



SAMMONS CENTER FOR THE ARTS **AFFIRMATIVE ACTION PLAN** 2019 - 2020

This document can be made available upon request by contacting the Sammons Center for the Arts at (214) 520-7788 or via email at info@sammonsartcenter.org

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Joanna St. Angelo

Assistant Director

Michael Cook

Artistic Director

Arlington Jones

Director of Development

Hannah B. Garcia

Director of Finance

Patricia Stewart-Gordon

Director of Marketing/PR

Deborah Marine

Building Supervisor

Jaime Torres

Assistant Building & Event Coordinator

Charles Ragsdale

Assistant Office Coordinator

Marica Cruz

October 21, 2019

Equal Employment Opportunity and Affirmative Action Policy Statement

It is the policy of the Sammons Center for the Arts not to discriminate against any employee or any applicant for employment because of age, race, religion, color, handicap, sex, gender identity, physical condition, developmental disability, sexual orientation or national origin. This policy shall include, but not be limited to, the following: recruitment and employment, promotion, demotion, transfer, compensation, selection for training including internships, layoff and termination. This company further agrees to take affirmative action to ensure equal employment opportunities.

Joanna St. Angelo, Executive Director, has been appointed Equal Employment Opportunity Officer and is responsible for planning and implementing our affirmative action program as well as for its day-to-day monitoring of affirmative action related decisions and activities. All personnel responsible for hiring and promoting employees and for the development and implementation of programs or activities are charged to support this program. They shall provide leadership in implementing affirmative action goals and initiatives.

During the life of contract with the City of Dallas, the Sammons Center for the Arts shall comply with state regulations and federal laws relating to equal employment opportunities and affirmative action. The company shall continue to work cooperatively with government and community organizations to take affirmative action to ensure equal employment and advancement opportunities. Once approved, information about how to obtain or view a copy of this plan will be provided to every employee in our organization. Our intention is that every employee is aware of the Sammons Center's commitments to affirmative action and equal employment opportunity. The plan will also be posted on our website and maintained in our offices.

Joanna St. Angelo

Executive Director

Equal Employment Opportunity Officer

Instructions for Vendors:
Affirmative Action Requirements



CITY OF DALLAS
ETHNIC WORKFORCE COMPOSITION REPORT

(Note: Please use the Tab button, mouse or arrows to move from one section to the next. Please DO NOT use the "Enter" key.)

Company name: Sammons Center for the Arts
 Address: 3630 Harry Hines Blvd., Dallas, TX 75219
 Bid #: OCA-2019-00010769
 Telephone Number: 214 - 520 - 7788 Ext.
 Email Address: joanna@sammonsartcenter.org

Employee Classification	Total No. Employees		White		Black		Hispanic		Other	
	Male	Female	M	F	M	F	M	F	M	F
<i>EXAMPLE</i>	15	12	7	4	4	4	3	2	1	2
Administrative/ Managerial	2	3	1	1	1			1		1
Professional		1		1						
Technical		1								1
Office/Clerical		1								1
Skilled	1						1			
Semiskilled	2		1						1	
Unskilled										
Seasonal										
Totals:	5	6	2	2	1	0	1	1	1	3

Intentional misrepresentation could result in criminal prosecution.


 Officer's Signature
 Joanna St. Angelo
 Typed or Printed Name

Executive Director
 Title
 October 15, 2019
 Date

Program Outline

Equal Employment Opportunity Officer: Joanna St. Angelo, Executive Director

- A. The Equal Employment Opportunity Officer is responsible for implementation of the policies contained in the agency's affirmative action plan, promoting a diverse workforce, and ensuring an inclusive work environment for all employees.

Duties:

The duties of the Equal Employment Opportunity Officer will include, but are not limited to the following:

- Prepare the Affirmative Action Plan, including development and setting of agency-wide goals;
- Identify opportunities for infusing affirmative action and equal opportunity into the agency's considerations, policies, and practices;
- Provide consultation, technical guidance, and/or training to staff regarding best practices in recruitment, selection, and retention, progress on hiring goals, reasonable accommodations, and other opportunities for improvement; and
- Assign and conduct investigations of allegations of discrimination and sexual harassment; and
- Develop and participate in strategies to recruit and/or retain individuals in protected groups for employment, promotion and training opportunities.

Accountability:

The Equal Employment Opportunity Officer is directly accountable to the Board of Directors on all matters pertaining to affirmative action and equal employment opportunity.

B. All Employees

Responsibilities:

All employees are responsible for conducting themselves in accordance with the agency's equal opportunity and Affirmative Action Plan and policies.

Duties:

The duties of all employees will include, but are not limited to the following:

- Exhibit an attitude of respect, courtesy, and cooperation towards fellow employees and the public; and
- Refrain from any actions that would adversely affect the performance of a coworker with respect to their race, sex, color, creed, religion, age, national origin, disability, marital status, familial status, status with regard to public assistance, sexual orientation (including gender identity), or membership or activity in a local human rights commission.

