

## AFFIRMATIVE ACTION PROGRAM

The attached Affirmative Action Program (AAP) is approved and will be enforced at all levels within the Southwest Educational Development Laboratory (SEDL) and will be revised at least every twelve months. This AAP covers the period from January 1, 2006 through December 31, 2006 and indicates goals (if any) for that time period. A utilization and availability analysis for the previous period (January 1, 2005 through December 31, 2005) is used to determine these goals. Although the current AAP period begins January 1, 2006, the report cannot be prepared and the goals determined until all Labor Force Information for Affirmative Action Programs is available (i.e., March through April).

APPROVED: Lesley A. Horner

TITLE: President & CEO, SEDL

DATE: April 10, 2006

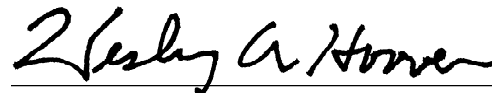
## ADMINISTRATIVE POLICY STATEMENT

Southwest Educational Development Corporation, dba Southwest Educational Development Laboratory (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 basically committed to this policy by its status as a Federal Government contractor. 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.

A handwritten signature in black ink, reading "Wesley A. Hoover". The signature is written in a cursive style with a horizontal line underneath it.

Wesley A. Hoover, Ph.D.  
President & CEO, SEDL  
April 10, 2006

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## I. INTERNAL DISSEMINATION OF POLICY

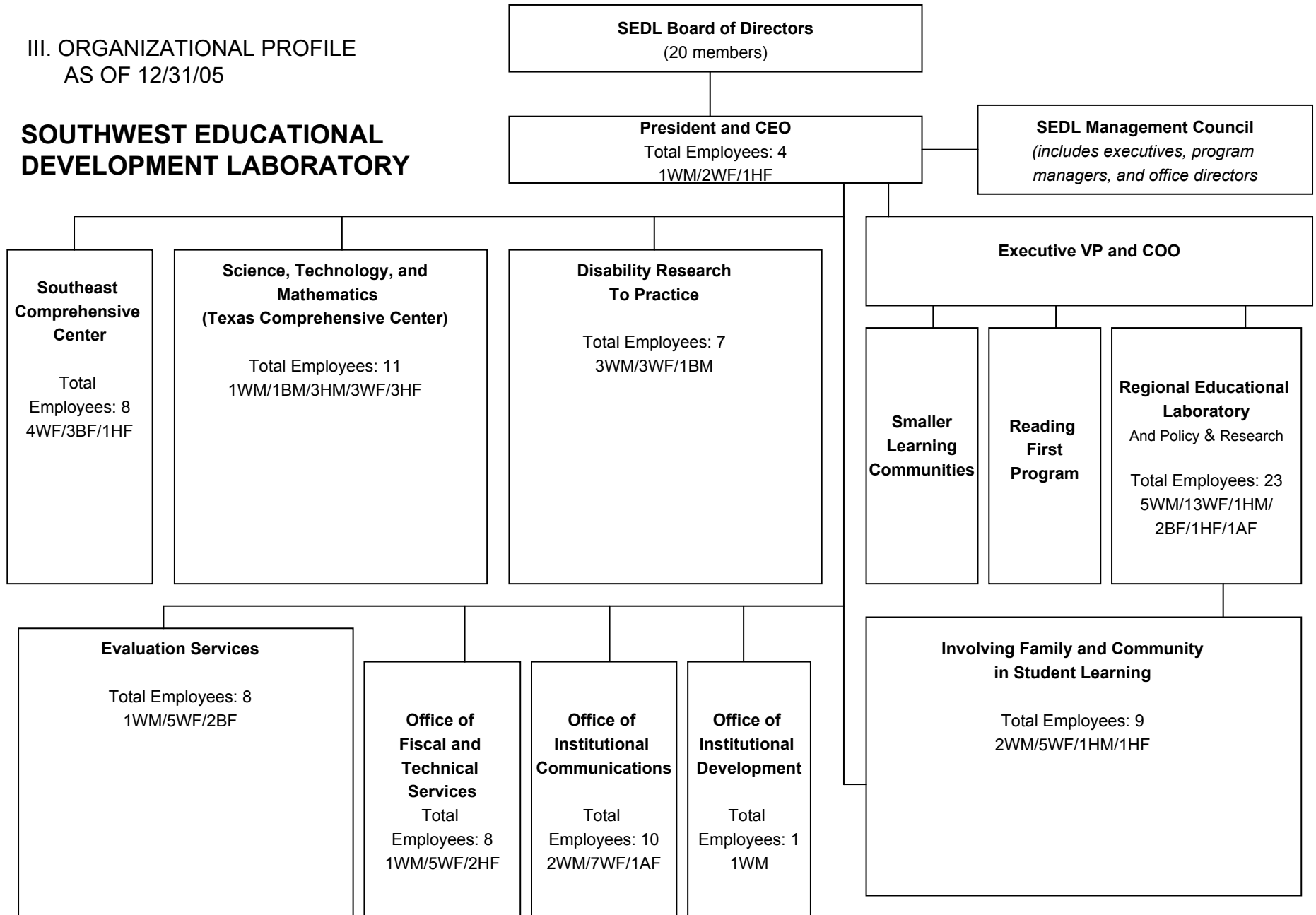
- A. SEDL has a formal administrative and Board policy manual containing current rules and procedures applicable to all staff members, the SEDL Handbook of Board Policies and Administrative Policies and Procedures (hereafter referred to as the Handbook).
- B. SEDL will, through regular meetings of the 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.
- D. Southwest Educational Development Laboratory 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 & women organizations, community agencies and leaders, secondary schools & 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 12/31/05

