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WORKFORCE DIVERSITY # 30240 AND SMALL UTILITIES HUB USE REPORT # 30238

892

2008

REQUIRED FILING
BY TELECOMMUNICATIONS
UTILITIES REGARDING

PUBLIC UTILITY COMMISSION
OF TEXAS

HUB
WORKFORCE DIVERSITY

Project# 30238
Project# 30240

STATEMENT OF SIGNATURE TELECOMMUNICATIONS, INC. dba RANDY WHITE TELECOMMUNICATIONS, INC.

Lori W. Sanchez – President
Signature Telecommunications, Inc.
dba Randy White Telecommunications, Inc.
17250 Dallas Parkway Ste. 200
Dallas, Texas 75248

December 29, 2008

RECEIVED
2009 JAN -6 AM 11:00
PUBLIC UTILITY COMMISSION
FILING CLERK

WORKFORCE DIVERSITY AND SMALL UTILITIES HUB USE REPORT

MBE Procurement	Construction	Commodities	Other Services	Professional	Major Equipment	Other	Total HUD
	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures
African American							
Male	0	0	0	0	0	0	0
Female	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0
Asian American							
Male	0	0	0	0	0	0	0
Female	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0
Hispanic American							
Male	0	0	0	0	0	0	0
Female	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0
Native American							
Male	0	0	0	0	0	0	0
Female	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0
MBE Total (Male/Female Minority)	0	0	0	0	0	0	0
WBE Total (Non-Minority Female)	0	0	0	0	0	0	0

WORKFORCE DIVERSITY AND SMALL UTILITIES HUB USE REPORT

Total MBE & WBE Procurement									
	0	0	0	0	0	0	0	0	
Total Unknown Status Procurement (1)									
	0	3	0	0	1	0	0	0	
Total Non-Fuel Procurement (2)									
	0	0	0	0	0	0	0	0	
Total Fuel and Purchased Power Procurement (electric only)									
Total Non-Fuel, Fuel, and Purchased Power Procurement									

(1) Vendors for whom HUB status is not directly known.

(2) Expenditures for goods and services from vendors not including wages, benefits, and other non-negotiable goods and services such as taxes and postage. Includes MBE/WB Unknown Procurement.

Reporting Period:
Oct 1 – Sept 1
Reporting Date:
12/06/25008
Rox Ann Ybarra
17250 Dallas Parkway
Dallas, Texas 75248
972-588-2100
972-588-2120

Total Utilities
Purchases

WORKFORCE DIVERSITY AND SMALL UTILITIES HUB USE REPORT

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	8	1	7	1	6	0	0	0	1	0	0	0	0
Professionals	3	3	0	3	0	0	0	0	0	0	0	0	0
Technicians	2	2	0	2	0	0	0	0	0	0	0	0	0
Sales Workers	7	4	3	4	3	0	0	0	0	0	0	0	0
Office and Clerical	8	1	7	0	6	0	0	1	1	0	0	0	0
Craft Workers (Skilled)	0	0	0	0	0	0	0	0	0	0	0	0	0
Operatives (Semi-skilled)	0	0	0	0	0	0	0	0	0	0	0	0	0
Laborers (Unskilled)	1	1	0	0	0	0	0	1	0	0	0	0	0
Service Workers	0	0	0	0	0	0	0	0	0	0	0	0	0
Previous Year Totals													
	35	14	21	12	19	1	0	1	2	0	0	0	0
This Year Totals													
	29	12	17	10	15	0	0	2	2	0	0	0	0

NOTE: Double-click on embedded Excel chart to open. Click on a cell or use arrow keys to select an occupational category and ethnic group to update workforce diversity numbers. Do not enter information in Combined Total and Company Totals columns or the This Year Totals row as these will update automatically. Cells left blank will be counted as zero. Click anywhere outside of chart to exit.

