
Male							
Female							
Total							
<b><u>Transfers:</u></b> - None							
Male							
Female							
Total							
<b><u>Reclassifications:</u></b> - None							
Male							
Female							
Total							
<b>Job Group: Technical &amp; Professional</b>							
<b><u>Promotions:</u></b>							
Male							
Female			1	1			2
Total			1	1			2
<b><u>Transfers:</u></b> - None							
Male							
Female							
Total							
<b><u>Reclassifications:</u></b> - None							
Male							
Female							
Total							

VIII-B. SUPPORT DATA BY JOB GROUPS - PROMOTIONS, TRANSFERS & RECLASSIFICATIONS (Continued)  
 JANUARY 1, 2010 – DECEMBER 31, 2010

	American Indian Alaskan Native	Asian	Black	White	Hispanic	Other	Total
<b>Job Group: Office &amp; Clerical</b>							
<b><u>Promotions:</u></b> - None							
Male							
Female							
Total							
<b><u>Transfers:</u></b> - None							
Male							
Female							
Total							
<b><u>Reclassifications:</u></b> - None							
Male							
Female							
Total							

VIII-C. SUPPORT DATA BY JOB GROUPS – TERMINATIONS & RESIGNATIONS  
 JANUARY 1, 2010 – DECEMBER 31, 2010

	American Indian Alaskan Native	Asian	Black	White	Hispanic	Other	Total
<b>Job Group: Officials &amp; Managers</b>							
Male							
Female							
Total							
<b>Job Group: Technical &amp; Professional</b>							
Male				1			1
Female	1			3	2		6
Total	1			4	2		7
4 voluntary resignations, 3 terminations due to funding							
<b>Job Group: Office &amp; Clerical</b>							
Male							
Female							
Total							



## IX. RESPONSIBILITIES FOR IMPLEMENTATION

### 1. HUMAN RESOURCES GENERALIST RESPONSIBILITIES FOR IMPLEMENTATION

Sue Liberty, SEDL's Human Resources Generalist, is designated as the EEO Coordinator of SEDL's EEO and Affirmative Action Program. In implementing the EEO and Affirmative Action Program, responsibilities will include, but will not necessarily be limited to:

- A. Preparing recommended policy statements, Affirmative Action Program changes, and developing internal and external communication techniques.
- B. Assisting in the identification of problem areas.
- C. Assisting budget authorities in arriving at solutions to personnel related problems.
- D. Reporting annually to management the following:
  - 1. Effectiveness of the program
  - 2. Need for remedial action (if necessary)
  - 3. Degree to which SEDL's goals and objectives have been attained
  - 4. Training Programs that are being implemented for managers
- E. Serving as liaison between SEDL and enforcement agencies (such as the Austin Human Rights Commission, Texas Commission on Human Rights, and Equal Employment Opportunity Commission).
- F. Serving as liaison between SEDL and minority organizations, women's organizations, and community action groups concerned with employment opportunities of minorities and women.
- G. Periodically checking to assure that posters are properly displayed.
- H. Meeting with budget authorities, other supervisors, and all other staff members to be certain that SEDL's policies are being implemented.
- I. Keeping management informed of the latest developments in the area of equal employment opportunity.

## 2. MANAGEMENT RESPONSIBILITIES FOR IMPLEMENTATION

Responsibilities of the Budget Authorities and other supervisors will include:

- A. Assisting in the identification of problem areas and establishment of goals and objectives.
- B. Periodic auditing of hiring and promotion patterns to remove impediments to the attainment of goals and objectives.
- C. Reviewing the qualifications of staff members to assure that minorities and women are given full opportunities for any transfers and promotions.
- D. Taking actions to prevent harassment of staff members as part of their EEO and affirmative action efforts.
- E. In preparing performance appraisals, Budget Authorities and other supervisors will be evaluated on their EEO and affirmative action efforts.

