

**STATE OF CONNECTICUT  
DEPARTMENT OF DEVELOPMENTAL SERVICES**

**Procedure No.:** II.F.PR.001  
**Subject:** **DDS Affirmative Action Policy**  
**Section:** Equal Employment Opportunity

**Issue Date:** July 3, 2013  
**Effective Date:** Upon release  
**Revised:** September 28, 2017  
**Revised:** August 23, 2018  
**Approved:** Jordan A. Scheff,  
Commissioner

**DDS Affirmative Action Policy**

As the Commissioner of the Department of Developmental Services, I acknowledge the purpose and need for affirmative action. It is the objective of the Department of Developmental Services to achieve the full and fair participation of women, ethnic groups and any other protected groups that have historically been discriminated against. Accordingly, the Department of Developmental Services will not knowingly do business with any contractor, sub-contractor, bidder or supplier of materials who discriminates against members of protected classes. When contracting for goods and services, the Department of Developmental Services is committed to actively soliciting minority and women-owned small business enterprises. In accordance with section 46a-71 of the Connecticut General Statutes, the Department of Developmental Services pledges to perform services and provide programs that are free of unlawful discrimination.

The Department of Developmental Services is committed to compliance with Title VII of the 1964 Civil Rights Act 42 U.S.C. Sec. 2000e-2(a)(1) and section 46a-60 of the Connecticut General Statutes, whereby fair and equal employment opportunity mandates the implementation of policies and practices without consideration of an individual's protected class status of: age, ancestry, color, gender identity or expression, genetic information, intellectual disability, learning disability, marital status, national origin, past or present history of mental disability, physical disability including, but not limited to, blindness, pregnancy, race, religious creed, sex, sexual harassment, sexual orientation, status as a veteran, workplace hazards to reproductive system, and criminal record (in state employment and licensing) unless such employment is governed by the provisions of sections 46a-60(b), or 46a-81(b) of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding individuals.

"Affirmative action" is 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 groups that have historically been underutilized in the workforce or affected by policies or practices having an adverse impact. The purpose of affirmative action is to achieve equal employment opportunity.

Affirmative action and equal opportunity are immediate and necessary objectives for the Department of Developmental Services. I am personally committed to the department's policy to comply with all federal and state constitutional provisions, laws, regulations, guidelines and executive orders that prohibit discrimination.

This policy applies to all aspects of the employment process including recruitment, selection, hiring, training, promotions, benefits, compensation, lay-offs, and terminations. The

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implementation of our affirmative action plan has as its primary goal to eliminate under-utilization of, or discrimination against, protected class persons in all aspects of the above.

The Department of Developmental Services is affirmatively committed to recruiting and hiring protected class persons into our workforce. As part of its commitment to Affirmative Action, the Department of Developmental Services ensures that protected class persons benefit fully from all training, promotional and upward mobility opportunities as well as all fringe benefits and compensation. All termination practices and policies, including those concerning layoff, will be continually assessed to ensure that they do not discriminate against members of protected classes. It is the Department of Developmental Services' policy that all employees, volunteers, contractors, subcontractors, vendors, visitors, parties, and others have a right to work and be in an environment that is free of discrimination, including sexual harassment. Any individual(s), as defined above may file a complaint with the Equal Employment Opportunity Office in accordance with II.F.PR.004 [Internal Discrimination Complaint](#) procedure.

The Department of Developmental Services also recognizes the hiring difficulties experienced by people with physical disabilities and by many older persons. Therefore, we will set program goals for action to identify and overcome areas of underutilization of such persons in our workforce and to achieve their full and fair participation.

As the appointing authority for the Department of Developmental Services, I have the responsibility for an effective and demonstrated affirmative action plan. I am committed to achieve the goals within the timetables set forth within this plan. I will also hold all managers and supervisors accountable for compliance with the requirements of statutes, regulations, and executive orders, which relate to affirmative action and equal opportunity.

This policy is posted and distributed annually to all employees. In addition, a copy of this policy is given to all new employees. All employees are encouraged to review and comment on the affirmative action plan.

To assist me with the implementation of this affirmative action plan, Reneé LaBarge, Equal Employment Opportunity Director has been assigned affirmative action responsibilities for the Department of Developmental Services. The director may be reached at (860) 418-6022. DDS's Equal Employment Opportunity Office is located at 460 Capitol Avenue, Hartford, Connecticut 06106.

Jordan A. Scheff   
Commissioner  
Department of Developmental Services

Date: August 23, 2018