


SUBJECT AFFIRMATIVE ACTION / EQUAL EMPLOYMENT OPPORTUNITY	POLICY NUMBER 3.01	
POLICY MAINTENANCE ADMINISTRATOR: Chief, Bureau of Personnel Services		
PURPOSE/SCOPE: To establish a policy regarding affirmative action and equal employment opportunity for job applicants and members, and to ensure compliance with all relevant federal, state and agency laws, rules and policies.		

I. AUTHORITY

Section 110.112, Florida Statutes, Affirmative Action; Equal Employment Opportunity

Chapter 760, Florida Statutes, the Florida Civil Rights Act

Chapter 60L-36, Florida Administrative Code, Conduct of Employees

Governor’s Executive Order 11-03 and Code of Ethics, Effective January 4, 2011

II. DEFINITIONS

- A. Affirmative Action - A program designed to increase representation in jobs with a low representation of minorities in relation to their availability in the relevant labor market.
- B. Employment Practices - Actions which include but are not limited to, hiring, promotions, training, demotions, transfers, reassignments, discipline and terminations.
- C. Equal Employment Opportunity - The policy required in federal and state law, of ensuring all qualified individuals the right to work and to advance only on the basis of objective, job related merits, which measure knowledge, skills and abilities to perform a particular job.
- D. Affirmative Action/Equal Employment (AA/EEO) Opportunity) Officer - The Chief of Personnel Services has been designated by the Executive Director to act as AA/EEO Officer.

Executive Director SIGNED ORIGINAL ON FILE	Effective Date 12/01/1983
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- E. Affirmative Action/Equal Employment Opportunity Commitment - A commitment to ensure fair and equal treatment for all persons in protected classes in all employment practices.
- F. Protected Classes - Persons protected from unfair treatment on account of their gender, race, color, religion, national origin, ethnicity, age, disability, marital or veteran status, or any other class protected under Florida or federal law.

III. POLICY

The Florida Department of Highway Safety and Motor Vehicles assures applicants and members an equal employment opportunity. The Department will publish its commitment to AA/EEO internally and externally. The Department will train its members, supervisors and managers regarding our commitment.

Our AA/EEO commitment includes the annual production, by the Bureau of Personnel Services' Office of Employee Relations, of a written plan reporting the Department's current AA/EEO composition and, in conjunction with division directors and other stakeholders, setting annual goals in hiring and promoting members in protected classes. This written plan is available on the Department's Intranet and on the Department's Internet site. A copy may also be obtained by contacting the Office of Employee Relations at 850-617-3202.

Any applicant or member who believes that he or she has not been afforded AA/EEO opportunity may file a complaint under DHSMV Policy 3.05, Claims of Discrimination to Include Sexual Harassment.

IV. ROLES AND RESPONSIBILITIES

Hiring and promotional goals are established for all job categories on an annual basis in the AA/EEO plan by the Chief of Personnel Services in consultation with agency management. Managers and supervisors are expected to pursue AA/EEO goals.

V. PROCEDURES

- A. Targeted recruitment of protected classes is encouraged. Emphasis in recruitment will be expected in occupations where persons in protected classes are not employed in proportion related to their availability in the labor market. The Chief of Personnel Services may distribute information to recruitment

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sources outlining career opportunities, application procedures, and other pertinent information relating to employment with the Department. Recruitment sources may include such sources as targeted organizations, universities, colleges and community resources. Innovative outreach strategies are also encouraged from all divisions.

- B. The Chief of Personnel Services, as AA/EEO Officer, will periodically provide the Executive Director and division directors with progress reports on AA/EEO accomplishments, an analysis of employment practices, along with recommendations for any corrective action needed.