
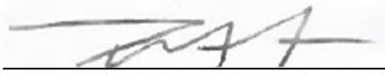


POLICY TITLE: EQUAL EMPLOYMENT OPPORTUNITY		PAGE <u>1</u> OF <u>3</u>
POLICY NUMBER: 3.9		
CHAPTER 3: PERSONNEL		
	STATE of MAINE DEPARTMENT of CORRECTIONS	PROFESSIONAL STANDARDS:
	Approved by Commissioner: 	See Section VIII
EFFECTIVE DATE: May 19, 2003	LATEST REVISION: December 7, 2022	CHECK ONLY IF APA []

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A., Section 3036-A.

II. APPLICABILITY

Entire Maine Department of Corrections

III. POLICY

The Maine Department of Corrections is committed to the principles and practices of equal employment opportunity. The Department advocates meaningful programs to assist in creating and developing a diverse, high quality work force, and for a workplace where differences are respected and valued, and all employees have the support and the opportunity to realize their full potential.

IV. DEFINITIONS

None

V. CONTENTS

Procedure A: Non-discrimination in Employment Actions

VI. ATTACHMENTS

Attachment A: [EEO Coordinator Contact Information](#)

VII. PROCEDURES

Procedure A: Non-discrimination in Employment Actions
5-ACI-1C-06, 4-ACRS-7E-05 & 4-JCF-6C-02

1. The Department of Corrections shall continue to pursue a policy of non-discrimination in all employment actions, practices, procedures and conditions of employment.

2. The Department of Corrections Diversity, Equity & Inclusion Manager may be consulted in the Department's equal employment opportunity and affirmative action efforts.
3. Employment decisions shall be based on the principles of equal employment opportunity. Recruitment, testing, selection, and promotion shall be administered without regard to actual or perceived race, color, sex, sexual orientation, gender identity, physical or mental disability, religion, ancestry or national origin, age, familial status, whistleblower activity, genetic information, marital status, previous assertion of a claim or right under the Maine Workers' Compensation Act or receipt of an order of protection under Title 19-A, section 4007 or Title 19-A, section 4110.
4. Further, personnel actions and conditions of employment, such as compensation, benefits, layoffs, job assignments, employee development opportunities, and discipline shall be administered without regard to actual or perceived race, color, sex, sexual orientation, gender identity, physical or mental disability, religion, ancestry or national origin, age, familial status, whistleblower activity, genetic information, marital status, previous assertion of a claim or right under the Maine Workers' Compensation Act or receipt of an order of protection under Title 19-A, section 4007 or Title 19-A, section 4110.
5. Principles of affirmative action shall apply where imbalances in the numbers of women, minorities and individuals with disabilities exist as demonstrated by the applicable Equal Employment Opportunity/Affirmative Action.
6. Reasonable accommodations shall be made for any otherwise qualified individual, applicant or employee, in accordance with the provisions of the Maine Human Rights Act and the Americans with Disabilities Act.
7. Managers and supervisory personnel are responsible for awareness of and response to potential discriminatory situations. Employees are required to cooperate fully with investigations and/or the resolution of any discrimination complaint. Managers and supervisors are required to actively prevent and correct retaliation or harassment toward any employee who has been involved in the filing, investigation, or resolution of a discrimination claim.
8. The Department shall address and attempt to resolve employee complaints regarding discrimination and harassment as expeditiously as possible.
9. This policy shall not be construed to prohibit any employment action or policy which is required by federal law, rule or executive order.
10. Responsibility for the implementation, monitoring and record keeping of the equal employment opportunity and affirmative action programs is assigned to the Equal Employment Opportunity Coordinator assigned to the Department.
11. The Equal Employment Opportunity (EEO) Coordinator assigned to the Department:
 - a. is responsible for the implementation, monitoring and record keeping of the equal employment opportunity and affirmative action programs;

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
3.9 Equal Employment Opportunity	3. Personnel	Page 2 of 3 12/7/22 R

- b. providing guidance and technical assistance to managers, supervisors, applicants and employees in matters arising under state and federal discrimination law and policy; and
- c. is available as a resource to any state employee or supervisor and can be contacted as set forth in the EEO Coordinator Contact Information (Attachment A).

VIII. PROFESSIONAL STANDARDS

ACA

- 5-ACI-1C-06** **Written policy specifies that equal employment opportunities exist for all positions. When deficiencies exist regarding the employment of minority groups and women, the institution can document the implementation of an affirmative action program that is approved by the appropriate government agency and can document annual reviews and the changes needed to keep the program current.**
- 4-ACRS-7E-05** **Equal employment opportunities exist for all positions.**
- 4-JCF-6C-02** **Equal employment opportunities exist for all positions.**

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
3.9 Equal Employment Opportunity	3. Personnel	Page 3 of 3 12/7/22 R