Title Expectation of CDOT Employees

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| **Step** | **Content** | **Image file Name** |
| Introduction | As an Employee of CDOT, it is critical you are familiar with CDOT’s Equal Employment Opportunity and Affirmative Action policy. If you have not already done so, click on the **Resources** link in the upper right corner of this presentation to review the policy.Click on the tabs to right to learn about the tasks you need to take in support of Equal Employment and Affirmative Action. **Note**: Depending on your job at CDOT you may not perform all of these tasks. | C:\Users\princej\Pictures\guy.png |
| All Employees | ***As an Employee take the following actions:**** Take all required training related to Equal Employment Opportunity and Affirmative Action (see Training tab)
* Review 600.0 PD Equal Employment Opportunity and Affirmative Action
* Immediately report any concern or complaint of sexual harassment, discrimination or hostile work environment to the Regional Civil Rights Office or, for Headquarters staff, the Employee Relations Office
* Model respectful behavior and adherence to CDOT policies and procedural directives
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| Manager and Supervisors | ***As a Manager or Supervisor take the following actions with your employees:**** Ensure subordinate managers and supervisors understand Equal Employment Opportunity and Affirmative Action polices and procedures
* Communicate any systemic barriers to Equal Employment Opportunity and Affirmative Action to appropriate manager or authority
* Inform your employees about Equal Employment Opportunity and Affirmative Action policies, employee complaint procedures
* Immediately report any concern or complaint of sexual harassment, discrimination or hostile work environment to the Regional Civil Rights Office or, for Headquarters staff, the Employee Relations Office

Model respectful behavior and adherence to CDOT policies and procedural directives |  |
| Hiring Managers | ***When hiring or during a recruitment or promotional process:**** Work with your HR Workforce Specialist and/or Regional Civil Rights Office to determine the best hiring/promotion strategy
* Ensure that no biases or barriers exist when conducting hiring and promotion actions
* Monitor all employment actions (hiring, promotion, training, and other terms and conditions of employment) to ensure EEO and AA opportunities are fully utilized

Hire the best qualified candidate for the job |  |
| Training | ***Develop Equal Employment Opportunity and Affirmative Action competencies by taking the following training:**** Preventing Discrimination and Harassment
* Preventing Sexual Harassment
* Preventing Workplace Violence

Affirmative Action in Employment |  |
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