

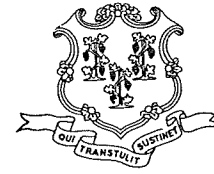
STATE OF CONNECTICUT

OFFICE OF THE CHIEF MEDICAL EXAMINER

11 Shuttle Rd., Farmington, CT 06032-1939

Telephone: (860) 679-3980 Fax: (860) 679-1257

June 27, 2018



AFFIRMATIVE ACTION POLICY

It is the policy and practice of the Office of the Chief Medical Examiner to ensure that no person will be discriminated against or be denied the benefits of any activity, program or employment process receiving public funds, in whole or in part, in the areas of recruiting, advertising, hiring, upgrading, promoting, transferring, demoting, layoffs, terminations, rehiring, rates of pay, benefits, discipline and service ratings. The Department pledges to affirmatively provide services and programs in a fair and impartial manner.

The Office of the Chief Medical Examiner is an Affirmative Action/Equal Opportunity Employer and is strongly committed to all policies which will afford equal employment opportunity to all qualified persons without regard to race, color, religious creed, age, sex (including pregnancy), sexual orientation, transgender status, marital status, veteran status, national origin, ancestry, political belief, learning disability, physical disability or blindness, present or past history of mental disability, intellectual disability, genetic information, gender identity or expression or criminal record. While equal employment opportunity is the purpose and need of affirmative action, the Affirmative Action Plan represents positive action undertaken with conviction and effort to overcome the present effects of past practices, policies or barriers to equal employment opportunity, and to achieve full and fair participation of protected groups. The Department views affirmative action and equal employment opportunities as immediate and necessary Department objectives.

The difference between affirmative action and equal opportunity employment is that while equal employment opportunity means employment of individuals without consideration of race, color, religious creed, age, sex, marital status, national origin, sexual orientation, ancestry, political belief, learning disability, physical disability or blindness, present or past history of mental disability, intellectual disability, gender identity & expression, or criminal record, unless the provisions of Section 46a-60(b), 46a-80(b) or 46a-81 of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups, affirmative action is the positive action undertaken with conviction and effort, to overcome the present effects of past practices, policies or barriers to equal employment opportunity and to achieve the full and fair participation of women, Blacks and Hispanics and any other protected group found to be underutilized in the workforce and affected by policies or practices having an adverse impact.

The Office of the Chief Medical Examiner in addition to the above mentioned protected group members recognizes the hiring difficulties experienced by persons with physical disabilities, developmental disabilities, and by many older persons, and sets goals for affirmative action to overcome the present effects of past discrimination, if any, to achieve the full and fair utilization of such persons in the workforce.

My commitment and support to this policy of affirmative action is and will continue to be applied to all aspects of the employment process.

Affirmative Action plays a role in each stage of the employment process. These stages include:

- a. Advertising/Recruiting: Ensuring that there is an available pool of protected class members for vacancies.
- b. Employment Applications, Job Qualifications, Job Specifications and Personnel Practices: Are reviewed periodically to ensure that there are no artificial barriers set to prevent qualified applicants from employment.
- c. Orientation: All new employees are given a copy of the Department's Affirmative Action Policy during the orientation session.
- d. Training: Opportunities are made available by voluntary request and participation of the employee.
- e. Counseling: The Human Resources Office is available to counsel employees regarding Affirmative Action issues and assist them in pursuing the agency grievance procedure if applicable.
- f. Service Ratings: Based solely on job performance. They are reviewed and signed by the individual's immediate supervisor as well as the next level supervisor, the Agency Human Resources Administrator and the employee in order to ensure the absence of bias in the evaluation process.
- g. Lay Off: Are consistent with the State regulations and applicable collective bargaining contracts.
- h. Terminations: The Human Resources Office is advised of all dismissals. This ensures that the termination is a result of just cause and absent of discrimination due to protected class membership.

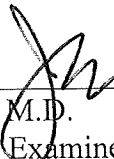
The Office of the Chief Medical Examiner's policies against discrimination and harassment are included in the Plan along with complaint procedures. Employees and others wishing to file complaints of discrimination or of affirmative action policy violations may do so by contacting the Human Resources by telephone, email or in person during regular office hours: 9:00 am to 5:30 pm.

The Office of the Chief Medical Examiner's affirmative action and equal opportunity process are administered by the Office of the Chief Medical Examiner's Human Resources Office, 11 Shuttle Road, Farmington, CT 06032, phone: (860) 679-3982. Staff is available to counsel and assist employees, students and patients with concerns related to non-discrimination, equal opportunity and affirmative action. The Human Resources Office will keep me apprised of the status of these procedures at the Chief Medical Examiner.

The Office of the Chief Medical Examiner has developed Affirmative Action Plans that outline procedures the institution will implement to combat discrimination, to correct any under representation of affected group members, and to promote a diverse workplace which provides access to equal opportunity or all employees. Each employee has a right to review and comment on the Affirmative Action Plans or related issues at any time.

Comments or questions should be directed to Nicole Brown, Affirmative Action Officer. A listing of Federal and State laws, executive orders and regulations mandating Non-Discrimination, Equal Employment Opportunity and Affirmative Action is included as an attachment to this policy statement. This policy statement is posted and in all work locations and is available on the Chief Medical Examiner's web page.

As appointing Authority, I am accountable for achieving the goals set forth in this plan.



James R. Gill, M.D.
Chief Medical Examiner

12/4/18

Date