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State of Iowa
DEPARTMENT OF PUBLIC INSTRUCTION
Grimes State Office Building
Des Moines, Iowa 50319

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June, 1965 - Reaffirmed its policy of Fair Employment Practices and Non-Discrimination.

February, 1969 - Passed Resolution on "Employment of Disabled Persons."

February, 1971 - Reaffirmed the Resolution of February, 1969.

May, 1979 - Gave Positive Recognition to a Policy of Equal Educational Opportunities for the Citizens of Iowa.

July, 1973 - Adopted an Affirmative Action Plan which included "A Strong Administrative Involvement and commitment to a Policy of Equal Employment Opportunities."

STATE OF IOWA
AFFIRMATIVE ACTION PLAN
FOR

DEPARTMENT OF PUBLIC INSTRUCTION

October, 1978 - Revised Plan of July, 1976.

April, 1980 - Revised Plan of October, 1978.

April, 1981 - Revised Plan of April, 1980.

The Affirmative Action Plan of the Department constitutes the Plan for each of the Branches or cost centers (i.e., Central Administration, School Administration, Instruction and Professional Education, Area Schools and Career Education, and Rehabilitation Education and Services) for the following reasons:

1. The Department, by Code, is directed by the State Superintendent and the Board is the appointing authority.
2. A unified Plan reduces the total reporting requirements on the Department and its Branches.
3. Comparisons of the Branches reveal high degrees of similarity (i.e., proportions of males, females, minorities, and handicapped).

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The targets and action steps set forth for the Department are those that would have been set had any of the Branches been considered separately.

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I. INTRODUCTION

The State Board of the Iowa Department of Public Instruction; hereafter referred to as the "Board" and the "Department", has on several occasions issued policy statements and reaffirmed their commitment to equal employment and educational opportunities and to Affirmative Action. These actions are as follows:

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February, 1974 - Reaffirmed its resolution on "Employment of Disabled Persons."

July, 1976 - Adopted a Revised Plan of Affirmative Action.

October, 1978 - Revised Plan of July, 1976.

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1. The Department, by Code, is directed by the State Superintendent and the Board is the appointing authority.
2. A unified Plan reduces the total reporting requirements on the Department and its Branches.
3. Comparisons of staffing proportions of the Branches reveal high degrees of similarity (i.e., proportions of males, females, minorities, and handicapped).
4. The targets and action steps set forth for the Department are those that would have been set had any of the Branches been considered separately.

5. Each Branch has been involved in the development of the Plan and will continue to have such involvement in its implementation.

II. GENERAL POLICY

It is the general policy of the Department:

to provide equal employment and advancement opportunities to all personnel;

to conduct all personnel activities based solely on individual merit and fitness of applicants and employees for specific jobs;

to prohibit discrimination based on race, sex, color, religion, age, national origin, handicapping conditions (these are sometimes referred to as "protected classes") or any other non-merit factor; and

to provide reasonable accommodations to the physical and mental limitations of handicapped individuals.

It is further the policy of the Department to assure that this policy is applicable to all phases of employment, is made known to all employees and applicants and applies to all Branches of the Department.

III. DEFINITIONS

The following definitions of words/phrases previously or subsequently stated in this plan are for clarification purposes only. They are not intended to have an adverse affect and/or "label" those employees/individuals so identified.

1. "Older worker" - is defined as an individual who is at least 40 years of age.
2. "Handicapped individual" - is an individual who: 1) has a physical or mental impairment which substantially limits one or more major life activities; 2) has a record of such impairment or; 3) is regarded as having such an impairment.
 - A. "Life activities" - are considered to include communications, ambulation, self care, socialization, education, vocational training, employment, transportation, adapting to housing, etc. For purposes of this Plan, primary attention is given to those life activities that affect employability.

- B. "Substantially limits" - refers to the degree to which the impairment affects employability. An individual who is likely to experience difficulty in securing, retaining or advancing in employment would be considered substantially limited.
- C. "Has record of such impairment" - includes those individuals who may have completely recovered from a previous physical or mental impairment. It is included because attitudes of employers, supervisors, and co-workers toward that previous impairment may result in the individual experiencing difficulty in securing, retaining, or advancing in employment. It also includes individuals who may have been erroneously classified and may experience discrimination based on this misclassification.
- D. "Is regarded as having such an impairment" - refers to those individuals who are perceived as having a handicap whether an impairment exists or not, because of attitudes or for any other reason, are regarded as handicapped by employers, or supervisors who have an effect on this individual securing, retaining, or advancing in employment.
3. "All phases of employment" - includes:
1. Recruitment, including assistance in completing of application
 2. examination, including testing and interviewing
 3. selection and placement, including selective placement assistance
 4. advancement, upgrading, and transfer
 5. training
 6. employment counseling
 7. performance evaluation
 8. fringe benefits for employees
 9. employment conditions, such as parking space assignments, flexible working hours
 10. lay-off, or reduction-in-force
 11. demotion, or other disciplinary actions.
4. "Ethnic minority" - Individuals who appear to belong, identify with or are regarded as belonging to one of the following racial/ethnic categories:
- A. American Indian or Alaskan Native - all persons having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

- B. Asian or Pacific Islander - all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific. These include for example China, Korea, the Phillipine Islands and Samoa.
 - C. Hispanic - all persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish culture or origin, regardless of race.
 - D. Black, Not of Hispanic Origin - all persons having origins in any of the Black racial groups of Africa.
- 5. Central Administration consists of all staff not assigned to any of the other five branches of the Department.
 - 6. The Plan Coordinator (see staffing assignment on page 4) is that staff member designated by the State Superintendent to coordinate the Affirmative Action Plan of the Department.
 - 7. Personnel and Training Staff are those employees who by title and/or job duties have been delegated responsibilities in the areas of personnel and/or staff development.

