


SUBJECT AFFIRMATIVE ACTION / EQUAL EMPLOYMENT OPPORTUNITY	POLICY NUMBER 3.01	
POLICY MAINTENANCE ADMINISTRATOR: Chief, Bureau of Personnel Services		
PURPOSE/SCOPE: To establish a policy ensuring fair and equal treatment for all job applicants and members in all employment practices in compliance with federal and state requirements for Affirmative Action and Equal Employment Opportunity.		

I. AUTHORITY

Section 110.112, Florida Statutes, Affirmative action; equal employment opportunity.

Section 110.2135, Florida Statutes, Preference in employment, reemployment, promotion and retention.

Chapter 760, Part I, Florida Statutes, the FLORIDA CIVIL RIGHTS ACT

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

Governor’s Executive Order 19-11 on Ethics, Open Government, and Preventing Sexual Harassment, effective January 8, 2019.

II. RELATED POLICIES

MP 3.02, Americans with Disabilities Act Compliance

MP 3.05, Claims of Discrimination to Include Sexual Harassment

MP 3.08, Ethics and Personal Responsibility

MP 3.11, Title VI and Other Related Nondiscrimination Authorities

MP 5.04, Member Selection

III. DEFINITIONS

A. Affirmative Action – United States Executive Order 10925 (President John F. Kennedy, 1961) designed to increase representation in jobs with a low representation of minorities in relation to their availability in the relevant labor

Executive Director SIGNED ORIGINAL ON FILE	Effective Date 12/01/1983
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market. As specified in the federal Equal Employment Opportunity government archives, Affirmative Action is defined as “Positive steps taken by an employer which contribute toward greater employment opportunities for minorities, females, the elderly, and the disabled.”

- B. Affirmative Action/Equal Employment Opportunity (AA/EEO) Officer – The Chief of the Bureau of Personnel Services has been designated by the Executive Director to act as the AA/EEO Officer.
- C. Employment Practices – Actions which include but are not limited to, hiring, promotions, training, demotions, transfers, reassignments, discipline and terminations.
- D. Equal Employment Opportunity (EEO) – Ensures 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. EEO is required by federal and state law.
- E. Protected Classes – Groups of individuals shielded against employment discrimination based on their gender, sexual orientation, race, color, religion, national origin, ethnicity, age, disability, marital status, veteran status, or any other class protected under Florida or federal law.

IV. POLICY

The Florida Department of Highway Safety and Motor Vehicles (department) 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.

The Bureau of Personnel Services’ Office of Employee Relations, division directors and other stakeholders will collaborate to produce an annual written plan that:

1. Reports the department’s current AA/EEO composition; and
2. Sets goals in hiring and promoting persons in protected classes.

The written plan is available on the department’s intranet and internet sites. A printed 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 the department’s Management Policy 3.05, Claims of Discrimination to Include Sexual Harassment.

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V. 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 the Bureau of Personnel Services in consultation with department management. Managers and supervisors are expected to pursue AA/EEO goals.

VI. 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 to their availability in the labor market. The Chief of the Bureau of Personnel Services may distribute information to recruitment sources outlining career opportunities, application procedures and other pertinent information relating to employment with the department. Recruitment sources may include targeted organizations, universities, colleges and community resources. Innovative outreach strategies are also encouraged from all divisions.
- B. The Chief of the Bureau of Personnel Services, as AA/EEO Officer, will periodically provide the Executive Director and division directors with progress reports on AA/EEO accomplishments and analysis of employment practices, along with recommendations for any corrective action needed.