

DEPARTMENTAL POLICIES

POLICY # 302	SUBJECT: Affirmative Action / Equal Employment Opportunities
EFFECTIVE DATE: March 30, 1988 REVISION DATE: January 14, 2009	PAGE 1 of 2
AUTHORIZED SIGNATURE:	

AFFIRMATIVE ACTION / EQUAL EMPLOYMENT OPPORTUNITIES

I. PURPOSE

The Delaware Department of Services for Children, Youth and Their Families (DSCYF) is committed to providing equal employment opportunities through all personnel policies and practices including, but not limited to, recruitment, appointment, transfer, promotion, compensation, working conditions, discipline and training without regard to gender, race, color, religion, national origin, age, marital status, disability, sexual orientation, Vietnam Era veterans status or genetic information.

II. POLICY

The above Purpose Statement is the full expression of the Department's philosophy and policy which recognizes the value and worth of every individual and the potential contribution which can be made to both this organization and the children, youth and families we serve. Every individual who applies for employment or services will be provided consideration and services on a nondiscriminatory basis. This applies to all services whether provided directly by Department staff or through contractual services.

III. PROCEDURES

Through implementation of our Diversity / Affirmative Action Plan, the Department will ensure that all activities related to employment are free from discriminatory practices, sexual harassment and in full compliance with the Governor's Executive Orders # 81 and # 86.

A. Affirmative Action / Equal Employment Opportunity Office

1. This Office is the first stop for an employee or applicant who believes they have been discriminated against in some aspect of their job because of their gender, race, color, religion, national origin, age, marital status, disability, sexual orientation, Vietnam Era veterans status or genetic information.

2. The Department's Affirmative Action / Equal Employment Opportunity Administrator serves as liaison between the complainant and respondent. He or she does not represent either party, but functions as a neutral party in trying to resolve a conflict that has arisen because of alleged discrimination in the workplace. The goal is to quickly and informally resolve these conflicts at the grass roots level.
3. Counseling is available to all DSCYF employees and applicants for employment.
4. The Department encourages employees to use the Internal Affirmative Action System available to them in order to resolve employment matters that are causing dissatisfaction or what they believe to be unfair. This produces a healthy work environment and permits employees or applicants to use this system with fear or reprisal.

B. How to Access the Internal Affirmative Action System

Employee / applicants may contact the Affirmative Action Office within ten (10) working days of an alleged act of discrimination.

1. The Affirmative Action / Equal Employment Opportunity Administrator will:
 - Counsel the employee / applicant about the issue
 - Meet with the complainant and respondent to obtain facts
 - Seek an informal satisfactory resolution, if possible
 - If no resolution is possible, provide information on other alternative formal procedures, including the internal complaint process embodied in the Department's Affirmative Action Diversity Plan
2. The Affirmative Action Equal / Employment Administrator will insure that:
 - Everyone's rights are respected and protected
 - Complaints are dealt with in a timely fashion
 - All appropriate staff members are involved in the process