**SOUTHWEST EDUCATIONAL  
DEVELOPMENT LABORATORY**



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

Officials and Managers - as of 12/31/05

Job Title	Salary Range	Total Employees	Total Minorities	Females Total	White	Black	Hispanic	Other	Males				
									Total	White	Black	Hispanic	Other
Director of Institut. Comm.	79,044-120,144	1		1	1								
Director of Institut. Dev.	79,044-120,144	1							1	1			
Director of Evaluation	79,044-120,144	1		1	1								
Director of Research	79,044-120,144	1							1	1			
Program Managers	79,044-120,144	5	1	3	2	1			2	2			
Vice President & CFO	90,108-136,968	1							1	1			
Executive VP & COO	116,640-178,464	1		1	1								
President & CEO	150,396-233,124	1							1	1			
Total Number		12	1	6	5	1			6	6			
Total Percentage		100	8.3	50.0	41.7	8.3			50.0	50.0			

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

Technical & Professional - as of 12/31/05

Job Title	Salary Range	Total Employees	Total Minorities	Females		White	Black	Hispanic	Other	Males				
				Total						Total	White	Black	Hispanic	Other
Information Assistant	31,320-46,344	1		1		1								
Accounting Specialist	39,120-58,296	1		1		1								
Assistant to the President	39,120-58,296	1	1	1				1						
Communications Specialist	39,120-58,296	5	1	3		3				2	1		1	
Information Specialist	39,120-58,296	3		2		2				1	1			
Systems Trainer	39,120-58,296	1								1	1			
Web Production Artist	39,120-58,296	1		1		1								
Media Design Specialist	43,812-65,280	1	1							1			1	
Communications Associate	48,876-73,320	2		1		1				1	1			
Information Associate	48,876-73,320	2		2		2								
Program Specialist	48,876-73,320	6	4	4		2	2			2		1	1	
Web Administrator	48,876-73,320	2								2	2			
Media Design Associate	48,876-73,320	1	1	1					1					
Accounting Supervisor	54,744-82,116	1		1		1								
H. R. Generalist	61,068-92,208	1		1		1								
Program Associate	61,068-92,208	34	8	26		21	1	3	1	8	5	1	2	
Total Number		63	16	45		36	3	4	2	18	11	2	5	
Total Percentage		100	25.4	71.4		57.1	4.8	6.3	3.2	28.6	17.5	3.2	7.9	

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

Office & Clerical - as of 12/31/05

Job Title	Salary	Total	Total	Females	Males								
	Range	Employees	Minorities	Total	White	Black	Hispanic	Other	Total	White	Black	Hispanic	Other
Accounting Clerk	20,424-29,604	1		1	1								
Operator/Receptionist	20,424-29,604	1	1	1			1						
Senior Accounting Clerk	23,724-34,632	1	1	1			1						
Administrative Secretary	25,980-38,196	4	4	4		2	2						
Human Resources Assist.	28,584-42,012	1		1	1								
Administrative Assistant	35,076-51,900	6	2	6	4	1	1						
Total Number		14	8	14	6	3	5						
Total Percentage		100	57.1	100	42.9	21.4	35.7						



