

**Idaho Department of  
Juvenile Corrections  
Administrative  
Policy/Procedure**

<u>NUMBER</u>	<u>REVISED</u>	<u>REVIEWED</u>
302	09/22/14	09/22/14
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SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY (EEO)

APPROVAL:   
SHARON HARRIGFELD, DIRECTOR

CATEGORY: HUMAN RESOURCES

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**Policy**

The Idaho Department of Juvenile Corrections (IDJC) extends equal employment opportunity to all individuals regardless of race, sex, age, color, religious belief, national origin, disability or impairment, handicap, or other prohibited factors to the extent required by law, except in those instances where bona fide occupational qualifications exist.

It is therefore the policy of IDJC that these provisions are extended to all employees and prospective employees. The provisions of this policy extend to all terms and conditions of employment and are not limited to hires, transfers, promotions, demotions, reclassifications, terminations, wages, education, benefits, and/or training. Further, IDJC is taking affirmative steps to promote the employment opportunity of groups of people who are presently being underutilized in our work force.

**Operating Procedure**

**I. Equal Employment Officer**

The Human Resources Officer (HRO) has been designated as the Equal Employment Officer for IDJC. In that capacity, the HRO:

- A. Creates and monitors a plan, the Equal Employment Opportunity Plan (EEO Plan), to assure that all qualified applicants in the prescribed area of recruitment have an equal opportunity to compete for jobs, as well as to assure that all employment practices are job-related. All personnel decisions will be based upon characteristics related to valid job requirements and individual performance. The HRO will coordinate IDJC's efforts with each supervisor and manager.
- B. Ensures that EEO training is provided to all supervisors and administrators.
- C. Ensures that training in interviewing and selection of employees will be provided to all supervisors and administrators.

- D. Ensures that employees receive an explanation of the EEO policy during new employee orientation, with the new hire receiving their own copy of the policy. The HRO further assures this is a component of ongoing mandatory training each year.
- E. Ensures that additional EEO training will be available to all IDJC employees upon request.
- F. Ensures that the EEO policy will be posted on IDJC bulletin boards.
- G. Ensures that IDJC informs all recruiting sources that it is an EEO employer and requests that these sources actively recruit and refer protected group members to IDJC for employment.
- H. Ensures that all advertisements of employment positions clearly state that IDJC is an EEO Employer; further, IDJC will incorporate in all purchase orders, leases, and contracts a statement that IDJC is an EEO Employer and that contractees are obligated to adhere to federal, state, and local laws regarding EEO/Affirmative Action.

## **II. Dissemination of EEO Plan**

- A. The EEO Plan will be made available and accessible to all IDJC employees by means of the IDJC's Intranet website.
- B. Meetings will be conducted as appropriate with management and supervisory staff to explain the intent of the EEO Plan and to reiterate IDJC's expectations regarding each supervisor/manager's responsibility for effective implementation of the plan.
- C. If requested, IDJC will provide a copy of the EEO Plan to the public.

## **III. Reporting/Investigating Complaints**

- A. If an employee believes they have been discriminated against or harassed, they should immediately report the behavior to the IDJC Director, Human Resources, or any IDJC manager or supervisor.
- B. Complaints will be investigated in accordance with procedures outlined in the Harassment and Discrimination (307) policy and procedure.
- C. Job applicants may file a complaint with the Idaho Division of Human Resources.
- D. Employees and job applicants may also file a complaint with the Idaho Human Rights Commission and/or the Equal Employment Opportunity Commission (EEOC).

#### **IV. Violation of Policy**

Any employee of IDJC who willfully violates this policy shall be subject to appropriate disciplinary action, up to and including dismissal, in accordance with Corrective and Disciplinary Action for IDJC Employees (325) policy and procedure.

#### **V. Employee Responsibility**

Each employee is responsible for the ultimate success of this program and is expected to read this policy statement, understand its intent, and recognize the accountability it requires.

*Reference:*                    *Glossary of Terms and Acronyms*  
*Title VII of the Civil Rights Act of 1964*  
*Age Discrimination Act of 1967*  
*Americans with Disabilities Act of 1990*  
*Equal Pay Act of 1963*  
*IDJC Equal Employment Opportunity Plan*  
*1973 Rehabilitation Act, Section 504*

*Desk Manual(s):*        *N/A*

*Related Policies:*        *Americans with Disabilities Act (301)*  
*Harassment and Discrimination (307)*  
*Corrective and Disciplinary Action for IDJC Employees (325)*  
*Employee Recruitment and Selection Process (339)*

*Related Forms:*        *N/A*