

III. A . AFFIRMATIVE ACTION PLAN

Mortuary and Cemetery Board Policies and Procedures	
AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY	
Approved by: Mortuary and Cemetery Board	Date: November 25 th , 2008

APPLICABILITY:

This policy applies to all Mortuary and Cemetery Board employees, volunteers, proctors, constituents, and Board Members. This policy applies to all matters relating to hiring, firing, transfer, promotion, benefits, compensation, and other terms and conditions of employment, as well as delivery of the Mortuary and Cemetery Board services.

POLICY:

The Mortuary and Cemetery Board is committed to achieving equal employment opportunity and affirmative action objectives that will facilitate recruitment, employment and advancement of a diverse workforce. In administering the Mortuary and Cemetery Board programs, Mortuary and Cemetery Board employees, volunteers, contractors, Board Members and proctors will not discriminate against any person who is a current or potential user of Mortuary and Cemetery Board services on the basis of race, color, ancestry, national origin, age, gender, familial or marital status, sexual orientation, political or religious affiliation, physical or mental disability, or *veteran status*. The Board will also continue its adherence to established nondiscrimination and affirmative action precepts in screening and selecting and appointing Board members.

The Mortuary and Cemetery Board will assertively seek to attract qualified applicants from diverse backgrounds, and underrepresented classes, and will take active steps to facilitate their retention and advancement on the basis of merit, ability, and potential.

All employees of the Mortuary and Cemetery Board are expected to adhere to the *non discrimination* and equal employment opportunity laws, rules and regulations and affirmative action concepts. All managers will be evaluated annually, in part, on their efforts and accomplishments in promoting the respectful workplace, affirmative action and equal employment opportunity goals and objectives of the agency.

The Mortuary and Cemetery Board shall maintain a current copy of the Affirmative Action and Equal Employment Opportunity policy and plan on the Mortuary and Cemetery Board web site and make it available for review by all Board employees, volunteers, contractors, Board Members and proctors as well as to organizations served by the Mortuary and Cemetery Board. Proctors' and vendors' performance on affirmative action and non-discrimination will be considered when selecting business partners and suppliers.

All employees shall be advised of the procedure for lodging a discrimination/harassment complaints, and all employees with concerns of any kind related to affirmative action shall be encourage to bring them to the attention of the Executive Director or to the Board.

An individual who has interviewed for employment, who believes they were denied employment based on any of the aforementioned discriminatory factors, may review the employment decision with the Board. If the concern is not resolved to the satisfaction of the individual, they may contact the Equal Employment Opportunity Commission, Seattle District office, 909 First Avenue, Suite 400, Seattle WA 98104-1061

EMPLOYEE TRAINING AND EDUCATION POLICY

Approved by: *Oregon Mortuary & Cemetery Board*

Date: Pending adoption on
November 25th, 2008

Applicability

This policy applies to all employees of Oregon Mortuary & Cemetery Board (Board).

Definitions

Elective Training

Means training an employee voluntarily takes to enhance or improve the effectiveness of employee performance in the current position.

Mandated Training

Means training required by law, regulation, or to maintain a license or certificate required by the position.

Required Training

Means training required by the Board, such as new employee orientation, or to update or to add skills as the job evolves, or to increase employee awareness of legal or policy issues (e.g., ADA, sexual harassment, etc.)

Policy

It is the policy of the Board to provide resources for employees to encourage their career development in state service, as is reasonably practicable to do. The Board remains committed to maintaining a team-based organization with a positive work environment through equitable employee training and development opportunities. To accomplish this mission, the Board may provide opportunities for training to employees for developing proficiency, enhancing skills and encouraging development in areas for potential advancement.

All staff shall be eligible for mandated and required training. Only permanent staff shall be eligible for elective training. The selection of an employee to attend training shall follow equal opportunity guidelines. Any employee may request training and be considered for approval with determinations made on a case-by-case basis. Approval for training and partial or full support of training is a management decision that may be delegated to the Board.

Approval Criteria for Training and Education requests:

- Availability of budgeted funds;
- Alignment with agency and position priorities and goals;
- Ability to meet operating requirements while employee attends training;
- Training is needed to improve effectiveness in the employee's present job;
- Training is needed because of changes and/or additions to the employees job duties;
- Training is part of established career development goals that will benefit the agency.

VETERANS PREFERENCE IN EMPLOYMENT

Department of Administrative Services, Human Resource Services Division

Division 40

Filling Positions 105-040-0001

Equal Employment Opportunity and Affirmative Action

- (1) The State of Oregon is committed to achieving a workforce that represents the diversity of the Oregon community and being a leader in providing its citizens with fair and equal employment opportunities. Accordingly:
 - (a) State agency heads shall insure:
 - (A) Equal employment opportunities are afforded to all applicants and employees by making employment related decisions that are non-discriminatory;
 - (B) Employment practices are consistent with the state's Affirmative Action Plan and state and federal laws to:
 - (i) Promote good faith efforts to achieve established affirmative action goals, which include persons with disabilities; and
 - (ii) Take proactive steps to develop diverse applicant pools for position vacancies and assess the diversity of each applicant pool prior to closing a job announcement.
 - (b) The Department of Administrative Services shall:
 - (A) Maintain an automated affirmative action tracking system which uses a uniform methodology for communicating affirmative action goals for each state agency. The system shall also communicate goals for hiring persons with disabilities as required by state and federal law;
 - (B) Produce periodic reports showing hiring opportunities and each agency's progress toward achieving established affirmative action goals as identified in the state wide automated system.
 - (c) Persons, who believe they have been subjected to discrimination by an agency in violation of this rule; may file a complaint with the agency's designated office within 30 calendar days of the alleged act or upon knowledge of the occurrence.
- (2) Employment related decisions include, but are not limited to: hiring, promotion, demotion, transfer, termination, layoff, training, compensation, benefits, and performance evaluations;
- (3) 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;