



DEPARTMENT OF CORRECTIONS
Human Resources



Title:	Equal Employment Opportunity and Affirmative Action	DOC Policy: 20.4.1
Supersedes:	N/A	
Applicability:	Applicants and state employees	
Directives Cross -Reference:	State Administrative Policy 105-40-001	

I. PURPOSE

The department is committed to achieving a workforce that represents the diversity of Oregon and being a leader in providing fair and equal employment opportunity for all interested applicants and its employees.

II. POLICY

A. Supervisors shall insure:

1. Equal employment opportunities are afforded to all applicants and employees by making employment related decisions that are non-discriminatory.
2. Employment practices are consistent with the state's Affirmative Action Plan and state and federal laws to:
 - a. Promote good faith efforts to achieve established department affirmative action goals, which include persons with disabilities;
 - b. Take proactive steps to develop diverse applicant pools for position vacancies and assess the diversity of an applicant pool prior to closing a job announcement; and
 - c. Make a good faith effort to have diverse representation on screening and interviewing panels to include representation of employees outside the work unit doing the hiring.

B. Persons who believe they have been subjected to discrimination by the department in violation of this policy may file a complaint with the department's Human Resources Division within 30 calendar days of the alleged act, upon knowledge of the occurrence, or when the person should have known.

III. POLICY CLARIFICATION

- A. Employment related decisions include, but are not limited to: hiring, promotion, demotion, transfer, termination, layoff, training, compensation, benefits, and performance evaluations.
- B. Diverse applicant pools are developed by using proactive steps in outreach strategies which generally include targeted newspapers, professional organizations, employee networks, community organizations, and resume banks.
- C. The Department of Administrative services statewide automated affirmative action system establishes goals for each EEO category and ethnic group for the Department of corrections.
- D. Nothing in this policy precludes any person from filing a formal grievance/complaint in accordance with a collective bargaining agreement, or with the state's Affirmative Action Office, the Bureau of Labor and Industries, or the Equal Employment Opportunity Commission.

IV. IMPLEMENTATION

This policy shall be adopted immediately without further modification.