



**City of Burleson, Texas  
Equal Employment Opportunity Program**



**February 5, 2024**

**Introduction:**

The City of Burleson is committed to providing a workplace that honors and respects all people. To that end, we will conduct regular analysis of our workforce, and we will make appropriate efforts to maintain a diverse workforce. This City of Burleson Equal Employment Opportunity Plan (EEO) will provide summary information regarding the City of Burleson's policies, workforce census, and equalization efforts. Primary sections will include:

- Nondiscrimination policy statements
- Census data
- Narrative interpretations of Burleson workforce and areas of underutilization
- Objectives and steps to address underutilization, as well as maintain and add diversity
- EEO approval and dissemination

**Introductory Information - Grants:**

Grant Title: Victim Assistance Coordinator  
General Victims Assistance Grant Program, FY 2022, FY 2023, FY 2024  
Funded under the Victims of Crime Act of 1984 awarded from Office of the  
Governor of Texas

Grant Number: 3780303

Grantee Name: City of Burleson

Award Amount: FY 2024 - \$60,000

Grantee Type: Local Government Agency

Address: 141 W. Renfro St., Burleson, TX 76028

Local Contact Person: Sergeant Wes Routson, Burleson Police Department

Contact Address: 1161 S.W. Wilshire Blvd., Burleson, TX 76028

Contact Number: (817) 426-9947, [wrouson@burlesontx.com](mailto:wrouson@burlesontx.com)

OOG Grant Manager: Pinali Patel

Contact: [Pinaili.Patel@gov.texas.gov](mailto:Pinaili.Patel@gov.texas.gov)

**Nondiscrimination Policy Statements:**

The City of Burleson's Employee Policy Manual (known as the Employee Handbook) is the prevailing policy related to employment. Within the manual, three primary policy statements govern relating to equal employment opportunities.

**Chapter 1, Section 1.6:**

**Fair Employment Practices.**

(a) Responsibility-All City Employees: The city workforce exists to provide essential municipal services to the community. The city organization is committed, within its financial constraints, to maintaining a workforce of the most qualified workers to provide reliable, quality, and cost efficient services to the community in a respectful and friendly manner.

(b) Management responsibilities:

in keeping with the respect due each employee, city management is committed to:

- provide effective and efficient delivery of services;
- compensate employees fairly for work done;
- provide safe, healthy, work conditions in accordance with provisions of all applicable law;
- adequately instruct and train employees in their duties;
- supply necessary tools and equipment (except those customarily provided by employees);
- provide reasonable opportunities for development experience and competitive advancement;
- and
- actively engage in equal opportunity activities.
- City management shall not dismiss an individual, fail or refuse to hire an individual, or otherwise discriminate against an individual with respect to compensation, terms, conditions, or privileges of employment because of the individual's race, color, age, religion, sex (includes gender, gender identity, sexual orientation, pregnancy) , national origin, disability, pregnancy, military status, political opinions, or affiliations.

(c) Employee responsibilities:

An employee shall:

- be loyal to and meet the reasonable expectations of city management and the citizens of the city,
- report to work regularly and at the time specified by their supervisor;
- consistently meet or exceed performance standards established for the employee's job;
- work in a professional, cooperative, safe, and friendly manner; and
- get along well with co-workers and citizens.

**Chapter 1, Section 1.7:**

**Prohibition of Discrimination and Harassment.**

(a) The City of Burleson does not condone, endorse, or tolerate conduct by employees, vendors, volunteers, elected officials or citizens that would constitute discrimination or harassment (including sexual harassment) based on race, color, religion, national origin, sex (includes gender, gender identity, sexual orientation, pregnancy), age, the existence of a physical or mental disability, military

**Nondiscrimination Policy Statements (Continued):**

service status or any other state or federally protected right. Employees who feel there is a problem in this area should refer to Standards of Conduct Chapter for further guidelines on how to address this concern and should report the problem to a member of city management immediately.

- (b) Hair discrimination - at no time will the city allow any hiring, advancement, other employment or grooming policy or practice be made because of or on the basis of an employee's hair texture or protective hairstyle (braids, locks, and twists) commonly or historically associated with race.

