



North Carolina Department of Public Safety

Human Resources

Pat McCrory, Governor
Frank L. Perry, Secretary

Jerry Hodnett, Acting Director
Human Resources

December 11, 2014

MEMORANDUM

TO: DPS Executive Leadership

FROM: Jerry Hodnett

RE: **Equal Employment Opportunity Institute**

In accordance with North Carolina General Statute (126-16.1) supervisors and managers are required to complete the Equal Employment Opportunity Institute (EEOI) within 12 months of their appointment as a supervisor. A supervisor is defined as an employee who has at least one (1) direct report based on the organizational structure in Beacon/SAP. The EEOI is intended to provide executive managers and supervisors with practical training to assist them in becoming more effective managers and supervisors of an increasingly diverse workforce. Further, the EEOI is intended to increase understanding among managers of individuals from different backgrounds and cultures. The EEOI is a 12 hour course conducted over a day and a half. The Office of Staff Development and Training (OSDT) and the Office of State Human Resources (OSHR) offer EEOI courses across the State which allows a supervisor to select a session that is most convenient based on their work assignment location. OSDT has added additional classes to accommodate the significant number of staff that will be required to attend this training. There will also be classes scheduled at the State Personnel Training center in Raleigh, for staff in the Raleigh and surrounding area.

To ensure compliance with this statutorily required training, the Department of Public Safety will begin assigning EEOI to all supervisors who have not completed a session of EEOI as noted on their transcript in the NC Learning Center Learning Management System. Supervisors who receive this assignment in the LMS will be expected to select a session and ensure compliance. Going forward, any person promoted to a supervisory role will also automatically be assigned EEOI to be completed within 12 months as required by general statute. The supervisor will be able to select a session which must then be approved by their manager in the LMS.

All existing historical EEOI records have been entered in to the NC Learning Management System (LMS). If you have completed EEOI but it does not appear on your completed transcripts, you may forward a scanned copy of your completion certificate to the DPS LMS Helpdesk at DPS_LMSHELP@ncdps.gov. Please note that credit cannot be given without a copy of your completion certificate.

MAILING ADDRESS:
4203 Mail Service Center
Raleigh, NC 27699-4203

www.ncdps.gov



An Equal Opportunity Employer

OFFICE LOCATION:
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If you have questions regarding this requirement, you should contact Mr. Brian Murray, Deputy HR Director for Employee Relations and Equal Employment Opportunity at 919.716.3800.

Thank you for your attention in this matter.

JH:mks

Cc: Brian Murray