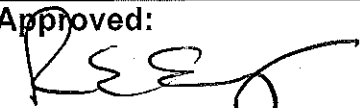




# OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

## Human Resources Division

<b>Title:</b>	<b>Equal Employment Opportunity and Affirmative Action</b>	<b>HR_440_01</b>
<b>Supersedes:</b>	HR_440_01, dated February 1, 2007	
<b>Applicability:</b>	Applicants and employees	
<b>Reference:</b>	State Administrative Rule 105-40-0001	
<b>Effective Date:</b>	February 1, 2011	<b>Approved:</b> 

### I. PURPOSE

To articulate the department's commitment to equal employment opportunities and affirmative action policies.

### II. POLICY

The Department of Fish and Wildlife is committed to achieving a workforce that represents the diversity of Oregon and being a leader in providing fair and equal employment opportunity for all interested applicants and its employees.

A. The Director of the Department of Fish and Wildlife shall ensure:

1. Equal employment opportunities are afforded to all applicants and employees by making employment related decisions that are non-discriminatory.
2. Employment practices are consistent with the state's Affirmative Action Plan and state and federal laws to:
  - a. Promote good faith efforts to achieve established department affirmative action goals, which include persons with disabilities;
  - b. Take proactive steps to develop diverse applicant pools for position vacancies; and

B. Persons who believe they have been subjected to discrimination by the department in violation of this policy may file a complaint with the department's Human Resources Division within 365 calendar days of the alleged act, upon knowledge of the occurrence, or when the person should have known.

### III. POLICY CLARIFICATION

A. Employment related decisions include, but are not limited to: hiring, promotion, demotion, transfer, termination, layoff, training, compensation, benefits, and performance evaluations.

- B. Diverse applicant pools are developed by using proactive steps in outreach strategies which generally include targeted newspapers, professional organizations, employee networks, community organizations, and resume banks.
- C. Hiring managers should make a good faith effort to have diverse representation on screening and interviewing panels to include representation of employees outside the work unit doing the hiring.
- D. The Department of Administrative Services statewide automated affirmative action system establishes goals for each EEO category and ethnic group for the Department of Fish and Wildlife.
- E. Nothing in this policy precludes any person from filing a formal grievance/complaint in accordance with a collective bargaining agreement, or with the state's Affirmative Action Office, the Bureau of Labor and Industries, or the Equal Employment Opportunity Commission.