## V. AVAILABILITY ANALYSIS FOR MINORITIES AND FEMALES - as of 12/31/05

Job Groups	Total Female	Total Minority	Black	Hispanic	Other
Officials & Managers	63.4%	22.7%	13.4%	5.4%	3.9%
Technical & Professional	61.0%	30.4%	13.7%	13.4%	3.3%
Office & Clerical	93.9%	27.8%	5.8%	19.5%	2.5%

Source of Data (Officials & Managers): Dept. of Labor, Bureau of Labor Statistics  
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: AR, LA, NM, OK, TX, we recruit from this area for Technical & Professional

Source of Data (Office & Clerical): US Census Bureau EEO Data Tool by Occupation  
Data for Austin-San Marcos Metro Area, we recruit from this area for Office & Clerical

## VI. COMPARISON OF INCUMBENCY TO AVAILABILITY – as of 12/31/05

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 12 regular staff members)

In this category females represent six out of twelve, 50% of staff members, compared against an availability of 63.4% for the national statistics, underutilization of females exists. One Black is employed in this category, 8.3%. The availability of Blacks is 13.4% nationally, underutilization exists in this area. SEDL has no “other minorities” while national availability is 3.9% for “other minorities”. No Hispanics currently occupy a management position. National statistics show 5.4% available, underutilization in this area is 5.4%. In total minorities SEDL has 8.3% while total minorities available in this job group is 22.7%. SEDL will focus on increasing the utilization of women and minorities.

### Technical and Professional (population 63 regular staff members)

In this category, 45 staff members are female out of 63, or 71.4%. Five staff members are Black out of 63, or 7.9%. Nine staff members are Hispanic out of 63, or 14.3%. Two staff members are “other minorities” out of 63, or 3.2%. When considering the five-state region (Arkansas, Louisiana, New Mexico, Oklahoma & Texas), the availabilities in this category are females-61%, Blacks-13.7%, Hispanics-13.4%, and “other minorities”-3.3%. There is underutilization of Blacks (5.8%). In total minorities SEDL has 25.4% while total minorities available in this job group in the region is 30.4%. SEDL will focus on increasing the utilization of Blacks.

### Office and Clerical (population 14 regular staff members)

In this category, 14 staff members are female out of 14, or 100%. The Austin MSA availability is 93.9% for office & clerical staff. Five staff members, or 35.7% of the fourteen, are Hispanic compared with the availability in Austin MSA of 19.5%. Three staff members, 21.4% of the fourteen, are Black compared with the availability in Austin MSA of 5.8%. No “other minorities” currently occupy an office/clerical position. Austin MSA statistics show 2.5% “other minorities” available, underutilization in this area. In total minorities SEDL has 57.1% while total minorities available in this job group in the Austin-San Marcos Metropolitan area is 27.8%. SEDL will focus on increasing the utilization of “other minorities”

## VII. GOALS AND TIMETABLE

Job Groups	Total Employment	Utilization	Availability	Utilization Less than Reasonably Expected from Availability	Goal
<b>Minorities</b>					
Officials & Managers	12	1 (8.3%)	22.7%	yes (14.4%)	22.7%
Technical & Professional	63	16 (25.4%)	30.4%	yes (5%)	30.4%
Office & Clerical	14	8 (57.1%)	27.8%	no	N/A
Total	89	25 (28.1%)	27%	no	N/A
<b>Females</b>					
Officials & Managers	12	6 (50%)	63.4%	Yes (13.4%)	63.4%
Technical & Professional	63	45 (71.4%)	61%	no	N/A
Office & Clerical	14	14 (100%)	93.9%	no	N/A
Total	89	65 (73%)	72.8%	no	N/A

A. SEDL will focus on increasing the representation of minorities to the extent that funding permits new-hires, transfers, or promotions during calendar year 2006.

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, 2005 – December 31, 2005, SEDL employed six persons. Of this total, four were females. The remainder hired were two White males.
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.)

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.