Accountability: Employees are accountable to the Equal Employment Opportunity Officer/ED

GOALS & PROGRAM OBJECTIVES

The Center will take the following actions during the fiscal year (September 2019 – August 2020)

Objective #1: Enhance both the organization's affirmative action hiring and Board Member selection process to develop an organization that reflects the increasing diversity of the city of Dallas' Labor Force:

Action Steps:

- In collaboration staff and Board of Directors, continue to improve affirmative hiring processes including the implementation of guidelines to assist in the identification and removal of barriers that inhibit the hiring and retention of protected group members.
- Actively seek and advertise for open positions, both part-time and full time, in local minority media outlets.
- Analyze, update, and report yearly staff and vendor hiring goals to the Board of Directors.
- Promote the Center's efforts by pursuing internship programs that serve protected group members.

Objective #2: Provide training opportunities to ensure notice of equal employment opportunity requirements and to promote a respectful and inclusive work environment.

Action Steps:

- Train employees on affirmative action hiring practices and the pre-hire review processes.
- Develop and publish informational articles and distribute presentations on diversity-related topics to staff.
- Train all employees on the Americans with Disabilities Act (ADA) and the reasonable accommodation process.
- Require employees to complete an online or in-person general and sexual harassment training.
- Provide ongoing opportunities and access for employees to attend trainings involving subjects such as racial equity and cultural awareness.

Objective #3: Analyze and update current and future staff job descriptions

Action Steps:

- Review job descriptions to ensure that they reflect actual job duties with reasonable work-related requirements for employment.
- Develop work schedules with a reasonable degree of flexibility where feasible to encourage employment of persons for whom full-time employment is difficult.
- Implement an exit interview program.

PLAN DISSEMINATION

The following information describes the methods that the Center will take to communicate the Affirmative Action Plan to employees and the general public:

A. Internal Methods of Communication

- A memorandum detailing the location of the Affirmative Action Plan and the responsibility to read, understand, support, and implement equal opportunity and affirmative action will be sent from the Equal Employment Opportunity Officer to all staff on an annual basis.
- The Center's Affirmative Action Plan is available to all employees in the shared virtual drive, or in print copy to anyone who requests it. As requested, the Center will make the plan available in alternative formats.
- Nondiscrimination and equal opportunity statements and posters will be displayed and available in the main office frequented by all employees.
- During orientation, new employees will be informed of the Affirmative Action Plan and any trainings associated with compliance.
- Affirmative Action issues will be included on the agendas of all Executive Committee meetings of the Board of Directors occurring twice a year, or more as needed.

B. External Methods of Communication

- The Center's Affirmative Action Plan is available on the external website www.sammonsartcenter.org or in print copy to anyone who requests it. As requested, the organization will make the plan available in alternative formats.
- The Center's website, publications, and all job postings, will include the statement "an equal opportunity employer."
- Nondiscrimination and equal opportunity statements and posters will be prominently displayed and available in areas frequented by and accessible to members of the public.

INTERNAL MONITORING

A. Monitoring the Hiring Process

1. When a position vacancy exists or is created, the Executive Director/Equal Employment Opportunity Officer will develop a position description. The Equal Employment Opportunity Officer and Board of Directors will ensure the position description does not overtly or implicitly exclude persons of color and people with disabilities.
2. The vacancy will be sent to a diversity mailing list, including local minority media and

community organizations likely to refer women, minorities, and individuals with disabilities.

3. The Equal Employment Opportunity Officer will determine whether the applicant pool contains protected group candidates who could fulfill placement goals where the underutilization(s) exists. The Officer will provide the applicant list to the Board and discuss affirmative action goals and potential ways to meet goals for the vacant position.
4. When candidates are contacted for an interview, they will receive a description of the interview format and will be invited to request any reasonable accommodations for individuals with disabilities. For example, the candidates will be told whether skills testing will be conducted or what technology may be used during the interview process. This helps candidates determine whether they may need to request or arrange for a reasonable accommodation in advance of the interview.

Recruiting

The Equal Employment Opportunity Officer will establish staff, vendor, and Board member recruitment goals, and along with the Board of Directors, recruit among communities of color, women, and people with disabilities.

Training

The Executive Director and any other staff involved in recruiting and hiring will receive training on:

- Hidden biases in the hiring process
- Cultural competency

Reporting

The Executive Director/Equal Employment Opportunity Officer will provide yearly status updates to the staff and Board on the progress of the agency's staff, vendor, and Board Member hiring goals and identified areas of underutilization.

B. Pre-Review Procedure for Layoff Decisions

The Equal Employment Opportunity Officer, in conjunction with the Board of Directors, will be responsible for reviewing all pending layoffs to determine their effect on the agency's affirmative action goals.

If it is determined that there is an adverse impact on protected groups, the agency will document the reasons why the layoff is occurring, such as positions targeted for layoff, applicable personnel policies, or other relevant reasons. The agency will determine if other alternatives are available to minimize the impact on protected groups.

C. Other Methods of Program Evaluation

1. Bi-annual reviews of goals and progress made at Executive Board Meetings.

2. Maintain a system of tracking protected group representation and monitor annually.
3. Conduct periodic reviews of reasonable accommodation requests to determine patterns improvements needed.