

# **Department of Labor Affirmative Action Policy Statement Pursuant to Connecticut Agency Regulations Section 46a-68-78**

The Connecticut Labor Department (CTDOL) acknowledges the purpose and need for affirmative action and establishes both affirmative action and equal employment opportunity as immediate and necessary objectives of this agency.

The CTDOL is an Equal Employment Opportunity/Affirmative Action employer, and we fully intend to overcome all barriers to equal employment in order to achieve the full and fair participation of all protected groups regardless of age, race, ancestry, religious creed, color, sex (including pregnancy), genetic information, gender identity or expression, marital status, sexual orientation, mental disability (past and present), national origin, intellectual disability, learning disability or physical disability, including but not limited to blindness, criminal record, victim of domestic violence, veteran status and those vulnerable to workplace hazards to reproductive systems, except in the case of a bona fide occupational qualification or need, who are found to be under-utilized in our workforce, or affected by policies or practices having an adverse impact on these groups.

Accordingly, for each protected class of persons subject to equal employment opportunity, the agency's policies and objectives shall be in direct compliance with all federal and state constitutional provisions, laws, regulations, guidelines, and executive orders that prohibit or outlaw discrimination, and shall be considered to be part of this policy statement.

The CTDOL fully endorses both the letter and spirit of these laws, regulations, guidelines and executive orders, and pledges to faithfully implement an aggressive policy of affirmative action and equal employment opportunity to provide services and implement programs impartially and fairly in all phases of the employment process by ensuring that:

- **Employment applications require only necessary and legal information.**
- **Job specifications are reviewed periodically to ensure that they reflect only bona fide job qualifications.**
- **Efforts are made (wherever possible) to provide experience-based alternatives to the standard education-based minimum qualifications.**
- **Qualified persons from protected groups are actively recruited through the State of Connecticut Executive Branch Online Employment Center and by working with the Department of Administrative Services (DAS) to enlist the assistance of community-based organizations, colleges, and universities.**

Personnel policies follow the letter and the spirit of all affirmative action and equal employment opportunity mandates, and in no way discriminate against any person or groups of persons. Job classifications are continuously evaluated and restructured when applicable to make sure they do not present artificial barriers to any protected group. All new employees receive orientation in all phases of their job, the department, and its policies.

Training is designed to further the skills and knowledge necessary for all members of the agency's workforce to achieve higher level positions. All staff are fully informed of their rights and benefits during diversity training sessions; online, through the Office of Diversity and Equity Programs' (ODEP) Intranet page; Human Resources' (HR) Intranet page; internal bulletin board postings; and during individual counseling sessions with the Equal Employment Opportunity (EEO) Specialist and/or their Human Resources Specialist. These rights and benefits include, but are not limited to, the right to equal terms and conditions of employment; equal opportunity for promotion and training; the right to a fair and impartial performance evaluation; the right to reasonable accommodation of a disability; the right to receive individual counseling from the EEO Specialist and/or (HR); the right to expect that layoffs and terminations are effectuated in accordance with established guidelines of affirmative action and equal employment opportunity within the structures of collective bargaining agreements; the right to file a complaint, including the processes and procedures to do so. The CTDOL has an internal discrimination and illegal harassment complaint process and procedure facilitated by Jeri D. Beckford, EEO Specialist II within the ODEP. The ODEP is located at the CTDOL's Central Office at 200 Folly Brook Boulevard, Office No. 258, Wethersfield, Connecticut 06109. Ms. Beckford can be reached at (860) 502-5004.

In keeping with this policy, the CTDOL recognizes the hiring difficulties experienced by those who have a physical disability and by many older persons, and we shall continue to place special emphasis on the elimination of such difficulties to assure the full and fair utilization of such persons in our workforce.

The CTDOL is equally committed to ensuring that all programs, employment, and promotional opportunities within the CTDOL will be conducted in a non-discriminatory manner and consistent with the program goals and timetables established in our Affirmative Action Plan. To these ends, I have designated Jeri Beckford, EEO Specialist II Jeri D. Beckford with the responsibility of implementing the CTDOL's affirmative action and equal employment opportunity programs.

Affirmative action and equal employment opportunity are agency-wide priorities. I, therefore, expect the full cooperation of every member of the CTDOL in implementing this policy and in sharing in the responsibility of meeting our immediate and necessary objectives of affirmative action and equal employment opportunity. As the Commissioner of the CTDOL, I pledge to provide all resources necessary to guarantee that affirmative action and equal employment opportunity prevails as a working principle in all our policies, practices, and procedures and that I am committed to achieving the goals within the timetables set forth in this plan.

(This Affirmative Action Policy Statement supersedes the Affirmative Action Policy Statement dated August 30, 2022)

  
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Danté Bartolomeo  
Commissioner  
CT Department of Labor

4/18/23  
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Date