

Equal Employment Opportunity Institute

Purpose The Equal Employment Opportunity Institute (EEOI) is intended to provide State government executives, managers and supervisors with practical training that will assist them in becoming more effective managers and supervisors of an increasingly diverse workforce. The EEOI is intended to increase understanding among managers and supervisors of their roles and responsibilities in managing employees from different backgrounds and cultures, and the corresponding laws, policies, and employment practices and techniques complementing this purpose.

Policy Supervisors and Managers hired, promoted or appointed on or after July 1, 1991 are required to participate in the EEOI. Supervisors and Managers appointed before July 1, 1991 are encouraged to participate in the EEOI. Agencies, departments and universities shall not be authorized to conduct or contract for substitute training to replace EEOI. EEOI training is designed to:

- Address and discuss the history and evolution of Equal Employment Opportunity concepts and principles.
 - Assist managers and supervisors to incorporate their Equal Employment Opportunity responsibilities with other management responsibilities.
 - Expose managers and supervisors to workplace equity and fairness issues.
 - Review and discuss accepted management practices for valuing and managing diversity in the workplace.
 - Provide understanding of how diversity can increase productivity and efficiency.
 - Empower managers and supervisors to remain adaptable and flexible to meet the challenges of an ever changing and more diverse workforce.
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Definitions

Term	Definition
Supervisory positions	positions in which the majority of the work performed is directing the work of other positions. These employees have the authority to assign work and to evaluate work; to hire employees; to discipline or dismiss employees; or have significant input into such actions.

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Equal Employment Opportunity Institute, Continued**Definitions**

Term	Definition
Managerial positions	positions which manage established divisions or subdivisions of an agency. These employees direct the work of one or more supervisors and have the authority to hire, reward, discipline, or discharge employees. These employees may also provide suggestions for changes in policy to senior executives with policy-making authority.
Executive managerial positions	policy making positions. Employees in these positions are agency/department heads, university chancellors, deputies, assistants, vice-chancellors, and other policy makers. The employees in executive managerial positions are usually appointed or elected.
NOTE: For the purposes of this policy, the definition of supervisors, managers, and executives also includes the setting of performance expectations, conducting performance appraisal conferences and evaluating performance.	
Incumbent Executives, Managers & Supervisors	Executive managers and supervisors hired or appointed into positions prior to July 1, 1991.
EEOI Candidates	<p>A) Managers and supervisors hired on or after July 1, 1991 and who may or may not have served in a management role in state government.</p> <p>B) Incumbent executives, managers and supervisors hired or appointed into current positions prior to July 1, 1991.</p> <p>C) Incumbent executives, managers and supervisors promoted/appointed to a different management position on or after July 1, 1991.</p>

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Equal Employment Opportunity Institute, Continued**Definitions**

EEOI Candidates	D) Executive level managers who are hired or appointed with or without executive level experience in state government on or after July 1, 1991.
Training Level 1	the full EEOI Training designed for those managers and supervisors identified in Item A above. Also, management level employees as identified in items B and C above may participate on a space availability basis.
Training Level 2	An abbreviated course designed for executive level managers as identified in Item C above. Also, executive level managers as identified in item B above may participate on a space availability basis.
Enroll	The act of attending and completing the EEOI.

Agency Responsibilities

Agencies shall:

- enroll each supervisor or manager appointed on or after July 1, 1991 in the EEOI. The enrollment shall be within one year of their appointment.
- provide their prorata share of the cost for supplies and resource materials.
- verify candidate eligibility reports.
- enroll incumbent managers and supervisors to participate in the EEOI when space is available.
- incorporate in their new employee orientation program a module of instruction designed to familiarize new employees with the agency's commitment to Equal Employment Opportunity.

Managers and Supervisors Responsibilities

Managers and supervisors shall:

- assure that their management practices are fair and that the work environment enhances equal employment opportunity and
- attend and complete the EEOI in the prescribed time frame.

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Equal Employment Opportunity Institute, Continued

**Office of State
Personnel
Responsibilities**

Office of State Personnel shall

- conduct all training,
- fully administer the EEOI Program, and
- report semi-annually, through the State Personnel Commission, to the Joint Legislative Commission on Governmental Operations.

**Course
Scheduling and
Site Selections**

Level 1 and 2 may be scheduled and conducted at various sites across the State of North Carolina. Schedules will be distributed semi-annually and update or adjusted as necessary.
