



**STATE OF CONNECTICUT
ADJUTANT GENERAL'S OFFICE
MILITARY DEPARTMENT
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**FRANCIS J. EVON, JR.
MAJOR GENERAL
THE ADJUTANT GENERAL**

**CONNECTICUT MILITARY DEPARTMENT (CTMD)
AFFIRMATIVE ACTION POLICY STATEMENT**

PURPOSE

The Connecticut Military Department (CTMD) is an affirmative action employer and is committed to the policies and procedures that promote equal employment opportunity. Affirmative Action and Equal Employment Opportunity have been established as immediate and necessary agency objectives. The ultimate purposes of CTMD's Affirmative Action Program include the following.

- Ensure equal opportunity at CTMD.
- Avoid discrimination - either intentional or inadvertent.
- Develop a workforce that is representative of all segments of the state's population.
- Improve CTMD's operations.

DEFINITIONS

- "Affirmative Action" is a program of positive action, undertaken with conviction and effort, to overcome the present effects of past practices, policies or barriers to equal employment opportunity and to achieve the full and fair participation of women, Blacks and Hispanics and any other protected group found to be underutilized in the workforce or groups affected by past policies and practices having an adverse impact.
- "Equal Employment Opportunity" is employment of individuals without consideration of the following: race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; or criminal record in state employment, unless the provisions of section 46a-80(b) or 46a-81(b) of the Connecticut General Statutes control or unless there is a bona fide occupational qualification excluding persons in one of the above protected groups. Equal Employment Opportunity is the purpose and goal of Affirmative Action under §46a-68-75 through 46a-68-114 of the Regulations of Connecticut State Agencies.
- "Employee" is a person who is hired by the CTMD in accordance with the agency's Affirmative Action Plan (AAP) and who is governed as a state employee in accordance with the State Personnel Act (Chapter 67, Connecticut General Statutes (CGS)). A member of the armed forces of the state is not an employee.

- “Member of the armed forces of the state” is defined by CGS Section 27-61. Such member serves in one of the following militia organizations: Connecticut National Guard (CTNG), Governor’s Guard, Connecticut State Guard, Connecticut State Guard Reserve. Such member is not an employee, is not hired in accordance with the CTMD AAP and is not governed by the State Personnel Act. Such member is governed in accordance with Title 27 (Armed Forces and Veterans), General Statutes of Connecticut.

COMPLAINT PROCESS

CTMD Employees. CTMD established internal complaint procedures to be utilized in the investigation of internal complaints of alleged discrimination. All CTMD employees are provided with a copy of the Department’s internal complaint procedure and policy statements, which outline employee protections under equal opportunity laws.

CTNG Members Performing Duty Pursuant to Title 32, United States Code. CTMD implements internal complaint procedures for CTNG members in accordance with the respective Army, Air Force or National Guard Bureau service regulations.

Members of the Armed Forces of the State Performing Duty Pursuant to CGS, Title 27. CTMD implements internal complaint procedures for members of the armed forces performing duty pursuant to CGS, Title 27, in accordance with regulations promulgated in the form of a general order, circular or circular letter under Section 27-20 of the General Statutes.

CTMD AFFIRMATIVE ACTION PLAN

CTMD created an Affirmative Action Plan (AAP) pursuant to CGS, Chapter 814c and the associated Commission on Human Rights Regulations. The CTMD AAP is designed to overcome the present effects of any past policies, practices and barriers to equal opportunity. It does not apply to members of the armed forces of the state of Connecticut. In the AAP, CTMD identifies the achievements that have been made through the application of our good faith efforts and, through the full and fair participation of all CTMD employees, in all the agency’s undertakings. CTMD recognizes the hiring difficulties experienced by the physically disabled and by many older persons and set program goals to achieve the full and fair utilization of these persons in the workforce.

CTMD fully supports all federal and state constitutional provisions, laws, regulations, guidelines, and executive orders that prohibit or outlaw discrimination. In accordance with these requirements, no person or facility of CTMD shall be used in the furtherance of any discriminatory practice, nor shall we become a party to any agreement, arrangement, contract, or plan that has the effect of sanctioning discriminatory practices. All education and training programs and all employment practices conducted by, sponsored by, or with the approval of CTMD shall be open to all qualified persons.

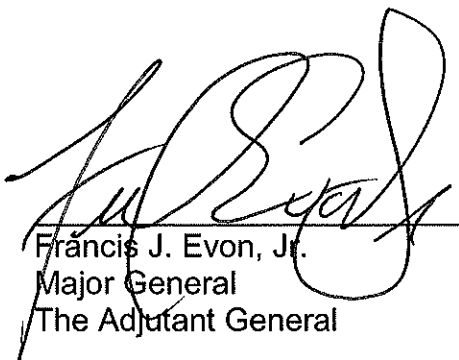
This policy statement is posted on agency bulletin boards throughout the agency, on the CTMD intranet, and on CTMD's internet website. Each employee has the right to review and comment upon the agency's Affirmative Action policy. All responses should be addressed to Ms. Selestian Patterson, the CTMD Equal Employment Opportunity Officer, who has been assigned all affirmative action duties. She may be reached at the Connecticut Military Department, Room 141, 360 Broad Street, Hartford, CT 06105 or by telephone at 860-493-2787 email at Selestian.Patterson@ct.gov.

COMMITMENT TO AFFIRMATIVE ACTION PRINCIPLES

CTMD uses viable affirmative action measures in all stages of the employment process as outlined in Section 46a-68-87 of the Regulations of Connecticut State Agencies and in the CTMD AAP and will provide services and programs in a fair and impartial manner. Although this policy statement does not apply to members of the armed forces of the state, such members are subject to military orders, regulations and policies that apply similar measures and principles.

As the Adjutant General of CTMD, I am ultimately responsible for ensuring the success of our Affirmative Action programs and goals, within the timetables stated in our AAP. I understand that the effectiveness of CTMD's programs depend on the complete cooperation of all administrative and supervisory staff. I ask that each share in this responsibility and act accordingly.

I recognize that programs without effort are meaningless and that effort undirected by specific procedures prevents achievement. I personally pledge my support and commitment to Affirmative Action and Equal Employment Opportunity. I ask each CTMD employee to review this policy at least annually. I ask each CTMD employee to be familiar with this policy statement and the principles it implements. More importantly, I ask each employee to commit to the ideals and objectives of Affirmative Action and Equal Employment Opportunity.



Francis J. Evon, Jr.
Major General
The Adjutant General

17 OCTOBER 2003
Date