BOARD OF COMMISSIONERS OF PUBLIC LANDS 1848

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Equal Employment Opportunity / Affirmative Action Policy Statement
January 3, 2011 – January 2, 2013

The Board of Commissioners of Public Lands supports the development and implementation of policies and practices that ensure equal opportunity and are in compliance with federal and state laws, executive orders and other rules and regulations as may apply. Subject to ss. 111.33 to 111.36, no employer, labor organization, employment agency, licensing agency or other person may engage in any act of employment discrimination as specified in s. 111.322 against any individual on the basis of age, race, creed, color, disability, marital status, sex, national origin, ancestry, religion, political affiliation, sexual orientation, arrest record, conviction record, membership in the national guard, state defense force, or any reserve component of the military forces of the United States or this state or use of nonuse of lawful products off the employer's premises during nonworking hours. Our goal is to create a work environment that ensures nondiscrimination for all persons and deals with obstacles to equal opportunity and to address the effects of past discrimination in the workplace.

Appointment to all positions will be based on qualifications essential to satisfactory performance of the duties required. Advancement will be based on job performance and adapted to the duties required of the employee.

Our commitment will apply in all matters of employment and will include recruiting, certification and testing, interviewing, hiring and training of employees, assigning work, career advancement, opportunities, layoffs and terminations, compensation and benefits, work environment, discipline, and staff retention.

The Executive Secretary and Deputy Secretary are expected to identify and eliminate discrimination in the workplace. They will strive to achieve a workforce that includes representation of qualified affirmative action group members in proportion to the qualified and available target group workforce in the State of Wisconsin.

We will use the Job Groups with Underutilization Report to identify any job groupings of classified positions in our workforce that do not utilize qualified, racial-ethnic groups and women in proportion of the qualifies and available target group members in Wisconsin. We will set goals and implement recruiting standards to correct any underutilization in our position structure and consider our AA objectives when hiring Limited Term Employees. In addition, we will maintain a work environment that both supports and encourages employees so that they can be effective in their jobs. We will take necessary steps to ensure that our workplace is free of discrimination and harassing behavior. We acknowledge that providing equal opportunity is an ethical, legal, social and practical necessity for us to follow if we are to maintain a workforce that is diverse, productive and of high quality.

As evidence of our commitment, we will incorporate conformance to AA/EEO into our management performance and supervisor appraisals. Management and supervisors will be required to meet these responsibilities in a manner that will yield results. All forms of discrimination or harassment by supervisors or co-workers on the basis of gender or sexual orientation are unlawful employment practices prohibited by state and federal law and this agency. We will seek to eliminate and prevent discrimination and harassment through the implementation of agency policies. Supervisors will take appropriate action against those who engage in discriminatory or harassing behaviors. Retaliation against an employee who files a discrimination complaint is also a form of discrimination that is against the law and is prohibited.

Harassment is any unwelcome verbal abuse or physical contact that interferes with an individual's work performance or which creates an intimidating, hostile or offensive work environment. This includes unwanted sexual advances, the use of demeaning language and sexist slurs or jokes. In addition, harassment on the basis of any protected status in service delivery is also prohibited by the agency.

Complaints of discrimination or harassment must be reported to the personnel officer for investigation and follow-up. All employees of this agency have a copy of the Department of Administration handbook, which describes how to file a discrimination complaint. In addition, all employees will be informed through the posting of non-discrimination announcements of the routes available to them for filing information discrimination or harassment complaints in the agency and formal complaints with the state and federal government. An employee is not required to file harassment complaints through his or her supervisor but is encouraged to notify them as a first level of complaint investigation and resolution.

We will provide reasonable accommodations for persons with disabilities whenever the disability presents a documents barrier to their employment opportunity or restricts their ability to perform a job. These accommodations include making the worksite physically accessible, adoption or alternative work patterns, and recognition of religious practices.

We will evaluate and monitor the practices of individuals and organizations with whom we contract to ensure their compliance with all applicable federal, state and agency EEO/AA requirements and regulations. In our solicitation of bids, purchases and construction projects we will promote the use of minority owned businesses.

The person who has overall program responsibility for EEO/AA compliance will be the agency Executive Secretary although all supervisors are expected to take an active, ongoing part in fully supporting and implementing this statement. The Board of Commissioners of Public Lands will comply with the personnel rules and regulations and policies regarding AA/EEO adopted by the Department of Administration. These polices include at a minimum the hiring review process, disability accommodations, sexual harassment, internal discrimination complaint procedures and balanced interview panel.

To communicate this policy statement to our employees we will include this statement in new employee orientation and training materials, discuss these policies at staff meetings, post this statement on the agency bulletin board, include our support of these policies in all employment advertisements, and train all supervisors and employees on the intent of these policies.

Tia Nelson, Executive Secretary / AA/EEO Officer
Board of Commissioners of Public Lands