STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC WORKS

Raeanne V. Curtis
Commissioner

AFFIRMATIVE ACTION POLICY

It is the policy and practice of the Department of Public Works to ensure that no person will be discriminated against or be denied the benefits of any activity, program or employment process receiving public funds, in whole or in part, in the areas of recruiting, advertising, hiring, upgrading, promoting, transferring, demoting, layoffs, terminations, rehiring, rates of pay, benefits, discipline and service ratings. The Department pledges to affirmatively provide services and programs in a fair and impartial manner.

The Department of Public Works is an Affirmative Action/Equal Opportunity Employer and is strongly committed to all policies which will afford equal employment opportunity to all qualified persons without regard to race, color, religious creed, age, sex, marital status, national origin, sexual orientation, ancestry, political belief, learning disability, physical disability or blindness, present or past history of mental disability, mental retardation, genetic information or criminal record. While equal employment opportunity is the purpose and need of affirmative action, the Affirmative Action Plan represents positive action undertaken with conviction and effort to overcome the present effects of past practices, policies or barriers to equal employment opportunity, and to achieve full and fair participation of protected groups. The Department views affirmative action and equal employment opportunities as immediate and necessary Department objectives.

The difference between affirmative action and equal opportunity employment is that while equal employment opportunity means employment of individuals without consideration of race, color, religious creed, age, sex, marital status, national origin, sexual orientation, ancestry, political belief, learning disability, physical disability or blindness, present or past history of mental disability, mental retardation or criminal record, unless the provisions of Section 46a-60(b), 46a-80(b) or 46a-81 of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups, affirmative action is the positive action undertaken with conviction and effort, to overcome the present effects of past practices, policies or barriers to equal employment opportunity and to achieve the full and fair participation of women, Blacks and Hispanics and any other protected group found to be underutilized in the workforce and affected by policies or practices having an adverse impact.

The Department of Public Works in addition to the above mentioned protected group members recognizes the hiring difficulties experienced by persons with physical disabilities, developmental disabilities, and by many older persons, and sets goals for affirmative action to overcome the present effects of past discrimination, if any, to achieve the full and fair utilization of such persons in the workforce.

My commitment and support to this policy of affirmative action is and will continue to be applied to all aspects of the employment process.

Affirmative Action plays a role in each stage of the employment process. These stages include:

a. Advertising/Recruiting: Ensuring that there is an available pool of protected class members for vacancies.

b. Employment Applications, Job Qualifications, Job Specifications and Personnel Practices: Are reviewed periodically to ensure that there are no artificial barriers set to prevent qualified applicants from employment.

c. Orientation: All new employees are given a copy of the Department's Affirmative Action Policy during the orientation session.

d. Training: Opportunities are made available by voluntary request and participation of the employee.

e. Counseling: The Equal Employment Opportunity Specialist for the Department is available to counsel employees regarding Affirmative Action issues and assist them in pursuing the agency grievance procedure if applicable.

f. Service Ratings: Based solely on job performance. They are reviewed and signed by the individual's immediate supervisor as well as the next level supervisor, the Agency Human Resources Administrator and the employee in order to ensure the absence of bias in the evaluation process.

g. Lay Off: Are consistent with the State regulations and applicable collective bargaining contracts.

h. Terminations: The Equal Employment Opportunity Specialist is advised of all dismissals. This ensures that the termination is a result of just cause and absent of discrimination due to protected class membership.

In order to ensure that all aspects of the Affirmative Action Plan are adhered to and to carry out the responsibilities as outlined in the Affirmative Action Plan, Johnette Tolliver is the agency's Equal Employment Opportunity Specialist. She is located in the Small Agency Resource Team Unit, 5th Floor, East, 165 Capitol Avenue, Hartford, CT 06106 and can be reached at (860) 713-5394.

All supervisory personnel and staff are directed to adhere to this policy and to familiarize themselves with the Department of Public Works Affirmative Action Plan.

Any employee wishing to review and comment on the agency's plan should contact Johnette Tolliver at the above telephone number.

June 5, 2008
Date

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