

Supervisory Equal Employment Opportunity and Diversity Requirements.

Performs all duties in a manner which consistently demonstrated fairness, cooperation, and respect towards coworkers, office visitors, and all others in the performance of official business.

Consistently demonstrates commitment and adherence to Equal Employment Opportunity and Diversity laws, regulations and policy. Demonstrates awareness of EEO/Diversity policies and responsibilities of agency and departmental goals of working to employ and develop a diverse, yet unified workforce.

- Models appropriate behavior by treating employees, peers, supervisors, and customers with respect, fairness, and politeness with no more than 3-5 valid complaints.
- Ensure that employees receive required EEO and Diversity training, including Sexual Harassment, Non-Discrimination and EEO Complaint Process within established timeframes. Provides EEO and Diversity information (NOAA material) to employees through information sessions, staff meetings, etc. at least 2 times a year.
- Responds to issues/actions/allegations according to NOAA/NESDIS procedures and within established timeframes with no more than 3 approved exceptions.
- Takes actions to reduce the number of valid employee complaints by actions such as increasing information provided for interpersonal skills training to employees, etc. at least 2 times annually.
- Reviews the NOAA/NESDIS EEO Policy with employees at least once per year to ensure that customers and employees are treated in accordance with the policy.
- Encourages employees to attend training and observances to increase interpersonal skills; e.g., cross-cultural communication, negotiation, dispute resolution, problem solving, active listening, etc.
- Provide pro-active assistance to employees to help with problem solving and resolving conflicts. Results based on employees' feedback or surveys, random oral surveys from second level supervisor, providing employee skills training in related topics.
- Meet NOAA/NESDIS established EEO/Diversity goals for recruitment, selection, promotion, training, awards, and other personnel activities.

Supervisors must include established timeframes, dates, numbers, and percentages where required.

FYI: This requirement will be stated in each Federal employee's annual performance plan, and performance under this requirement will be discussed during mid-year and end-of-year performance reviews. There will be several opportunities for NESDIS employees to attend a training or an awareness raising event in FY15. At NOAA in Silver Spring, Asian/Pacific Islander American Heritage Month (May) will be celebrated with various programs as will Gay and Lesbian Pride Month (June), Women's Equality Day (August 26), and Hispanic Heritage Month (Sept-Oct). These heritage months/observances are also celebrated at Camp Springs, Suitland, NCDC, NGDC, and other NESDIS locations with speakers, videos, and brown bag lunches. Many of these events are one hour or less in duration. Other Line Offices such as NWS and NMFS, the James D. Martin Work life Center, and DOC also sponsor various EEO and diversity events that are often open to all NOAA employees. These events have included diversity-themed book clubs, diabetes awareness and testing, ethnic food samplings at pot-luck lunches, and more. Consider attending, in-person or via VTC, one or more NESDIS EEO & Diversity Council quarterly meetings; they are open to all NESDIS employees. NOAA will be launching a new e-learning system, eLearning@NOAA in June. Certainly, mentoring a summer intern from an underrepresented group or participating in outreach activities to minority organizations raises awareness of the diversity around us.

This information will be posted on the NESDIS EEO & Diversity webpage and will be shared periodically via email with NESDIS staff.