



OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

POLICY TITLE: Equal Employment Opportunity and Affirmative Action	AUTHORIZED BY:
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ISSUED: March 1, 1994	REVISED: February 1, 2000

I. General Statement

Executive Order 94-03 signed by Governor Carnahan provides that the executive branch of the State of Missouri shall ensure that all present and prospective employees and those to whom we provide services and contract with are afforded equal opportunity. This policy is promulgated to establish equal services and contract with are afforded equal opportunity. This policy is promulgated to establish equal employment opportunity and nondiscrimination as a clear goal of the personnel management program and state services and contractual obligations of the Office of Administration; to identify procedures to assure against discriminatory practices in departmental matters; and to inform employees and management of these commitments. This policy is intended to promote compliance with the Governor's Executive Order and all applicable civil rights laws.

II. Guidelines

- A. The Office of Administration shall not discriminate against job applicants and employees on account of race, color, sex religion, age, national origin, ancestry, disability, or veteran status in recruitment; in hiring; in job assignments; in segregating employees on the job; in wages and salaries; in setting terms, conditions, and privileges of employment; in upgrading, training, or internships; in promotions, demotions, or transfers; in lay-offs and recalls; in seniority; in termination's; in management-employee relationships; or in employment benefit programs.
- B. The Office of Administration shall not discriminate against those to whom we provide services or contract with on account of race, color, sex, religion, age, national origin, ancestry, disability or veteran status.
- C. The Office of Administration shall take positive steps to assure that all policies, practices, and procedures are nondiscriminatory and to remove any effects of past discriminatory policies, practices, or procedures. The Affirmative Action Plan will demonstrate the Office of Administration's good faith effort to eliminate any potential discrimination barriers while enhancing efforts to provide equal opportunity and affirmative action. Assistant Commissioner for Human Resources, Room 760, Harry S. Truman Building, will have overall responsibility for coordinating the affirmative action program.
- D. The Office of Administration affirms its commitment to carry out the responsibilities as an appointing authority in the areas of equal employment opportunity and affirmative action as contained in the State Personnel Law and Affirmative Action Plan. All division directors, supervisors and employees of the Office of Administration shall give full cooperation and support to equal employment opportunity and affirmative action activities.