



Nature
HISTORY
Discovery

OPRD Policy # HR.010:

Affirmative Action and Equal Employment Opportunity

OP 30-27 is the most current policy on this topic and will be later revised and adopted in the new policy format as HR.010.

Policy Number: OP 30-27	Effective Date: November 26, 2008
SUBJECT: Affirmative Action and Equal Employment Opportunity	AUTHORITY: ORS 240; DAS Policy 50.010.01; Governor's Executive Order 08-16; OAR 105-040-0001
DISTRIBUTION: All employees	

PURPOSE: Oregon Parks and Recreation Department (OPRD) complies with the various laws and regulations related to Affirmative Action and Equal Employment Opportunity. OPRD has an ongoing commitment to ensure each job applicant shall be selected solely on the basis of qualification, merit, and professional abilities and each employee will enjoy a diverse workforce, a professional work environment, and an agency comprised of people who understand and appreciate their work.

POLICY: As an equal opportunity employer, OPRD prohibits discriminatory treatment of job applicants, employees, contractors and contractor employees, as well as any person who is a current or potential user of OPRD services, on the basis of an actual or perceived "protected characteristic." For the purpose of this policy a "protected characteristic" is race, color, gender, gender identity, national origin, age (18 and over), marriage, veteran status, sexual orientation, religion, being a victim of violence, or a physical or mental disability.

PROHIBITED CONDUCT: This policy protects individuals from conduct based on one's protected characteristic. Accordingly, OPRD will publicize and adhere to the State of Oregon policy 50.010.01 Discrimination and Harassment-Free Workplace.

APPLICABILITY: All personnel decisions, including, but not limited to, hiring, promotion, compensation, benefits, transfers, or layoffs will be administered without regard to one's protected characteristic. This includes all job applicants, current employees, and contractors. (NOTE: Contractors are not subject to ORS 240, but must comply with all federal and state laws.)

All OPRD employees and contractors have a shared responsibility to be respectful of co-workers, contractors, customers, and members of the public with regard to actual or perceived protected characteristics.

GENERAL IMPLEMENTATION: OPRD is committed to affirmative action and to providing a workplace where all employees recognize, respect, and benefit from a diverse workforce. As part of this commitment, every effort will be made to reach out to the broadest possible labor market with aggressive recruitment programs. OPRD will ensure employment decisions, including recruitment, hiring, training, promotion, transfer, demotion, and termination, will be based on business needs and an individual's relevant merit, ability, and potential without regard to protected characteristics.

OPRD creates, maintains, and implements an Affirmative Action Plan that outlines its goals, activities and responsibilities. The Plan is available to managers and employees for reference and review. Managers are expected to participate, and to encourage others to participate, in the agency's activities designed to promote affirmative action and equal opportunity. As part of their annual performance evaluation, each manager or supervisor shall be evaluated on their effectiveness in promoting a workplace that values diversity and OPRD's affirmative action and equal opportunity goals and objectives. Human Resources staff will be evaluated pursuant to their performance on this policy.

New employees will be informed of this policy during new employee orientation. Employees shall receive this policy and updates and be trained on its requirements as necessary. This policy shall be posted on the OPRD website in proximity to job announcements and solicitations for contract work. The existence and applicability of the policy shall be referenced in OPRD job solicitations and in contracting requests. Contract language shall include appropriate equal opportunity and affirmative action clauses so as to make these integral elements of a contractor's agreement with OPRD.

REPORTING AND RESOLVING VIOLATIONS: An individual who believes this policy has been violated, based on actual or perceived information, may report the incident either orally or in writing to a member of management or the Human Resources staff. When the complaint is taken orally, the manager or Human Resources staff shall document the complaint. It is the policy of OPRD to follow the DAS policy regarding reporting and resolving complaint processes.

There may be discipline administered if it is found an employee knowingly made a false accusation of discrimination or knowingly provided false information in the course of an investigation. A complaint made in good faith, even if found to be unsubstantiated, will not be considered a false accusation.

All OPRD employees are expected to cooperate with investigations by the Human Resources office into complaints pursuant to this policy. Failure to cooperate may result in disciplinary action.

Any person found to have engaged in prohibited conduct or otherwise to have violated this policy may be subject to discipline up to and including dismissal. In addition to implementing disciplinary action, the Human Resources office may recommend further steps necessary to address the impact a violation of this policy may have had on the complainant or OPRD.

CONCLUSION: OPRD values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. OPRD managers and employees shall be responsible for creating and promoting a work environment that is free from any kind of unwelcome, unwanted, or offensive behavior. OPRD does not tolerate any form of discrimination or harassing behaviors based on a protected characteristic. OPRD will continue to take affirmative action to support and advance these values.