

Affirmative Action Plan and the Harassment-Free Policy

Department of Land Conservation and Development

EEO/AA Policy Statement

It is the policy of the Department of Land Conservation and Development that no person shall be discriminated on the basis of race, color, religion, sex, marital status, national origin, disability, age, union membership and activity, and sexual orientation. All personnel actions of the department shall be administered according to this policy.

The Affirmative Action Plan and the Harassment-Free Policy will be adhered to by all staff of the department. Management staff, in particular, shall ensure that the intent, as well as the stated requirements, is implemented in all employee relationships and personnel practices. In addition, it is the duty of every employee of the department to create a job environment that is conducive to nondiscrimination and free of any form of harassment. The application of this policy is the individual responsibility of all management staff, and each shall be evaluated on his/her performance in achieving this affirmative action policy.

It is the policy of the department to establish this program of affirmative action to provide a method of eliminating the effects of past and present discrimination, intended or unintended, which is indicated by analysis of present employment patterns, practice and policies.

Reasonable Accommodation Policy Statement

It is the policy of the Department of Land Conservation and Development to make a good faith effort to provide reasonable accommodation as defined under the Americans with Disabilities Act for its employees and clients.

This accommodation may include, but is not limited to:

- Making existing facilities readily accessible to and usable by an individual with a disability;
- Job restructuring; part-time or modified work schedules;
- Reassignment to a vacant position; acquisition or modification of equipment or devices;
- Appropriate adjustment or modification of tests, training materials or policies; the provision of qualified readers or interpreters; and
- Other similar accommodations.

Organization Structure and Responsibilities for Implementation

The person assigned the responsibility of discharging the affirmative action function for the department is the Human Resource Analyst. Responsibilities include, but are not necessarily limited to:

1. Advising the Director of the preparation of equal employment opportunity programs, procedures, regulations, reports, and the agency's affirmative action plan.
2. Evaluating the sufficiency of total agency program for equal employment and reasonable accommodation. Reporting to the Director with recommendations as to any improvements or corrections needed, including remedial or disciplinary action of the employees who have failed to cooperate fully or who are in violation of the program.
3. Recommending to management staff any changes in programs and procedures designed to eliminate discriminatory practices.
4. Evaluating tests, employment policies, practices and reporting to the Director on such policies, practices and qualifications that have an unequal impact on protected class individuals.
5. Providing for the counseling of an aggrieved employee or applicant for employment who believes that he or she has been discriminated against because of race, color, religion, sex, marital status, national origin, age, physical, sensory or mental disability, or status as a disabled Vietnam era veteran.

Responsibilities of Managers

1. Brief all new employees on the department's affirmative action plan and their role in supporting it.
2. Periodically review training programs, hiring and promotion patterns to remove impediments to the attainment of affirmative action objectives.
3. Regularly discuss the affirmative action policy with subordinates to be certain policies are being followed.

4. Conduct periodic reviews to ensure:
 - a. EEO information and affirmative action policies are properly displayed;
 - b. All facilities for the use and benefit of employees are, in fact, desegregated, both in policy and use, exclusive of those areas excepted in federal laws and regulations;
 - c. Protected class employees are afforded a full opportunity, and are encouraged to participate in agency-sponsored education, training, recreation and social activities.
 - d. Facilities are accessible to disabled employees and clients.

5. Become thoroughly familiar with details of the affirmative action plan; keep all subordinate employees apprised of progress under the plan; and exert special efforts to further agency goals and objectives.

Problem Analysis and Action Plan

The agency has very low turnover and limited hiring opportunities. Historically, DLCD has had difficulty attracting protected class employees for its highly specialized positions. The department recognizes that it needs employees in protected classes, especially disabled, and people of color, in management and professional positions. The Affirmative Action Report, produced by the Governor's Affirmative Action Office in December 2000, shows that our agency has moved from a bottom-level performer to a mid-level performer. The agency has recruited and hired women and people of color into management and executive service.

The department is absolutely committed to fulfilling its affirmative action requirements. For all position openings, it will aggressively recruit from protected class applicants with a goal of increasing employment of disabled and people of color, in management and professional classes. The agency requires a policy acknowledgement letter signed during new hire orientation. The department has also written a diversity policy and is planning an agency-wide diversity training in the near future.

This Affirmative Action Plan is effective from July 1, 2003 through June 30, 2005.