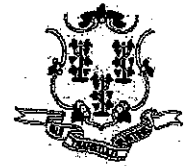




DEPARTMENT of CHILDREN and FAMILIES
Making a Difference for Children, Families and Communities



Joette Katz
Commissioner

Dannel P. Malloy
Governor

Department of Children and Families
Policy Statement- Section 46a-68-78

2018

The Department of Children and Families (the Department) is committed to an aggressive and comprehensive equal opportunity and affirmative action program to assure equal employment opportunity to all, and to ensure that we provide all of our services and programs to the public in a fair and culturally competent manner.

I believe in a fair playing field. The goal of affirmative action is equal employment opportunity for all individuals, without regard to race, color, religious creed, age, sex including pregnancy, sexual harassment, gender identity or expression, veteran status, sexual orientation, marital status, national origin, ancestry, mental disability or history thereof, intellectual disability, learning disability, physical disability (including blindness), pregnancy, previous opposition, domestic violence, criminal record, genetic information, or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in one of these protected classes.

The Department fully supports all state, federal and constitutional mandates concerning affirmative action and equal employment opportunity, including the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Americans with Disabilities Act and the Rehabilitation Act of 1973, as amended, the Equal Pay Act, the Vietnam Era Veteran's Readjustment Assistance Act of 1973, Governors' Executive Orders, including but not limited to, Executive Order 62, and the relevant sections of the state statutes, as amended. An addendum to this policy statement lists all federal and state statutes, regulations, guidelines and orders that prohibit discrimination and/or mandate affirmative action in employment.

Affirmative action and equal employment opportunity are immediate and priority objectives of my administration.

To that end, the Department has developed an affirmative action plan, which commits the agency to aggressively pursue equal employment opportunity and to ensure that all services and programs are provided to the public in a

fair and impartial manner.

Affirmative action is the instrument by which we will achieve our goals. It is positive action, undertaken with vigor, conviction and good faith to overcome the residual effects of past practices, policies and/or barriers. As stated by the U.S. Supreme Court, discrimination not only refers to situations in which intended discrimination has occurred, but also encompasses those practices, criteria and procedures which, may appear neutral on the face, but have a discriminatory effect on classes of individuals protected against discrimination.

As Commissioner, I am committed to ensuring a culturally competent and diverse workforce necessary to provide the best quality services to our children and families. I monitor the agency's hiring and promotion practices and the client/staff statistical analysis to ensure that there is significant progress made toward our staff that will more closely reflect the race and ethnicity of the children being served. Furthermore, I directly supervise the Office of Diversity & Equity (ODE) and closely follow the activities of the Office of Multicultural Affairs. Working together, the ODE and Multicultural Affairs facilitate the Diversity Action Teams (DATs), an active, diverse membership dedicated to the goals of affirmative action and cultural competency.

Affirmative action plays an important and necessary role in all stages of the employment process, including, but not limited to, the areas of recruitment and selection, training, promotion and upgrading, benefits, compensation, counseling, personnel policies, grievance investigation, evaluation, layoff, termination and all other vital areas to assure, promote and protect equal opportunity. The role of affirmative action is to provide an environment for the application of equal opportunity principles and to monitor the employment process to prevent instances of illegal discrimination from arising or existing.

As Commissioner, I pledge the Department will make every good faith effort to provide services and programs in a fair and impartial manner in order to achieve the objectives, goals and timetables set forth in this Plan.

The affirmative action influence on the employment process seeks to ensure that:

1. Recruitment and hiring of protected group members reflect their availability in the job market and, when possible, reflect their representation among the children served.

2. Selection, placement and related activities are based upon job-related factors and criteria, and that practices with an illegal discriminatory impact are identified and eliminated.
3. Transfer, reassignment, separation and termination decisions are non-discriminatory and do not result in an illegal adverse impact upon protected groups.

I believe in diversity in every context. I firmly support the principles and objectives of equal opportunity and affirmative action. Not only must we recognize the hiring difficulties experienced by minorities, women, physically and mentally disabled persons, older persons and other individuals protected by affirmative action and equal opportunity laws, but we also must develop and implement an affirmative action plan and set program goals that will overcome the effects of any past discrimination, and ensure the full and fair participation in the workforce of members of all protected classes.

The Department also recognizes sexual harassment as a form of sex discrimination, and hereby notifies all employees that unwelcome sexual advances, requests for sexual favors, or other verbal and/or physical contact used either as a condition of employment or which has the effect of creating an intimidating, hostile or offensive work environment will not be tolerated.

The Department has in place DCF Policy 7-4, "Harassment and Discrimination Free Workplace and the Internal Discrimination Complaint Policy 9-1." A copy of this policy, including complaint forms, is distributed annually to all employee by the Office of Diversity and Equity and is posted on the Agency's internet and intranet websites. A copy is also posted in conspicuous places in the Central Office, Area Offices and Facilities.

All Department employees have the right to a period of review and comment on the agency's affirmative action plan. In keeping with our commitment to the spirit of the law, the agency will accept comments at any time throughout the year, and will incorporate said comments with the next plan submission. Any employee who wishes to review the plan or to discuss or file a complaint concerning a possible discriminatory act should contact Candy Phillips, the agency's Director of Office of Diversity and Equity. All comments and requests should be forwarded to Mrs. Phillips who is located at:

Department of Children and Families
505 Hudson Street
Hartford, CT 06106
Phone: (860) 550-6658
Fax: (860) 723-7201

This plan reflects my own strong commitment to fairness and equality in all of our practices, and I call on every agency employee to actively commit his/her own personal support in making equal employment opportunity a reality for all.



Joette Katz, Commissioner

8/10/18

Date