



STATE OF CONNECTICUT

ADJUTANT GENERAL'S OFFICE

MILITARY DEPARTMENT

360 BROAD STREET, HARTFORD, CONNECTICUT 06105-3706

M. JODI RELL

GOVERNOR

COMMANDER-IN-CHIEF

THADDEUS J. MARTIN

MAJOR GENERAL

THE ADJUTANT GENERAL

AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy and practice of the Military Department to ensure that no person will be discriminated against or be denied the benefits of any activity, program or employment process receiving public funds, in whole or in part, in the areas of recruiting, advertising, hiring, upgrading, promoting, transferring, demoting, layoffs, terminations, rehiring, rates of pay, benefits, discipline and service ratings. The Department pledges to affirmatively provide services and programs in a fair and impartial manner.

The Military Department is an Affirmative Action/Equal Opportunity Employer and is strongly committed to all policies which will afford equal opportunity employment to all qualified persons without regard to race, color, religious creed, age, marital status, sexual orientation, national origin, creed, ancestry, genetic information, learning disabled, physical disability or blindness, criminal record, past or present history of mental disability, political belief, mental retardation or sex. While equal employment opportunity is the purpose and need of affirmative action, the Affirmative Action Plan represents 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 full and fair participation of protected groups. The Department views affirmative action and equal employment opportunities as immediate and necessary Department objectives.

The difference between affirmative action and equal opportunity employment is that while equal opportunity employment means employment of individuals without consideration of race, color, religious creed, age, sex, marital status, sexual orientation, national origin, ancestry, genetic information, learning disability, mental retardation, physical disability or prior conviction of a crime, unless the provisions of Section 46a-60(b), 46a-80(b) or 46a-81 of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups, affirmative action is the 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 and affected by policies or practices having an adverse impact.

The Military Department in addition to the above mentioned protected group members recognizes the hiring difficulties experienced by persons with physical disabilities, developmental disabilities, and by many older persons, and sets goals for affirmative action to overcome the present effects of past discrimination, if any, to achieve the full and fair utilization of such persons in the workforce.

My commitment and support to this policy of affirmative action is and will continue to be applied to all aspects of the employment process.

Affirmative Action plays a role in each stage of the employment process. These stages include:

- a. Advertising/Recruiting: Ensuring that there is an available pool of protected class members for vacancies.
- b. Employment Applications, Job Qualifications, Job Specifications and Personnel Practices: These are reviewed periodically to ensure that there are not artificial barriers set to prevent qualified applicants from employment.
- c. Orientation: All new employees are given a copy of the Department's Affirmative Action Policy Statement during the orientation session.
- d. Training: Opportunities are made available by voluntary request and participation of the employee. Employees have the option to choose in-service training courses.
- e. Counseling: The Human Resource Manager for the Department is available to counsel employees regarding Affirmative Action issues and assist them in pursuing the Department's grievance procedure if applicable.
- f. Service Ratings: Based solely on job performance, service ratings are reviewed and signed by the individual's immediate supervisor as well as the next level supervisor, the Department's Human Resource Manager, and the employee in order to ensure the absence of bias in the evaluation process.
- g. Lay Off: Any decisions and actions regarding layoffs are consistent with the State regulations and applicable collective bargaining contracts.
- h. Terminations: The Human Resource Manager is advised of all dismissals. This ensures that the termination is a result of just cause and that there is no discrimination due to protected class membership.

Each employee has a right to review and comment on the affirmative action plan at any time. All responses or concerns should be addressed to: Mr. Anthony Lewis, Human Resources Manager. Mr. Lewis is located in the Human Resources Office of the Military Department, 360 Broad Street, Hartford, CT 06105 and can be reached at (860) 548-3248.

The Military Department will implement, monitor and enforce this Affirmative Action Policy Statement and program in conjunction with the applicable federal and state laws, regulations, and executive orders attached and also in conjunction with Equal Employment Opportunity contract provisions attached prohibiting or outlawing discrimination.

As Adjutant General and appointing authority of the Military Department, I am totally committed to the enclosed Affirmative Action Plan, to achieve the goals within the timetables set forth in this Affirmative Action Plan, and expect all employees of the Department to give their full support in its implementation and to the realization of its goals.

Date

14 Apr 10

Thaddeus J. Martin
The Adjutant General