

Management Directive 715 in a Nutshell



Who is the EEOC?

- An independent federal agency in the executive branch.
- Created in 1964, with the passage of the Civil Rights Act.
- Works to eliminate employment discrimination based on race, color, religion, gender, disability, age or other criteria unrelated to job performance.
- Investigates complaints of discrimination, files lawsuits in cases of discrimination, and is responsible for enforcing equal opportunity laws in federal departments, offices and agencies.

What is MD-715?

- Policy guidance and standards for establishing and maintaining effective affirmative employment programs of equal opportunity.
- Developed to ensure compliance with
 - Section 717 of Title VII
 - Section 501 of the Rehabilitation Act

Title VII- Section 717

Requires each federal agency to:

- Make all personnel actions free from discrimination based on race, color, religion, sex or national origin.
- Maintain an “**affirmative program** of equal employment opportunity” for all employees and applicants.
- Submit annual plan and/or updates to EEOC for approval.

Rehabilitation Act- Section 501

Requires each federal agency to:

- Make all personnel actions free from discrimination based on **disability**.
- Maintain an “**affirmative action program** plan for the hiring, placement, and advancement of people with disabilities.”
- Submit annual plan and/or updates to EEOC for approval.

What Does MD-715 Require?

- Develop and maintain a Model EEO Program.
- Ensure all employment decisions are free from discrimination.
- Examine employment policies, procedures and practices to identify and remove barriers to equal opportunity.
- Develop plans to correct identified barriers.
- Report plans and progress to EEOC.

What is a Model EEO Program?

Six Essential Elements

- Demonstrated commitment from agency leadership.
- Integration of EEO into the agency's strategic mission.
- Management and program accountability.
- Proactive prevention of unlawful discrimination.
- Efficiency.
- Responsiveness and legal compliance.

How Do We Develop A Barrier Free Workplace?

- Conduct agency self-assessment.
- Identify barriers to equal opportunity.
- Identify program deficiencies.
- Develop plan(s) to address barriers and deficiencies.
- Measure progress.
- Engage management and employees.

MD-715 Reporting

Components of MD-715 Report

- PARTS A – D: General Info about Agency
- PART E: Executive Summary
- PART F: Certification by Agency Head
- PART G: Self-Assessment Checklist
- PART H: Plans to Correct Program Deficiencies
- PART I: Plans to Remove Barriers
- PART J: Plan for People with Targeted Disabilities

Identify Potential Barriers

- Analyze workforce statistics.
- Review EEO complaints.
- Talk to EEO and human resources staff.
- Talk to unions and advocacy groups.
- Conduct surveys, focus groups, and exit interviews.
- Review studies by outside agencies.

Examine Policies, Procedures, and Practices

- Hiring
- Promotions and other internal selections
- Attainment of supervisory and management positions
- Training opportunities and development opportunities
- Performance incentives and awards
- Disciplinary actions
- Separations

Special Emphasis for Targeted Disabilities

Agencies with 1,000 or more employees shall:

- Establish goals for employment of individuals with targeted disabilities.
- Establish goals for the advancement of individuals with targeted disabilities.
- Show measurable progress each fiscal year.

Why is MD-715 Important?

Improves

- Program/Operational Efficiency
- Morale and Productivity

“Diversity and inclusion are naturally linked to creativity and innovation.”

Steve L. Robbins

What Can Employees Do?

- Become familiar with the directive.
- Conduct an internal self-assessment.
- Ensure that EEO principles are incorporated into workplace culture.

Useful links:

- <http://www.eeoc.gov/federal/directives/index.cfm>
- <http://www.eeoc.gov/>
- <http://www.eeoc.gov/federal/training/index.cfm>

Questions

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