PPM #1
Policy Name: ***Equal Employment Opportunity***
Effective Date: ***January 4, 2010***
Revision Date: ***February 17, 2011; December 1, 2011***

Authorization: Charles R. Davis

Charles R. Davis, Deputy Secretary

I. PHILOSOPHY

No person will be discriminated against on the basis of race, color, religion, sex, age, national origin, handicap, veteran's status or any other non-merit factor in any employment practice. The Office of the Lieutenant Governor (OLG) and Department of Culture, Recreation and Tourism (DCRT) are committed to this policy because it is our belief that it is morally right and good Human Resources management.

II. PURPOSE

The basic purpose of this policy is to provide guidelines and methods of achieving the goal of Equal Employment Opportunity.

III. REGULATORY AUTHORITY

Equal employment opportunity is legally required by *Title VII of the Civil Rights Act of 1964*, as amended, by the *Equal Employment Opportunity Act of 1972*, *Executive Order 11246*, *the Rehabilitation Act of 1973*, as amended, the *Vietnam Era Veterans' Readjustment Assistance Act of 1974*, the *Americans with Disabilities Act of 1990* and *the Civil Rights Act of 1991.*

IV. APPLICABILITY

OLG/DCRT personnel with any responsibility for recruitment, appointment, placement, training, evaluation, or any other aspect of Human Resources management, are charged with ensuring that this policy is successfully implemented by giving it complete support through active cooperation and personal example.

V. PROCEDURE

The Human Resource Director will take action to ensure that the following will be implemented at all levels of administration:

Recruit, hire, place, train and promote in all job classifications without regard for non-merit factors such as race, color, age, religion, sex, national origin, handicap or veteran's status, except where sex, age or physical condition constitutes a documented, bona fide occupational qualification necessary for the performance of a particular job;

All promotions will be recommended and approved in accordance with Equal Employment Opportunity requirements;

Base employment decisions on the principles of equal employment opportunity;

Ensure that all personnel actions, such as compensation, benefits, transfers, layoffs, recalls from layoff, education, tuition assistance, social and recreation programs are administered without regard to race, color, religion, sex, age, national origin, handicap, veteran's status or any other non-merit factor.

Equal Employment Opportunity is documented for each Office/Division/Section, and referred to as the OLG/DCRT Affirmative Action Plan.

VI. VIOLATIONS

Individuals who fail to adhere to the Equal Employment Opportunity Policy may be subject to administrative disciplinary action, including but not limited to, dismissal.

The Human Resource Director will periodically analyze personnel actions to ensure compliance with this policy.

VII. EMPLOYEE NOTIFICATION OF POLICY

This policy may be accessed on OLG/DCRT's intranet, Channel Z, under Human Resources → Policies. Supervisors in the Department are responsible for notifying their employees of this policy and providing a copy of this policy to those who do not have intranet access.

Summary of Changes: Revised policy number (December 1, 2011).