



Control Number: 30240



Item Number: 1085

Addendum StartPage: 0

2007 DEC 23 AM 9:20



December 19, 2008
Priority Mail

Central Records Division
Public Utility Commission of Texas
1701 N. Congress Avenue
Austin, TX 78711-3326

RE: Value-Added Communications, Inc. – Project Nos. 30238 and 30240
Work Force Diversity Plan

Dear Sir/Madam:

Please find attached 11 copies of the Workforce Diversity Plan for Value-Added Communications, Inc. Please acknowledge receipt of this filing by returning, date-stamped, the extra copy of this cover letter in the stamped self-address envelope with is provided for that purpose.

Any questions you may have regarding this filing may be directed to me at 972-535-3319 or via email to Cheryl.cook@vac.com. Thank you for your assistance in this matter.

Respectfully,

A handwritten signature in cursive script that reads "Cheryl Cook".

Cheryl Cook
Manager Regulatory Affairs
Value-Added Communications, Inc.

Attachments: 11
File

WORK FORCE AND SUPPLIER DIVERSITY FORM

Value-Added Communications, Inc. (VACI) is committed to supporting the participation of small and minority-owned businesses. VACI will endeavor to provide opportunities for local and surrounding area small and minority-owned businesses to compete for contracts and subcontracts for goods and services.

This filing is submitted on behalf of Value-Added Communications, Inc. herein after referred to as VACI.

I Workforce Diversity:

Since formation of VACI, VACI had developed a diverse workforce. VACI is an Equal Opportunity Employer.

Small Business and HUB's:

VACI is committed to support the participation of small and minority-owned businesses. VACI will endeavor to provide opportunities for local and surrounding area small and minority-owned businesses to compete for contracts and subcontracts for goods and services.

II Five-Year plan to enhance Workforce Diversity:

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

1. Policy:

- a. VACI 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. VACI 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 VACI internal documentation. 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. VACI 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. VACI will continue to maintain a conspicuous notice on its employment application informing prospective employees that VACI 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, 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 read by women or minority groups in the recruiting area.

- c. VACI will also encourage present employees to refer minority and female applicants for open positions.
3. Selection and Hiring:
 - a. VACI will instruct employees who make hiring decisions that all applicants for all jobs are to be considered without discrimination.
 - b. VACI will continue to avoid use of selection techniques or tests that have the effect of discrimination against minority groups or females.
4. Placement and Promotion:
 - a. VACI 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. VACI 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 VACI 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. VACI 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. VACI 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.

**WORKFORCE AND SUPPLIER DIVERSITY FORM
WORKFORCE DIVERSITY**

Officials and Managers	23	19	4	17	4	1												
Professionals	0	0	0															
Technicians	34	24	10	18	5	1	1	5	2									2
Sales Workers	4	3	1	3	1													
Office and Clerical	10	2	8	2	6	1												1
Craft Workers (Skilled)	2	2	0	1														1
Operatives (Semi-skilled)	0	0	0															
Laborers (Unskilled)	0	0	0															
Service Workers	0	0	0															
Previous Year Totals	0	0	0															
This Year Totals	73	50	23	41	16	2	2	6	2	1	3	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 AND SUPPLIER DIVERSITY FORM
HUB/SMALL BUSINESS PROCUREMENT AS A PERCENTAGE OF TOTAL COMPANY PROCUREMENT**

Actual % = [Total HUB(1) procurement + Total Small Business(2) procurement]/Total Company procurement	Actual % for Previous FY	Actual % for Current FY	Percentage Change
Construction Contracts (3)			%
Commodities Contracts (4)			%
Other Services (5)	360.0000%	3.6000%	-99.00%
Professional Services Contracts (6)	5.0000%	5.0000%	0.00%
Major Equipment (7)			%
Other (8)	91.4000%	91.4000%	0.00%

(1) **HUB** -- Pursuant to Texas Government Code § 481.191(4), HUB means: (A) a corporation formed for the purpose of making a profit in which at least 51 percent of all classes of the shares of stock or other equitable securities is owned by one or more persons who are members of certain groups, including black Americans, Hispanic Americans, women, Asian Pacific Americans, and American Indians; (B) a sole proprietorship formed for the purpose of making a profit that is 100 percent owned, operated, and controlled by a person described by Paragraph (A) of this subdivision; (C) a partnership formed for the purpose of making a profit in which 51 percent of the assets and interest in the partnership is owned by one or more persons described by Paragraph (A) of this subdivision. Those persons must have proportionate interest and demonstrate active participation in the control, operation, and management of the partnership's affairs; or (D) a joint venture in which each entity in the joint venture is a historically underutilized business under this subdivision.

(2) **Small Business** -- Pursuant to Texas Government Code § 481.191(6), Small Business means a corporation, partnership, sole proprietorship, or other legal entity that: (A) is domiciled in this state; (B) is formed to make a profit; (C) is independently owned and operated; and (D) employs fewer than 100 full-time employees.

(3) **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.

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

(5) **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.

(6) **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.

(7) **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.

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