

STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS

Policy: 115

Subject: Affirmative Action
Effective Date: October 5, 1984 Review and Re-Issue Date:
Supersedes: NEW APA Rule Number:

1. Authority:

1.1

2. Purpose:

2.1 **OBJECTIVE**

2.1.1 To assure that all decisions concerning present and potential Department employees are made without regard to factors that are not relevant to the specific demands of the categories of employment within the Department of Corrections.

3. Applicability/Accessibility

3.1

4. Policy

4.1 **INTRODUCTION**

4.1.1 The Vermont Department of Corrections is committed to providing equal employment opportunity, a non-discriminatory work environment, and adherence to the merit system of personnel administration. Such commitment encompasses and takes cognizance of applicable State and Federal statutes, and extends to all applicants for and employees in Department positions, including females, minority groups, the disadvantaged, handicapped, and the poor.

4.2 **POLICY STATEMENT**

Policy 115 Affirmative Action

- 4.2.1** The Department shall recruit, hire, upgrade, train, and promote within all job classes without regard to race or sex or any other factor that is not a bona fide occupational qualification.
- 4.2.2** All other personnel actions and conditions of employment such as compensation, benefits, layoffs, job assignments, and discipline shall be administered without regard to race or sex or any other factor that is not a bona fide occupational qualification.
- 4.2.3** Employment decisions will be based on the principles of equal employment opportunity and with the intent to further the Department's commitment.
- 4.2.4** It is the responsibility of all Department of Corrections managers and supervisors to assure compliance with this policy directive. Any violation of this policy directive, or the practice of discrimination by any unit or person in the Department of Corrections shall be considered grounds for disciplinary action.

5. Training Method

5.1

6. Quality Assurance Processes

6.1

7. Financial Impact:

7.1

8. References

VSEA Contract

9. Responsible Director and Draft Participants