



Control Number: 28691



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PUBLIC UTILITY COMMISSION
FILING CLERK

December 24, 2003

Ms. Anne Bowen
Filing Clerk
Public Utility Commission of Texas
1700 N. Congress Avenue
Austin, Texas 78701

RE: Project No. 28691– Annual Progress Report on Five-Year Plan to Enhance Supplier and Workforce Diversity for Sugar Land Telephone Company

Dear Ms. Bowen:

Pursuant to §26.85(e), enclosed for filing are four (4) copies of the Annual Progress Report on the implementation of the Five-Year Plan to Enhance Supplier and Workforce Diversity. This filing is being made in Project 28691 as the project designated for this report.

Consistent with the requirements of the approved rule, copies of this report are also being provided to: (1) the Governor; (2) the Lieutenant Governor; (3) the Speaker of the House of Representatives; (4) the House Legislative Black Caucus; (5) the Texas Senate Hispanic Caucus; and (6) the House Mexican American Legislative Caucus.

If you have any questions concerning this report, please contact me at 501/905-8144.

Sincerely,

Bob Priebe
Staff Manager – State Government Affairs

cc w/ attachment: The Honorable Rick Perry
 Lt. Governor David Dewhurst
 The Honorable Tom Craddick
 The Honorable Joe Deshotel
 The Honorable Juan "Chuy" Hinojosa
 The Honorable Pete Gallego

file: U.2. b. Annual Diversity Report

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WORKFORCE AND SUPPLIER DIVERSITY FORM

**SLGARLAND TELEPHONE COMPANY
NUMBER OF TEXAS FULL-TIME EMPLOYEES FOR 2003
* Information as of 12/2/003**

Occupational Categories	Combined Total	Company Totals		Caucasian		African American		Hispanic		Asian		American Indian	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Managers	11	10	1	9	1	0	0	1	0	0	0	0	0
Professionals	7	4	3	4	3	0	0	0	0	0	0	0	0
Technicians	30	27	3	23	3	3	0	1	0	0	0	0	0
Sales Workers	5	0	5	0	3	0	1	0	1	0	0	0	0
Office and Clerical	5	0	5	0	5	0	0	0	0	0	0	0	0
Craft Workers (Skilled)	13	13	0	5	0	5	0	3	0	0	0	0	0
Operatives (Semi-skilled)	0	0	0	0	0	0	0	0	0	0	0	0	0
Laborers (Unskilled)	0	0	0	0	0	0	0	0	0	0	0	0	0
Service Workers	0	0	0	0	0	0	0	0	0	0	0	0	0
Previous Year Totals	76	56	20	42	16	8	1	5	2	0	0	1	1
Year Totals	71	54	17	41	15	8	1	5	1	0	0	0	0

Actual = [Total HUB(6) procurement + Total Small Business procurement]/Total Company procurement	Actual for Previous FY	Actual for Current FY	Percentage change
Construction Contracts (1)	.65%	.29%	-.36%
Commodities Contracts (2)	0%	0%	0%
Other Services (3)	.42%	.58%	.16%
Professional Services Contracts (4)	.11%	0%	-.11%
Major Equipment (5)	0%	0%	0%
Other	.01%	0%	-.01%

(1) **Construction** -- Construction done by general contractors and special trade contractors which includes new work, additions, alterations, reconstruction, installations, repairs, remodeling, renovating, and repair of office buildings. Heavy construction other than buildings such as pipelines, communication and power lines, sewer and water mains, asphalt and concrete construction of roads, trenching, cable laying, conduit construction, land clearing and leveling.

(2) **Commodities** -- All materials, goods or tangibles purchased to conduct business, not including fuel or purchased power contracts and major equipment purchases and rentals.

(3) **Others Services** -- All specialty work, special circumstances that required contract labor, special consultants or other non-defined services. Examples include audio/visual, staffing services, landscaping, forestry, tree trimming, art and decorative services, janitorial, travel/lodging, automotive repair, and photography.

(4) **Professional Services** -- Contracted professional services which include legal, consulting, health, engineering, accounting, advertising/marketing, architectural, real estate, computer services, research and analysis, education/training, insurance, surveying services, weather services, environmental, financial, etc.

(5) **Major Equipment** -- Includes all major equipment purchases and rentals including but not limited to transmission and distribution equipment, power plant equipment, substation equipment, heavy construction equipment, fleet requirements, etc.

(6) **HUB** -- Business enterprises that are 51% owned and controlled by U.S. citizens who are socially disadvantaged because of their identification as members of certain groups, including African-American, Hispanic, Native American, or Asian Pacific and Women as defined in the Texas Government Code § 481.101(1).

(7) **Other** -- Any commodity or service not covered by the above categories.

WORKFORCE AND SUPPLIER DIVERSITY FORM

Describe the specific initiatives, programs, and activities undertaken under the plan during the preceding year:

- In July, ALLTEL set up a new ethics awareness Web site to promote the ethical policies and guidelines for working with customers, competitors and business partners. To date more than 6,000 employees have visited the site and completed the new "Ethics in the Workplace" course located there.

The site will help employees understand ALLTEL's policies and guidelines for working with customers, competitors, business partners and fellow employees. As part of ALLTEL's ethics program, employees are expected to stay aware of the company's ethics policy. All employees are being asked to take the course, which contains new and updated information.

The Ethics in the Workplace course is required and will become a part of the employee's training record.

- The EEO/AAP Administrator continues to review utilization numbers, promotion and termination data, and recruitment and applicant information in order to determine where there are areas to be improved. Reports are compiled based on the above mentioned factors and are given to each of the Human Resources Vice-Presidents of each region so that they will have a better understanding of their region's workforce.
- Succession planning continues to provide ALLTEL with an avenue to effectively and consistently identify qualified candidates for key positions without regard to race, color, religion, sex, age, national origin or disability.

WORKFORCE AND SUPPLIER DIVERSITY FORM

Make an assessment of the success of each of the specific initiatives, programs, and activities listed above:

- The Ethics Helpline has raised employee's awareness of ALLTEL's policies against discrimination and harassment. Employee's are encouraged to report anonymously or confidentially any activities in violation of the Ethics Policy.
- Utilization reports will be compiled based on the above mentioned factors and are given to each of the Human Resources Vice Presidents of each region so that they will have a better understanding of their region's workforce.
- The Succession Planning process was open to 2402 employees within the continental United States.

Describe the initiatives, programs, and activities the utility will pursue during the next year to increase the diversity of its workforce and contracting opportunities for small and historically underutilized businesses:

- Active members of the Arkansas Industry Liaison Group, which is sponsored by the US Department of Labor's OFCCP division. This group seeks to bring businesses together to discuss equal employment and affirmative action practices. We expect to gain valuable knowledge from this partnership.
- On an ongoing basis the company will continue to maximize the value of succession planning activities by including management positions in the succession planning process that are critical to obtaining the goals of the company.

WORKFORCE AND SUPPLIER DIVERSITY FORM

State the specific progress made under the plan filed by the utility:

- **Have attended regional and local ILG conferences regarding EEO Policies and AAP Plans in accordance with the OFCCP and DOL regulations and practices.**