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

During the period January 1, 2005 – December 31, 2005, there were sixteen voluntary resignations and six terminations due to funding. In personnel actions involving termination or resignation, SEDL is consistent in its application of affirmative action.

VIII-A. SUPPORT DATA BY JOB GROUPS - APPLICANTS & NEW HIRES  
JANUARY 1, 2005 – DECEMBER 31, 2005

	American Indian Alaskan Native	Asian	Black	White	Hispanic	Other/Unknown	Total
<b>Job Group: Officials &amp; Managers</b>							
<u>External Applicants</u>							
Male				4	1	1	6
Female	1		1	15	3	1	21
Total	1		1	19	4	2	27
<u>External Hires</u>							
Male				2			2
Female							
Total				2			2
<b>Job Group: Technical &amp; Professional</b>							
<u>External Applicants</u>							
Male		1		11	1	1	14
Female		1		27	4	1	33
Total		2		38	5	2	47
<u>External Hires</u>							
Male							
Female				3			3
Total				3			3
<b>Job Group: Office &amp; Clerical</b>							
<u>External Applicants</u>							
Male			2	3		1	6
Female		2	3	5	4	2	16
Total		2	5	8	4	3	22
<u>External Hires</u>							
Male							
Female				1			1
Total				1			1

VIII-B. SUPPORT DATA BY JOB GROUPS - PROMOTIONS, TRANSFERS & RECLASSIFICATIONS  
 JANUARY 1, 2005 – DECEMBER 31, 2005

	American Indian Alaskan Native	Asian	Black	White	Hispanic	Other	Total
<b>Job Group: Officials &amp; Managers</b>							
No Promotions, Transfers, or Reclassifications							
<b>Job Group: Technical &amp; Professional</b>							
<b><u>Promotions:</u></b>							
Male				2	1		3
Female		2		2			4
Total		2		4	1		7
<b><u>Transfers:</u></b> No Transfers							
Male							
Female							
Total							
<b><u>Reclassifications:</u></b>							
Male							
Female				3			3
Total				3			3
<b>Job Group: Office &amp; Clerical</b>							
<b><u>Promotions:</u></b> No Promotions							
Male							
Female							
Total							
<b><u>Transfers:</u></b> No Transfers							
Male							
Female							
Total							
<b><u>Reclassifications:</u></b>							
Male							
Female				1			1
Total				1			1

VIII-C. SUPPORT DATA BY JOB GROUPS - TERMINATIONS & RESIGNATIONS  
JANUARY 1, 2005 – DECEMBER 31, 2005

**Job Group: Officials & Managers**

No Terminations or Resignations

**Job Group: Technical & Professional**

	White	Hispanic	Asian	Black
Male (5)	5			
Female (12)	9		2	1

12 Voluntary resignations, 5 terminations due to funding.

**Job Group: Office & Clerical**

	White	Hispanic	Black
Male (0)			
Female (5)	2	2	1

4 Voluntary resignations, 1 termination due to funding.

## 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 Southwest Educational Development Laboratory'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. No action has occurred in this area during the past year.

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 VIETNAM ERA VETERANS, SPECIAL DISABLED VETERANS, OTHER ELIGIBLE VETERANS, NEWLY SEPARATED VETERANS, AND DISABLED INDIVIDUALS

- 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 Vietnam Era Veteran, qualified disabled veteran, Other Protected Veteran, Newly 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. Vietnam Era Veteran  
The law defines a Vietnam Era Veteran as a person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released with other than a dishonorable discharge, or who was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975.
  - 2. Disabled Veteran  
The law defines a disabled veteran as a person entitled to disability compensation under laws administered by the Veterans' Administration for disability rated at thirty percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.
  - 3. Other Eligible Veteran  
The law defines other eligible veterans as those who served in a war and those who served in a campaign or on an expedition for which a campaign badge has been awarded.
  - 4. Newly Separated Veteran  
The law defines a newly separated veteran as any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty.

5. Disabled Individual

The law defines a disabled individual as 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 Veterans of the Vietnam Era, qualified disabled veterans, Other Eligible Veterans, Newly Separated Veterans, and 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 any other 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 2006.
- 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 89 regular staff members, SEDL has a total of 72 female and/or minority staff members (i.e., 80.9%).
- 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.