



# Oregon

John A. Kitzhaber, MD, Governor

Teacher Standards and Practices Commission

465 Commercial St NE

Salem, OR 97301-3414

(503) 378-3586, (503) 378-4448 FAX

To: All TSPC Employees

From: Vickie Chamberlain, Executive Director 

Date: June 13, 2011

Subject: Equal Employment Opportunity / Affirmative Action Plan

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*It is the policy of the Teacher Standards and Practices Commission that no person be subjected to discrimination on the basis of race, national origin, religion, sex, age, disability, marital status or sexual orientation in any program, service or activity for which the Commission is responsible. The Commission will comply with the requirements of state and federal law concerning nondiscrimination and will strive by its actions to enhance the dignity and worth of all persons. Further, reasonable accommodation will be made for employees requiring such, upon request.*

The Commission maintains a copy of the TSPC Affirmative Action Plan on the TSPC Web site, and will make it available for managers and employees to review, upon request to the TSPC Affirmative Action Officer, Keith Menk. Managers are expected to participate and encourage others to participate in the agency's activities designed to promote affirmative action.

All management staff are expected to actively support recruitment and career development programs to ensure equitable representation of under-represented populations, women and people with disabilities in all job classifications. It is also the responsibility of management staff to ensure the work environment is free from any form of discriminatory harassment and retaliation for filing a complaint related to workplace concerns. Each manager's annual performance appraisal will include an evaluation of their effectiveness in achieving action goals and objectives.

All employees have a responsibility to implement and adhere to the affirmative action plan. All managers have a responsibility to manage their respective programs, functions and work force in accordance with the principles, policies and procedures of this plan and will be held accountable for their performance. To help ensure organizational success, the TSPC Director and the Leadership Circle will make necessary decisions and monitor the accomplishment of this plan on an ongoing basis, and make plan adjustments as necessary.

Any individual who believes she or he has been discriminated against on the basis of a protected class (race, national origin, religious, sex, age, disability, marital status or sexual orientation) may file a complaint in accordance with the Oregon Department of Administrative Services statewide Discrimination and Harassment Free Workplace Policy 50.010.01.

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TSPC will note on appropriate public notices that complaints pertaining to the Equal Employment Opportunity statutes are to be forwarded to:

Keith Menk  
TSPC Affirmative Action/Equal Employment Opportunity Officer  
465 Commercial Street NE  
Salem, OR 97301  
(503) 378-3757

Or to:

Oregon Bureau of Labor and Industries  
800 Oregon St. Suite 1045  
Portland, OR 97232  
(971) 673-0761

For more information about the TSPC Employment Opportunity/Affirmative Action Plan, please contact Keith Menk at the above-noted address and telephone number.

June 13, 2011