

## **Agency Personnel: Equal Employment Opportunity and Affirmative Action Policy # 4120**

Date Adopted:	May 16, 1984	Date Modified:	November 18, 2002
Date Modified:	April 16, 1990	Date Modified:	May 10, 2006
Date Reviewed:	March 16, 1994	Date Reviewed:	October 18, 2006
Date Modified:	March 19, 1997	Date Modified:	July 18, 2007
Date Reviewed:	November 15, 1999	Date Modified:	March 19, 2008

The Agency shall actively promote fair employment practices to attract quality individuals and will administer equal opportunity and affirmative action efforts in the recruitment, appointment, assignment and advancement of employees.

An individual shall be provided equal employment opportunities regardless of color, gender, race, national origin, religion, creed, age, sexual orientation, gender identity, marital status, disability, veteran status or as otherwise protected by law. Affirmative action will be taken in job categories where appropriately qualified women, men, minorities, and persons with disabilities are underrepresented.

To ensure fair, consistent and nondiscriminatory hiring practices, Administration will implement standard selection procedures as outlined in the Equal Employment Opportunity and Affirmative Action (EEO/AA) Plan. Recruitment of Agency personnel shall be the responsibility of the Chief Administrator. The Chief Administrator shall make use of the Human Resources Office and may include other staff members as may be practical and effective.

An Associate Administrator will serve as Equity Coordinator. The Equity Coordinator will have the responsibility for coordinating the development and ongoing implementation of the (EEO/AA) Plan. The EEO/AA Plan will be reviewed and approved by the Board at least every two years.

*Legal Reference: Iowa Code Ch. 19B.11 (2007)*

---

## **Agency Personnel: Equal Employment Opportunity and Affirmative Action Administrative Regulation #4120A**

Date Adopted:	April 16, 1990	Date Modified:	November 18, 2002
Date Reviewed:	March 16, 1994	Date Reviewed:	May 10, 2006
Date Modified:	March 19, 1997	Date Modified:	July 18, 2007
Date Modified:	November 15, 1999	Date Modified:	April 16, 2008

To advance the Agency's commitment to equal employment opportunity, affirmative action and diversity, the Agency shall implement ongoing training for those who are charged with the administration of Agency policies. Training may also be made available to other interested employees to further develop cultural competence within the Agency.

The Agency's complaint procedures (Policies/Regulations #4119 and #4122) provide a fair and reasonable solution to complaints relating to alleged violations of this policy. The procedure encourages open dialogue to seek a positive solution. Inquiries regarding compliance with this policy or complaints related to this policy may also be directed to the Equity Coordinator or local, state or federal offices (Policy/Regulation #4121).

*Legal Reference: Iowa Code Ch. 19B.11  
29 U.S.C. Sct 621-34  
42 U.S.C. Sct 2000e et seq.  
281 Iowa Adm Code 11.4; 12.4; 84-88; 95*