

## **SUMMARY OF AN AFFIRMATIVE ACTION PLAN**

### **What is Affirmative Action?**

In employment, specific actions in recruitment, hiring, promotions and other areas which are designed and taken to eliminate the effects of discrimination.

### **What are the objectives of Affirmative Action?**

- To increase, through targeted recruitment, the utilization of minorities, women and persons with disabilities in job classifications and EEO job categories where there is a lingering effect of past discrimination.
- To correct, as necessary, employment practices that hamper equal employment opportunity by analyzing specific practices and implementing corrective actions.
- To strengthen accountability and evaluation by assigning major responsibility to agency heads and their designees
- To promote support for equal employment opportunity and workforce diversity by providing training regarding these topics and fair employment practices to employees, supervisors, managers and executives.

### **What is an Affirmative Action Plan?**

An Affirmative Action Plan (AAP) is a tool, a written program in which an employer details the steps it has taken and will take to ensure the right of all persons to advance on the basis of merit and ability without regard to race, color, religion, sex, national origin, age, disability, veteran's status or other factors which cannot lawfully be the basis for employment actions.

### **Why do we need an Affirmation Action Plan?**

First of all it is the law. More importantly, the State of Kansas, as an employer, is committed to ensuring that policies and procedures and the culture of our organizations continually enhance actions and behaviors supporting nondiscrimination, equality, and human respect in the employment process and work environment.

## **THE REQUIRED ELEMENTS OF AN AFFIRMATIVE ACTION PLAN**

- **Policy Statement(s)**

A consolidated policy statement which covers equal employment opportunity, sexual harassment, and nondiscrimination against persons with disabilities or a separate statement on each subject. In either case, the statement(s) should be signed by the agency head and establish specific and meaningful policies and procedures.
- **Designation of Responsibilities**

Identification and documentation of all individuals that have a role in the Affirmative Action process.
- **Organizational Chart**
- **Grievance Procedures**
- **Work Force/Availability Analysis** (This is provided by the Division of Personnel Services)
- **Problems/Barriers Identification Statement**

Problems are situations or conditions which need to be corrected or changed. Barriers are the personnel or management policies, procedures or procedures that cause the situation or conditions.
- \* **Action Statement**

Identifies the specific action(s) to be taken to correct problems and barriers.
- **Goals and Timetables**

Goals are narrowly tailored objectives for hiring and promoting protected group members in EEO categories to correct the lingering effects of past discrimination. Goals are flexible targets used to guide affirmative action efforts during the current plan cycle. Goals are not quotas and cannot be used to discriminate or exclude persons from employment opportunities through reverse discrimination.