

Terry E. Branstad, Governor

Kim Reynolds, Lt. Governor

Beth Townsend, Director



TO: All IWD Employees

FROM: Beth Townsend, Executive Director

SUBJECT: IOWA WORKFORCES DEVELOPEMTN EQUAL EMPLOYMENT
OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of this agency to provide equal opportunity to all employees, applicants, and program beneficiaries; to provide program and employment facilities which are accessible to persons with disabilities; and to administer its programs in a manner which does not discriminate against any person because of race, creed, color, religion, sex, marital status, national origin, age, physical or mental disability, sexual orientation, gender identity or pregnancy.

The Executive Director of the Iowa Workforce Development, has ultimate responsibility for the overall administration of the Equal Employment Opportunity/Affirmative Action Program, assisted by the State WIA EO Officer. This includes responsibility for integrating equal opportunity into all parts of personnel and program management, reviewing all policies and procedures as they affect equal opportunity and affirmative action, ensuring compliance with relevant federal and state statutes, and implementing an internal system to audit and report the program's effectiveness to the Director of the Iowa Department of Administrative Services.

The Iowa Workforce Development Board, Chief Operating Officer, Division Administrators, Bureau Chiefs and other supervisory personnel within the Iowa Workforce Development shall have the responsibility for implementing this policy and the Affirmative Action Program within their areas of authority. This includes establishing corrective measures designed to remedy identified disparities in their workforce, monitoring the progress made and reporting the level of accomplishment to the Director. Harvey Andrews, State Equal Opportunity Officer will be responsible for compiling and distributing all applicable reports.

This department prohibits discrimination in its employment and services, programs, and activities. Any person who believes he or she has been denied employment opportunities or benefits, or been denied participation or representation or services in any program administered by his or her department because of race, creed, color, religion, sex, national origin, mental or physical disability, sexual orientation, gender identity, age or pregnancy has the right to pursue internal grievance procedures and/or file a complaint with the Iowa Civil Rights Commission or the appropriate federal regulatory agency. For assistance with filing a complaint, contact:

Harvey Andrews, State Equal Opportunity Officer
Iowa Workforce Development
1000 E Grand Avenue
Des Moines, Iowa 50319-0209
Telephone (515) 281-8149

Harvey.andrews@iwd.iowa.gov

Complaints made either in writing or verbally to Mr. Andrews will be reported and investigated thoroughly.

Any person who believes he or she has been denied participation in WIA Title-1 financially assisted program or activity, denied representation or participation or services in any programs administered by this department because of race, creed, color, religion, gender, national origin, age, or mental or physical disability may also file a complaint with:

Director
Civil Rights Center (CRC)
U.S. Department of Labor
200 Constitution Avenue NW--Room N4123
Washington, DC 20210
Phone number (202) 693-6500 (TIY/TDD: (202) 693-6516)
Email: CivilRightsCenter@dol.gov

Complaint forms for the ICRC are available through the State EO Officer or online at <https://icrc.iowa.gov>.

This Equal Opportunity/Affirmative Action policy shall be posted in conspicuous places within each of the department's offices, one stop centers and distributed to all department employees. All managers and supervisors should ensure the widest distribution to employees and program participants.

7/31/2015

Date



Beth Townsend, Executive Director

Administrative Plan

1. The "Iowa Workforce Development Equal Employment Opportunity/Affirmative "Action Policy Statement" is implemented as follows:

For selection and hiring, the agency utilizes its guide entitled "Iowa Workforce Development Hiring Process Action Steps effective May 1, 2008" (IWDHPAS) and its "Civil Rights Orientation Training Guide" (CROTG) to instruct and communicate its hiring procedure process. The IWDHPAS is made available to all personnel participating in the selection and hiring process and it identifies the eligibility standards for persons to participate in any facet of the hiring process. The IWDHPAS describes the selection and hiring procedures and identifies by job title the person(s) responsible for carrying out each step of our hiring process.

Additionally, all IWD employees are provided with the agency's CROTG (see attached) at the time of their employment. The orientation guide includes IWD's and the federal and states' policies that address equal employment opportunity, affirmative action policies, discriminatory harassment and sexual harassment. IWD takes action to insure that all employees understand IWD's commitment and their personal obligation to comply with the agency's equal opportunity and non-discrimination requirements. This is accomplished through in-house and external training and education in this area. Through this education and training process all our employees including newly hired employees are oriented into the agencies Diversity/EO Affirmative Action compliance requirements and expectations.

The EO Officer provides oversight and monitoring of the selection and hiring process assuring that management is accountable for compliance to these policies and procedures and for persons under their responsibility. Contact information for the EEO AA Official is as follows:

Harvey Andrews
State WIA EO Officer
IWD
1000 E. Grand Ave.
Des Moines, IA 50319.
(515) 281- 8149. (Fax) 515-281-7596
harvey.andrews@iwd.iowa.gov.

2. To enable auditing and reporting of IWD's Diversity/Affirmative Action plan the following system has been established:

IWD uses the "IWD Hiring Process Action Steps" (IWDHPAS). At each step of this process the hiring team participant's roles are defined. This enables each and every participant in the hiring process to understand the requirements necessary for participation and their individual and collective responsibilities in carrying out the process. Persons responsible for assuring that the various steps are accomplished are identified. The process requires the agency Director, Division Administrators, COO, and the EO Officer review and approve justification to hire requests for each intended hiring. This step assures that the procedures are being followed and consistently applied. A "Justification to hire" must be submitted and approved before any hiring is approved and finalized. The Director receives assurance from the applicable manager and EO Officer that the hiring process has been adhered to through this process. The Director maintains the right to reject or endorse the hiring request submitted.

Prior to the start of any hiring process the interview questions and interview assessment score sheets for the position are screened to ascertain their applicability to the essential job functions of the intended position(s) to be filled.

Concerns and questions relative to the selection and hiring process can be directed to a supervisor or the EO Officer. When jobs are posted or created the EO Officer should be consulted for addressing any underutilization needs as are applicable before progressing.

3. The Diversity/Affirmative Action Plan and related communication materials are communicated to our employees and/or the public as follows:

On an annual basis and as a necessity arises together with any direct requests the EO Officer meets with the Director and management to address IWD Diversity/AA Plan concerns. On a routine/daily basis IWD's division administrators, managers, supervisors and all hiring team participants have an open access to consult with DAS, EO Officer and Human Resource Assistants who also have a role as participants in the IWDHPAS procedures.

Additionally all IWD policies relative to Diversity and AA are published in booklets, pamphlets and poster formats that are distributed to all IWD employees and persons that are provided and seek IWD programs, services and activities. IWD EO and non-discrimination policies all describe how a person may have their concerns addressed if they believe they have been discriminated against.