



# Maryland Department of Budget and Management Office of the Statewide EEO Coordinator

## Agency Training Outline for: Equal Employment Opportunity (EEO) Overview

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**The purpose of this outline is to serve as a guide for Fair Practices Officers and EEO Officers when developing training for the employees within their agency.**

**Topic:** Equal Employment Opportunity Overview Training

**Overview:** The purpose of this training is to educate employees on Federal and State of Maryland nondiscrimination civil rights laws and policies, including how to identify and avoid workplace discrimination, harassment, and retaliation. We will also discuss the role and responsibilities of Fair Practices Officers, EEO Officers, ADA Coordinators as well as management when EEO matters arise. In addition, the EEO complaint process will be reviewed, as well as the right to file external complaints with the external regulatory agencies (i.e., Maryland Commission on Civil Rights and Equal Employment Opportunity Commission).

**Duration:** 2 – 3 hours, which includes a question-and-answer session.

**Target audience:** State of Maryland government employees, pin (full-time and part-time), contractual and temporary hires.

**Location:** Virtual or in person facilitation

### **Learning objectives:**

1. Employees will gain fundamental knowledge of non-discrimination laws to apply to work related situations.
2. Employees will gain an understanding of requirements to comply with federal and state nondiscrimination laws and policies to avoid discrimination and retaliation.
3. Employees will be able to identify when to escalate EEO concerns and to whom the concerns should be escalated when they arise.
4. Employees will learn their rights for filing an internal or external EEO complaint.

### **Section 1: Welcome/Introduction**

- a) Welcome
- b) Training objectives/what you will learn in the session.
- c) State of Maryland governments EEO program overview.
- d) Agency's EEO program, mission, vision, goals, and team overview.
- e) Role and responsibilities of the EEO unit, Fair Practices Officer, EEO Officer and ADA Coordinator.



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### **Section 2: Equal Employment Opportunity in the workplace**

- a) Define equal employment opportunity, who it applies to, when it applies and why it is important.

### **Section 3: Discrimination in the workplace**

- a) Define discrimination in the workplace.
- b) Explain prohibited practices and policies that would violate various aspects of employment (i.e., recruitments, application and hiring, job advertisements, job assignments and promotions, pay and benefits, discipline and termination, training, and development etc.).

### **Section 4: Federal nondiscrimination laws and types of discrimination**

- a) U.S. Equal Employment Opportunity Commission role and responsibility
- b) Title VII of the Civil Rights Act of 1964
- c) Age Discrimination in Employment Act
- d) Americans with Disabilities Act – Title I
- e) Americans with Disabilities Act Amendment Act
- f) Equal Pay Act
- g) Genetic Information Nondiscrimination Act
- h) Harassment
- i) National Origin Discrimination
- j) Pregnancy Discrimination Act
- k) Pregnant Workers Fairness Act
- l) Race/color Discrimination
- m) Religious Discrimination
- n) Sex Discrimination (including the person's sexual orientation, gender identity, or pregnancy)
- o) Sexual Harassment
- p) Retaliation

### **Section 5: State of Maryland nondiscrimination laws, policies, and types of discrimination**

- a) Annotated Code of Maryland, State Personnel and Pensions Article, Title 5
- b) Code of Maryland Regulations, Section 17.04.08.03, Equal Employment Opportunity Program
- c) Executive Order 01.01. 2007.16, Code of Fair Employment Practices
- d) State Government Article, Title 20-602, Annotated Code of Maryland
- e) Reasonable Accommodations Policy and Procedures
- f) Sexual Harassment Policy and Procedures
- g) Sexual Harassment Prevention Training mandate in compliance with SPP 2-203.1



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### **Section 6: Rights for filing an internal or external EEO complaint**

- a) State of Maryland government Equal Employment Opportunity Complaint procedures.
- b) Office of the Statewide EEO Coordinator appeal process.
- c) Maryland Commission on Civil Rights complaint procedures.
- d) U. S. Equal Employment Opportunity Commission complaint procedures.

### **Section 7: Role and responsibilities of management and non-management staff**

- a) Management's responsibilities
- b) Non-management responsibilities

### **Section 8: Final reminders**

- a) Requirements related to federal and state of Maryland nondiscrimination laws.
- b) Right to report discriminatory activity.
- c) Retaliation is prohibited and how to report if it should occur.

### **Section 9: Question and Answer session (15-30 minutes)**

- a) It is strongly recommended that the facilitator use this time to ask questions to the group to test their knowledge of the information presented throughout the session. This can be done by giving the questions to the group or administering individual assessments to be collected.