**Chapter 3, Section 3.1:**

**Equal Opportunity Policy.**

No officer or employee of the city shall discriminate in employment practices based on race, color, religion, national origin, sex (includes gender, gender identity, sexual orientation, pregnancy), age, the existence of a physical or mental disability, military service status or any other state or federally protected right. The equal opportunity policy of the city applies to all areas of employment, including, but not limited to recruitment, hiring, job assignments, pay, training, promotions, privileges, and conditions of employment.

*The City of Burleson also has a detailed Anti-Harassment Policy in Chapter 4, Section 4.1, which further defines illegal forms of harassment with examples and outlines the detailed procedures for filing, investigating and resolving complaints alleging illegal employment discrimination.*

**Census Data:**

The attached census data is compiled and reported using the Department of Justice’s Equal Employment Opportunity Program Reporting Tool. This tool is used to assist with the application process for Federal grants. The Office of Civil Rights, in concert with the Department of Justice, provides the needed tool to prepare and submit an appropriate Equal Employment Opportunity Utilization Report and/or Certification Form. Statistics are provided within the tool via Community Labor Statistics (CLS) from the United States Census Bureau and Civilian Labor Force Statistics from the Bureau of Labor Statistics.

Jobs are categorized and reported based upon the “Occupational Crosswalk to State and Local Government Job Categories.” This standard is set by the Office of Civil Rights.

**Narrative Interpretations of Burleson Workforce and Areas of Underutilization:**

The Department of Justice’s Equal Employment Opportunity Program Reporting Tool analysis of the Burleson workforce identifies areas of underutilization. In analyzing the Underutilization Chart in the EEO, the Office of Civil Rights does not use a particular threshold percentage to determine whether an organization has significant underutilization based on race, national origin, or sex in any of the eight major job categories. It is the responsibility of the organization to determine what they consider significant underutilization. The analysis is highly fact-specific. In the context of analyzing underutilization, organizations are made aware that the Office of Civil Rights does not expect an exact parity between the workforce and the relevant community labor market.

**Narrative Interpretation - Summary:**

Given the analysis of underutilization statistics, the City of Burleson is between two labor markets, which are Johnson and Tarrant County. However, the Employment Opportunity Program Reporting Tool does not have the functionality to analyze statistics in more than one labor market. Ultimately, the city chose to compare its workforce statistics against the Tarrant County Labor Market instead of Johnson County. Johnson County alone is not entirely accurate for the diversity in our community. A portion of our city is in Tarrant County, and we also want to capture those that visit and work inside our community as well that come from outside of Johnson County. Likewise, Tarrant County alone may not be entirely accurate since a large part of our workforce is within Johnson County.

The comparison of the City of Burleson’s census to the Tarrant County Civilian Labor Force Statistics from the Bureau of Labor Statistics in the federal government’s reporting tool indicates we have 6 job categories where representation is not reflective in the workforce. These are areas where the City would benefit by developing objectives and pro-active steps to overcome underutilization.

Underutilization focus areas for 2024 are:

Job Category	Female		Male	
	Hispanic or Latino	Black or African American	Hispanic or Latino	Black or African American
Officials/Administrators		X		
Protective Services: Sworn-Officials		X		X
Protective Services: Non-Sworn				X
Administrative Support			X	
Skilled Craft			X	
Service/Maintenance	X	X	X	

**Objectives and Steps to Address Underutilization:**

Protective Services Sworn Officials - Black or African American Females and Males:

This category is beyond entry ranks in public safety. We have improved in our diverse hiring of females and people of color over the last two years in the entry ranks in both police and fire. However, since promoting into higher ranks requires certain years of service in the entry-level ranks, we will continue to focus on new hire recruitment as one of the critical success points in developing a pool of employees who are positioned to be eligible for higher ranked positions.