WORKFORCE DIVERSITY AND SMALL UTILITIES HUB USE REPORT

**WORKFORCE AND SUPPLIER DIVERSITY FORM
COMPANY INITIATIVES**

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

RWT, Inc. aims to utilize small and minority owned businesses in the procurement of goods and services. With the company's emphasis on utilizing and promoting local or surrounding area business economic organizations that promote the use of small and minority owned businesses.

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

This filing is submitted on behalf of Signature Telecommunications dba Randy White Telecommunications; hereinafter referred as "RWT". Pursuant to the Commission's request, RWT submits its response to the requirements of Section 52.256(b):

I. Workforce Diversity:

Since formation of RWT in September 1998, RWT has developed a diverse workforce. RWT is an Equal Opportunity Employer.

Small Businesses and HUB's:

RWT aims to utilize small businesses in the procurement of goods and services. With the company's emphasis on utilizing and promoting local or surrounding area business economic growth, RWT plans to continue its involvement in local, county and state organizations that promote the use of small businesses.

II. Plan to enhance Workforce Diversity:

A. During each year of the Plan, RWT will ensure the following nondiscrimination and equal opportunity initiatives to help enhance the diversity of its workforce:

1. Policy:

- a. RWT will take appropriate steps to ensure that all employees are advised of its policy of nondiscrimination and intent to actively provide equal employment opportunity.
- b. RWT will post notices in its offices informing job applicants of their equal employment rights and their rights to contact the EEOC, the FCC, or other appropriate agency. These notices will be posted in both English and Spanish.
- c. This policy will be provided to all employees in the RWT employee handbook. All personnel in a position to implement this policy, including those engaged in recruiting, training, managing employees and other personnel activities are and will be fully advised of this policy and of their responsibilities with respect to it.
- d. RWT will establish communication and feedback with all management and department levels to ensure application of its equal opportunity policy throughout the entire Organization.

2. Recruitment of Employees:

- a. RWT will continue to maintain a conspicuous notice on its employment application informing prospective employees that RWT does not engage in discrimination on the basis of sex, race, color, religion, national origin or any other unlawful basis, and applicants may notify the EEOC, the FCC, or other appropriate agency if they believe they have been the subject of discrimination.
- b. Where appropriate, employment advertisements will be placed in newspapers that are widely

WORKFORCE AND SUPPLIER DIVERSITY FORM COMPANY INITIATIVES

- c. RWT will also encourage present employees to refer minority and female applicants for open positions.

3. Selection and Hiring:

- a. RWT will instruct employees who make hiring decisions that all applicants for all jobs are to be considered without discrimination.
- b. RWT will continue to avoid use of selection techniques or tests that have the effect of discriminating against minority groups or females.

4. Placement and Promotion:

- a. RWT will continue to instruct management that minority employees and women are to be considered for positions and advancement without unlawful discrimination, and job areas in which there is little or no minority or female representation should be reviewed to determine whether this results from discrimination.
- b. RWT will provide minority groups and female employees with equal opportunities for positions that lead to higher positions.
- c. Inquiring as to the interest and skills of lower-paid employees, with respect to higher-paid positions, followed by assistance, counseling, and effective measures to enable employees with interest and potential to qualify for such positions.
- d. Reviewing seniority practices to ensure that such practices are non-discriminatory and do not have an unlawfully discriminatory effect.

5. Training:

All RWT training will be regularly reviewed to ensure that qualified female and minority-group candidates, as well as all other employees, are provided the opportunity to participate. Appropriate steps will be taken to encourage female and minority-group employees to increase their skills and job potential through participation in available training and educational programs.

6. Compensation:

- a. RWT will seek to ensure that there is no disparity in the compensation received by female and minority-group employees and other employees for performing equivalent duties equally well, and that opportunities for performing overtime or otherwise earning increased compensation are afforded without discrimination to all employees.
- b. RWT will periodically review rate of pay and benefits to ensure that no inequities exist. If any are found, the rates will be adjusted to eliminate the disparities.