## X. ACTION ORIENTED PROGRAMS

- A. Sue Liberty, SEDL's Human Resources Generalist, will evaluate the staff member selection process to aid the attainment of goals and objectives.
- B. All staff members involved in the recruiting, screening, selection, promotion, disciplinary, and related processes will be trained in all personnel actions.

## XI. ACTIVE SUPPORT OF COMMUNITY, LOCAL, AND NATIONAL PROGRAMS

Recognizing its role in the community, SEDL actively seeks to support available community action programs to provide job skills and/or employment opportunities for women and minorities. The following action reflects SEDL's support in this area during the past year. Four student scholars/interns were hired on a temporary basis for a 3-12 month period during January 2010 to December 2010. In the Disability Research to Practice Unit, one student was an Asian Female and one was a White Female. In the Research & Evaluation Unit, one student was an Asian Male and one was a White Male.

SEDL participates in the disabled worker program and veteran program and has informed the local Texas Workforce Commission of its support of these programs.

## XII. INTERNAL AUDIT AND GUIDELINES FOR THE PROGRAM

### 1. REVIEW, CHECK, AND APPRAISAL

- A. SEDL's Human Resources Generalist will monitor records of referrals, promotions, transfers, placements, terminations and all other personnel actions at all levels to assure the maintenance of a non-discriminatory policy.
- B. SEDL conducts an "open door" policy as far as management relations are concerned. Complaints or grievances may be discussed with management any time a staff member feels it is necessary. Section 10.10 of the Handbook provides a formal procedure for handling staff member concerns and grievances.
- C. The budget authorities of SEDL are responsible for the final staff member selection. Therefore, the success or failure in implementing the Affirmative Action Program will be reflected in their performance appraisals.
- D. Seniority would become a factor only in the case of equal capabilities of competing staff members.
- E. All training at SEDL is on an informal basis, and selections are made in a non-discriminatory manner.

### 2. RELIGIOUS AND NATIONAL ORIGIN GUIDELINES

- A. SEDL is committed to providing Equal Opportunity Employment based on religion and national origin, under the requirements of both state and federal laws, for applicants and staff members.
- B. It is SEDL's policy and practice to make reasonable accommodations to the religious observances and practices of staff members or prospective staff members who observe certain religious holydays during the year and who are conscientiously opposed to performing work or engaging in similar activity on such days.

### 3. SUPPLEMENTAL MATTERS RELATING TO DISABLED VETERANS, OTHER PROTECTED VETERANS, ARMED FORCES SERVICE MEDAL VETERANS, AND RECENTLY SEPARATED VETERANS

- A. In keeping with the provisions of SEDL's EEO and Affirmative Action Program, as well as compliance with the requirements of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act of 1990, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Uniformed Services Employment and Reemployment Rights Act of 1994, the Veterans Employment Opportunities Act of 1998, and the Jobs for Veterans Act of 2002, it is the policy of SEDL to recruit, hire, and promote individuals in all job classifications without regard to their status as a Disabled Veteran, Other Protected Veteran, Armed Forces Service Medal

Veteran, Recently Separated Veteran, or disabled individual.

- B. This policy extends to personnel actions involving transfers, demotions, compensation and benefits administration, participation in SEDL sponsored training, education, and terminations of employment. SEDL's policy includes taking affirmative action to reinforce efforts in equal employment opportunity in all of its operations and practices.
- C. Definitions
  - 1. Disabled Veteran  
Disabled Veteran means (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans' Affairs, or (ii) a person who was discharged or released from active duty because of a service-connected disability.
  - 2. Other Protected Veteran  
Other Protected Veteran means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.
  - 3. Armed Forces Service Medal Veteran  
Armed Forces Service Medal Veteran means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.
  - 4. Recently Separated Veteran  
Recently Separated Veteran means a veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.
  - 5. Disabled Individual  
Disabled individual means any person who (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (2) has a record of such impairment, or (3) is regarded as having such an impairment.
- D. Supplemental EEO/Affirmative Action Policies and Procedures Relating to Covered Veterans and Disabled Individuals.