- The City of Burleson will focus on attracting Black or African American males and females into sworn Police and Fire service with targeted advertising material picturing diverse, female public safety staff to use in our postings, social media, and career fairs.
- We will staff recruiting and community events with our Black or African American male and female police and fire employees to encourage other Black or African American males and females to consider a career in public safety. We will do the same when engaging with the Burleson Independent School District Criminal Justice and Fire programs or at other relevant events involving our Police and Fire Departments.
- We will place current job postings on sites that target the underutilization area:
  - Women in Fire website
  - International Association of Women Police (IAWP)
  - National Organization of Black Law Enforcement Executives (NOBLE)
  - National Association of Women Law Enforcement Executives (NAWLEE)

Department Chiefs will meet with sworn Black or African American employees to encourage participation in the promotional process, as well as answer questions, address concerns, and provide information on test preparation. Department command will work in conjunction with Human Resources to provide test preparation assistance as needed for the promotional processes.

Our action plan will be the same as outlined next for the following remaining categories:

- Officials and Administrators - Black or African American Females - This category includes non-public safety management, compliance and enforcement positions.
- Protective Services Non-Sworn - Black or African American Males - This category includes Public Safety Communications (9-1-1 dispatch), Animal Services, and Lifeguards.
- Administrative Support – Hispanic or Latino Males - This category includes various clerical support positions within our city, which include administrative assistants, front desk clerical staff/customer service, and other internal support roles.
- Service Maintenance – Hispanic or Latino Females and Males, Black or African American Females – This category includes entry-level maintenance positions, food service and recreation instructors or other recreation service related positions.
- Skilled Craft – Hispanic or Latino Males - This category includes positions that are above entry-level maintenance, crew leaders, and field supervisors.

We will work with department leadership, as well as recruitment staff or agencies for these roles to educate them on the underutilization and ensure review of candidates is inclusive. We will also educate on underutilized areas to meet with our staff to encourage participation in the promotional process, as well as answer questions, address concerns, and provide information on promotional or career progression preparation. We will ensure that educational and training opportunities area accessible to all employees.

When at hiring events or career fairs, we will engage candidates from the underutilized areas for these particular positions to encourage applying to these roles.

We will ensure our marketing material for job advertisements visually represents diversity from the underutilized areas.

We will place current job postings on sites that encourage diversity, as well as reach a wide audience of individuals to bring in a diverse group of candidates. We will also target social media sponsored posts with keywords for diverse trade organizations.

We will continue to ensure diverse hiring panels for candidate selections for applicable positions.

Continue to Add and Maintain Hiring and Promotion of a Diverse Workforce:

We improved from the last reporting period in hiring diversity in patrol officers and firefighters for both females and people of color. We ensured that our job advertising highlighted our diversity and used diverse staff at recruitment events including using our female staff in public safety. We will target underutilization areas, but we will also balance by continuing to hire and promote employees within protected classes to ensure we have a diverse workplace at all levels of our organization, including the protected classes that are not captured in the EEO statistics. We will train our leadership on inclusion, diversity and uphold our commitment to be workplace that does not tolerate discrimination. We use social media sites and job boards that reach a wide, diverse group of individuals. The City will continue to post openings on multiple professional association websites including those for minorities such as the National Latino Peace Officers Association [NLPOA], the National Association of Hispanic Firefighters [NAHF], and the International Association of Black Professional Firefighters (IABPFF).

**Approval and Dissemination of the EEOP:**

City Council Approval February 5, 2024

External Dissemination of the EEOP to the general public:

- City of Burleson Website on the Human Resources page
- Human Resources Department (paper copies available upon request)

Internal Dissemination of the EEOP to City Employees:

- City of Burleson Website on the Human Resources page
- All Employees will receive an email with a link to EEOP on City website for quick access and advising paper copies are available upon request
- Human Resources Department (paper copies available upon request)

### Significant Underutilization Chart

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races/Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races/Other
<b>Officials/Administrators</b>										✓				
<b>Protective Services: Sworn-Officials</b>			✓							✓				
<b>Protective Services: Non-sworn</b>			✓											
<b>Administrative Support</b>		✓												
<b>Skilled Craft</b>		✓												
<b>Service/Maintenance</b>		✓							✓	✓				