



DIVISION OF DEVELOPMENTAL DISABILITIES
Olympia, Washington

TITLE: AFFIRMATIVE ACTION POLICY 8.05

Authority: RCW 49.60.010
Washington Administrative Code, CHAPTER 356-09
DSHS Administrative Policy 7.00
DSHS Personnel Policy 580
Health and Rehabilitative Services Administration,
Non-Discrimination Policy

BACKGROUND

Affirmative Action is the plan outlining hiring goals which is drawn up by the Office of Equal Opportunity (OEO) for each division within the Department of Social and Health Services (DSHS), in order to address the under utilization of members of protected groups in our work force.

PURPOSE

To ensure that all applicable laws and regulations are followed in the recruitment, hiring, training, and promoting of qualified protected groups member sin this division.

SCOPE

This policy applies to all employees, of the Division of Developmental Disabilities (DDD) and its contractors, and subcontractors.

POLICY

- A. DDD shall pursue the affirmative action goals set by OEO and shall comply with all laws and regulations on affirmative action established by DSHS.
1. All manager shall provide training on the value of diversity in the work place.
 2. All managers shall recognize the importance of maintaining an atmosphere that is conducive to the successful recruitment, retention, and promotion of members of protected groups.
 3. Regions or facilities who have not met one hundred (100) percent of their affirmative action goals shall develop an advance recruitment plan so as to create a pool of qualified applicants of members of protected groups, in all job classes.
 4. All qualified applicants referred to DDD by OEO, and who do not waive the right to be interviewed, shall be interviewed.
 5. All employees who are members of protected groups shall enjoy the same training, promotional, career development, and transferring opportunities as other employees.
 6. All managers' evaluations include an assessment of their ability to meet affirmative action goals.
- B. Contractors who have at least fifty (50) employees and contracts of \$50,000.00 or more shall have a plan in place which addresses the purpose of this policy.

PROCEDURES

A procedure to implement this policy shall be in place within each Region within sixty (60) days from the issue date of this policy.

DEFINITIONS

“**Protected groups**” means those groups that have been identified as being underutilized in the work force, and are being tracked by OEO: Women, Blacks/African Americans, Native Americans, Asians/Pacific Islanders, Hispanics, Vietnam Era Veterans, Disabled Veterans and Persons of Disability.

SUPERSESSION

None.

Approved: /s/ Norm Davis Date: 8/20/1993
Director, Division of Developmental Disabilities