

Universal State Personnel System Policy

NON-DISCRIMINATION POLICY



DPA

Generally: The State values the individual diversity of all employees, applicants, volunteers, and citizens. Differences in age, ancestry, color, marital status, disability, national origin, race, religion, veteran status, or sexual orientation or any number of other distinguishing factors provide experiences, viewpoints, and ideas that can strengthen and enrich our work environment. Our goal is to create an environment that is inclusive, respectful, and equitable, and to employ the talents of people with different backgrounds, experiences, and perspectives to accomplish the various missions of State government.

The State is committed to providing equal employment opportunities to all applicants and employees. The State does not discriminate on the basis of disability, race, creed, color, sex, sexual orientation, religion, age, national origin or ancestry. The State is committed to providing a workplace free of unlawful discrimination, harassment, or unwelcome behavior based on disability, race, creed, color, sex, sexual orientation, religion, age, national origin or ancestry.

This policy applies in all areas of employment including recruitment, hiring, training, promotion, compensation, and benefits. The State does not tolerate unlawful discrimination or harassment of any kind of any of its personnel. Through the procedures set forth in this policy, the State strives to prevent, correct and where appropriate, take swift and appropriate action against any behavior that violates this policy and existing law.

This policy covers all employees in the State personnel system and anyone conducting business and otherwise having occasion to enter a state facility or participating in a state sponsored event. Persons other than classified employees may be covered by the individual non-discrimination policies of state agencies or higher education institutions and should refer to those policies for instructions on reporting suspected discrimination.

All State employees must be informed of and are expected to comply with the State's policies and procedures. (Refer to State Personnel Board Rule 1-12 which states that an employee is required to know and adhere to personnel rules, laws, and executive orders governing their employment.)

Definitions:

EEO Function: the equal employment opportunity function of a state department. Not all departments will have dedicated employees performing EEO functions. If a department does not have a dedicated staff person assigned to perform the EEO responsibilities, the human resources director or his/her designee shall be responsible for carrying out this Policy.

Prohibitions.

It is a violation of this policy to discriminate in employment opportunities, benefits or privileges, or to create discriminatory work conditions or use discriminatory work conditions or evaluative standards if the basis of the discrimination is the employee's disability, race, creed, color, sex, sexual orientation, religion, age, national origin or ancestry.

Retaliation: An employee who reports alleged discrimination, harassment and/or retaliation under this policy and/or existing law shall not suffer any retaliation, including the loss of benefits, demotion, discipline or adverse impact on the terms and conditions or employment for filing or responding to a complaint of discrimination or harassment, appearing as a witness in an investigation of a complaint of discrimination or harassment, or threatening to file a complaint of discrimination or harassment.

Discrimination as defined in this Policy may also violate federal, state, and local laws, including but not limited to:

Title VII of the Civil Rights Act of 1964

The Age Discrimination in Employment Act of 1967

The Vocational Rehabilitation Act of 1973

Vietnam Era Veteran's Readjustment Assistance Act of 1974

The Americans with Disabilities Act As Amended

The Civil Rights Act of 1991

The Uniformed Services Employment and Reemployment Rights Act of 1994

Executive Order D0043 87, Equal Employment Opportunity in State Government; August 7, 1987

The State Personnel Board Rules and Director's Rules and Technical Guidance can be found at:

[Rules](#)

[Universal State Policies](#)

[Technical Assistance](#)

For reporting procedures please consult with your HR office.