

Equal Employment Opportunity (EEO) Office
EEO Compliance / Sexual Harassment Prevention Training Request Form
(Please complete form and fax to 713-556-7318 or email to dbrewer1@houstonisd.org)

Date Request Submitted _____ Requested By _____

School/Department _____

Requested Date(s) (1st Choice) _____
(2nd Choice) _____

Requested Time _____ (Training lasts approximately 1 hour.)

Training/Room Location _____

Number of People _____

Contact Person at the Training _____

Phone Number of Contact _____



Training for:
(Please check all that apply.)

Administrators Staff

Students Grade Level(s) _____

Parents Language [Click Here](#)



The following items must be set up for the training:

- Computer Equipment w/Projector for PowerPoint Presentation and DVD Video
- Screen or Blank Wall
- Microphone
- Speakers (Computer Audio is Not Sufficient)



EEO MISSION STATEMENT

The mission of the HISD Human Resources' Equal Employment Opportunity (EEO) Office is to support the District's goals with emphasis on equal employment opportunities for all. The EEO Office monitors compliance with state and federal regulations and HISD Board Policies prohibiting discrimination based on age, color, disability, national origin, race, religion, marital status, veteran status, sex (including sexual harassment), or political affiliation. It also monitors compliance with policy prohibiting discrimination based on disability, as required by the Americans with Disabilities Act Amendments Act (ADAAA). The EEO Office responds to charges of discrimination filed with the U.S. Equal Employment Opportunity Commission (EEOC) and the Texas Commission on Human Rights (TCHR). It also assists the School Attorney and other departments in responding to charges of discrimination filed with the Office for Civil Rights (OCR) and other regulatory agencies. The EEO Office offers training on EEO-related issues to all employees and also responds to all internal complaints alleging discrimination.

EEO Compliance / Sexual Harassment Prevention Training

Our EEO Compliance / Sexual Harassment Prevention Training includes training on HISD policy prohibiting discrimination based on age, disability, race, color, religion, sex (including sexual harassment), national origin, or retaliation.

[Click here](#) to request someone from our office to come to your school or worksite and present the training for your staff.

Labor Law Poster Updates

Revised "EEO is the Law" Poster

EEOC has revised its "Equal Employment Opportunity is the Law" poster. This new version reflects current federal employment discrimination law (including the Americans with Disabilities Act Amendments Act (ADAAA) of 2008). The poster was revised to add information about the Genetic Information Nondiscrimination Act (GINA) of 2008, which is effective November 21, 2009. The revised poster also includes updates from the Department of Labor. [Click here](#) to go to the EEOC website where you can get a copy of the poster mailed to you or you can print it out and post it next to your Labor Law Posters. **The revised poster must be posted at all HISD work locations.**

Revised Family and Medical Leave Act (FMLA) Poster

The [Final Regulations \(PDF\)](#) Under the Family and Medical Leave Act (RIN 1215-AB35) implement two important new military family leave entitlements for eligible specified family members. The [Final Regulations \(PDF\)](#) became effective on January 16, 2009. [Click here](#) to open the revised FMLA Poster so that you can print it out and post it next to your Labor Law Posters. **The revised poster must be posted at all HISD work locations.**

If you do not have the Labor Law Posters please email Debbie Brewer, EEO Secretary, at dbrewer1@houstonisd.org.

**Houston Independent School District
Equal Employment Opportunity Office
4400 West 18th Street (Level 1NW)
Houston, Texas 77092 (Route 10)**

