



*"Service with Excellence  
& Integrity"*

## Arkansas Department of Community Correction

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### **ADMINISTRATIVE DIRECTIVE: 11-13 EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION PROGRAM**

**TO: DEPARTMENT OF COMMUNITY CORRECTION (DCC) EMPLOYEES**

**FROM: DAVID EBERHARD, DIRECTOR**

**SUPERSEDES: AD 01-07**

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**APPROVED: \_\_\_\_\_ Signature on File**

**EFFECTIVE: November 30, 2011**

**I. APPLICABILITY.** This policy applies to Department of Community Correction (DCC) employees.

**II. POLICY.** The DCC is an equal opportunity employer providing equal employment opportunities without regard to race, color, gender, religion, age, genetic information, national origin, disability or other biases prohibited by State or federal law. This commitment is supported by practical good faith efforts to implement and maintain a policy and practice of employing minority group members, women, and members of other protected classes, on a non-discriminatory basis. This policy and practice relates to all phases of employment, including, but not limited to recruiting, hiring, placement, promotion, transfer, layoff, recall, termination, rates of pay or other forms of compensation, training, use of facilities and participation in DCC-sponsored employee activities and programs. The DCC desires to employ individuals who are dependable, sincerely interested in serving the mission of the Department, and who can handle agency matters in a professional manner. DCC will comply with the non-discrimination provisions of all applicable State and federal regulations and all personnel actions will be carried out on a non-discriminatory basis. (2-CO-1C-09, 3-APPFS-3052, 4-ACRS-7E-05)

### **III. GUIDELINES.**

**A. Information Dissemination.** Supervisors and managers are responsible for implementing and administering this policy, applying these principles in good faith for meaningful progress in the employment of minorities, women and members of other protected classes. Following are some ways in which the DCC Equal Employment Opportunity (EEO) policy statement above will be communicated:

1. The above policy statement will be referenced in all issues or reissues of employee handbooks, and recruiting brochures.
2. Information will be made accessible to applicants, key members of business, educational and community organizations and institutions through employment advertisements containing assurance of equal employment opportunity,
3. Employment and recruiting sources will be provided a copy of the DCC policy statement, and
4. Job openings will be posted in such places as the [Arkansas Government Jobs Web Site](#)

**B. Additional Employment Law Information.**

Additional information about federal employment law is summarized on the posters titled: “Equal Employment Opportunity is the Law” and “Your Rights Under USERA: The Uniformed Services Employment and Reemployment Rights Act” at each DCC office.

**C. Implementing and Administering the EEO Program/Affirmative Action Plan.**

1. The Human Resources Section Administrator (HRSA) must monitor employment trends and document an annual review of minority employment. If it is determined that deficiencies exist regarding practices for employment of minority groups and women, the HRSA must document the implementation of an affirmative action program that is approved by the Office of Personnel Management. (2-CO-1C-09)
2. The HRSA will confer with and assist supervisors in understanding and meeting EEO/Affirmative Action Program responsibilities.
3. Special attention will be given to recruiting efforts for positions that are difficult to fill and/or have an under representation of minorities and women. Requests will be made to each recruiting source to lend a special effort in the recruiting and referral of members of the under represented group.

4. Increased emphasis will be given to seeking and encouraging applicants from minority groups where such applicants with the necessary qualifications or potentials are available. Organizations assisting the DCC in obtaining employees will be notified of the adoption of this affirmative action program.
5. Supervisors are encouraged to employ qualified minority group individuals in available positions.
6. Supervisors will advise staff of increased interest in qualified members of minority groups for job assignments where they have not been employed previously.
7. Supervisors will ensure minority group employees receive equal consideration whenever promotional or incentive opportunities occur.

**D. Training.** Training programs supported or sponsored by the DCC will continue to be open to all employees, as appropriate, on the basis of qualifications, job relatedness and other non-discriminatory reasons. Such employees who appear to have management potential will be encouraged to seek advancement into supervisory or other management positions.

**E. Hiring, Placement, Transfer, Promotion, Lay-off, Recall, Retention, Termination.** The DCC recognizes that to accomplish the long-range objectives of this EEO/Affirmative Action Program, action must be taken to ensure that job opportunities of all kinds are made available to members of minority groups and communities and that qualified members of minority groups should be offered positions on the same basis as all other applicants or employees. To assure achievement, employment practices will be reviewed periodically with top management by the HRSA.

**F. Compensation.** All employees will receive compensation in accordance with the same standards. Opportunities for performing overtime work or otherwise earning increased compensation, when available, will be afforded to all qualified employees.

**G. Liaison.** The HRSA will serve as liaison to enforcement agencies and minority, women and community organizations that are concerned with equal employment opportunity.