1. If SEDL inquires into a staff member's physical or mental condition or conducts a medical examination subsequent to an offer of employment or prior to change in employment status, information obtained in response to such inquiries or examination shall be kept confidential except that:
  - a. Supervisors and budget authorities may be informed regarding restrictions on the work or duties and accommodations of disabled veterans and disabled individuals;
  - b. First aid and safety personnel may be informed, where and to the extent appropriate, if the condition might require emergency treatment; and
  - c. Government officials investigating compliance with the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act of 1990, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Uniformed Services Employment and Reemployment Rights Act of 1994, the Veterans Employment Opportunities Act of 1998, or the Jobs for Veterans Act of 2002 shall be informed.
2. SEDL will make reasonable accommodations to the physical and mental limitations of qualified disabled veterans and disabled individuals unless SEDL can demonstrate that such an accommodation would pose an undue hardship on the conduct of its business. In determining the extent of its accommodation obligations, SEDL may consider, among other factors, business necessity and financial costs and/or other expenditures.
3. In offering employment or promotion to Disabled Veterans, Other Protected Veterans, Armed Forces Service Medal Veterans, Recently Separated Veterans, or disabled individuals, SEDL will not reduce the amount of compensation offered because of any disability income, pension, or other benefit the individual receives from another source.
4. Specific Procedural Matters
  - a. SEDL has established a procedure inviting all staff members who believe themselves covered under the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Uniformed Services Employment and Reemployment Rights Act of 1994, the Veterans Employment Opportunities Act of 1998, the Jobs for Veterans Act of 2002, the Rehabilitation Act of 1973, as amended, or the Americans with Disabilities Act of 1990, to identify themselves.
  - b. Procedures exist for dissemination of notice of vacancy announcements to educational, government, and community organizations. These organizations include the Texas Workforce

Commission, the Veterans Administration, America's Job Bank, and the Texas Department of Rehabilitation for a reasonably comprehensive recruitment base. SEDL will continue to evaluate, modify, and improve its recruitment efforts as required.

4. SEX DISCRIMINATION GUIDELINES

- A. Applicants of both sexes will be recruited for all vacancies unless sex has been established as a bona fide occupational qualification.
- B. It is the policy of SEDL to provide equal employment opportunities to all staff members and applicants for employment without regard to sex, except where sex is a bona fide occupational qualification.
- C. Staff members are paid based on job-related skills, experience and education required, the level of effort and responsibility required, performance, and external market forces.
- D. Staff members are promoted based on SEDL's need, the staff members' job-related experiences and skills, and performance factors.
- E. SEDL treats pregnancy in the same manner it treats illness.
- F. SEDL has a separate policy clearly prohibiting any form of sexual harassment.

5. SEXUAL HARASSMENT GUIDELINES

SEDL shall not tolerate any form of sexual harassment of staff members or applicants for employment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when submission to the conduct enters into employment decisions and/or the conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

6. IDENTIFICATION OF FOCUS AREAS

- A. SEDL will focus on increasing the representation of minorities and, to the extent that funding permits new-hires and/or internal transfers or promotions, SEDL will strive to utilize more minorities during calendar year 2011.
- B. Due to the unpredictability and the instability of the institution's funding, it would be difficult, if not impossible, to anticipate future employment needs.

- C. In personnel actions involving transfer or promotion, SEDL is consistent in its application of affirmative action. If vacancies occur, every effort is made to fill the vacancies with qualified staff members from within the organization. Those staff members possessing the necessary qualifications are given consideration.
- D. The most qualified applicants for employment are interviewed and the final selection is made by the appropriate budget authority. In its present work force of 77 regular staff members, SEDL has a total of 60 Female and/or minority staff members (i.e., 77.9%).
- E. The application form conforms with local and federal regulations.
- F. SEDL has formal, written job descriptions, and the duties of each position are known by the budget authorities and are explained to staff members when they are employed.
- G. All SEDL sponsored activity programs (if any) will be conducted in a non-discriminatory manner.
- H. There are no segregated facilities in existence at SEDL.