IV. SPECIFIC ACTION STEPS - Timetables as Appropriate

1. Staff Assignment:

The State Superintendent has designated the Department's Personnel Officer as Coordinator of the Department's Affirmative Action Plan. The Coordinator is responsible for developing, coordinating, implementing and evaluating the Plan. The Personnel Office is assisted by a Department-wide Affirmative Action Committee that meets periodically to review and recommend improvements to the Plan.

Within the Rehabilitation Education and Services Branch (RESB), the coordinative responsibility has been delegated to the Coordinator for Program Planning, the Assistant Director for Administrative Services and to the Assistant Director for Field Services through the latter to the two Regional Managers.

2. Department Profile:

The State of Iowa EEO-4 Report, containing employment data for Fiscal Year 1982, indicates a 10% decrease in number employed on July 1, 1982 when compared to the figure for July 2, 1981 or 697 in 1982 as compared to 772 in 1981. The 697 figure includes 25 part-time employees of whom 16 were per diem members of permanent boards, commissions or committees.

Total employment of 772 on July 1, 1981 and 697 on July 1, 1982 represents a continuing decline from 853 on July 3, 1980. This decline is attributable to strict hiring controls due to recessive economic conditions beginning in April, 1980 and continuing through fiscal year 1981, 1982 and into 1983.

This profile also needs to recognize that no major reduction in staff was necessary in the Department during fiscal years 1981 and 1982. Internal transfers and promotions were utilized and little outside recruitment was implemented. New hires reduced from 86 in Fiscal 1980 to 33 and 34 in Fiscal 1981 and 1982 respectively. Most of the reduction in staff during the period occurred through attrition without replacement.

Assessment of protected classes is as follows:

A. Ethnic Minority -

The EEO-4 report indicates an ethnic minority population of 25 on July 1, 1982 and 25 on July 2, 1979. Twenty-three (23) of the 25 employed were fulltime. The number in identified minority classes were: 18 Blacks (2 non-full-time), 6 Hispanic, 0 Asian or Pacific Islander and 1 American Indian. Deployment within the 6 major cost centers in the Department shows: 3 in Central Administration; 0 in School Administration; 4 in Instruction and Professional Education; 0 in Pupil Personnel Services; 2 in Area Schools and Career Education; and 16 in Rehabilitation Education and Services. It should be noted that while Rehabilitation has 64% of the Department's ethnic minority population, they also account for 62% of total employed.

The change in total ethnic minorities employed is proportionately related to decreased number of employee's, i.e. 30 or 3.5% of 853 as of July 3, 1980 and 25 or 3.6% of 697 as of July 1, 1982. The 3.6% figure is above the minority representation of 1.9% of Iowa labor force in 1980 but below the 5.1% in Polk County wherein a majority of the staff are employed.

It shall be the continued goal of the Department to maintain and/or exceed the percentage of ethnic minorities employed that is at least comparable to their incidence in those labor markets wherein recruitment is available. Progress on this goal will be assessed when the State EEO-4 report is received each year.

As economic recovery appears imminent and turnover rates increase, more vacancies in the Department will be opened for outside recruitment. It will also be a short-range goal of the Department to:

- 1) Have ethnic minorities employed in the School Administration and Pupil Personnel Services Branch by July of 1985.

- 2) Increase ethnic minority population in Area Schools and Career Education Branch to a minimum 5% level by July of 1985. This would increase number employed from 2 to 3. This is a realistic goal as Central Administration and Instruction and Professional Education have 6.8% and 6.5% level of representation respectively.
- 3) Rehabilitation Education and Services should maintain its 3.6% ethnic minority representation and strive to achieve a 5% representation by July of 1985. This would increase ethnic minority population from 16 to 21.

The 1980 and 1981 revised Affirmative Action Plan continued previously established goals to have ethnic minority females in an official/managerial capacity. The State EEO-4 reports for fiscal 1981 and 1982 indicates this was not achieved. This revised plan continues this goal with a target date of July 1, 1983. If achieved, it will be maintained and/or exceeded by July, 1984. Assessment of EEO-4 reports for fiscal 1983 and 1984 will determine progress with modifications implemented if necessary.

The State EEO-4 report indicated that in July of 1982 the Department had employees in 7 of the 8 major job categories. Total employees and number of ethnic minorities employed in each are as follows: Officials/managers - 66 employees, 3 ethnic minorities or 4.5% of total; Professionals - 350 employees 12 ethnic minorities or 3.4% of total; Technicians - 27 employees 2 ethnic minorities or 7.4% of the total; Protective Service - no employees in this category; Para Professionals - 16 employees, 0 ethnic minorities; Office Clerical - 211 employees, 4 ethnic minorities or 1.9% of total; Skilled Craft - 2 employees with no (0) ethnic minorities; and Service Maintenance - 25 employees, 4 ethnic minorities or 16% of total.

It shall be a long range goal of the Department to have ethnic minority representation in all job categories, except Protective Service, by July, 1985. A part of this goal will also be to maintain and/or exceed representation in those categories where ethnic minorities were employed in July of 1982. Assessment of subsequent EEO-4 reports for Fiscal years 1983 and 1984 will indicate progress on this goal with modifications considered on future plan revisions.

It will also be the goal of this revised plan to have total ethnic minority representation meet or exceed 5% by July 1 of 1985.

B. Women -

Although total number employed in July, 1982 decreased, the percentage of women employed shows no great variance. Fifty-two percent (52%) or 360 were occupying positions in July of

1982 as compared to 53% or 411 in July of 1981 and 53% or 459 in July of 1980. Females are employed in 7 of the 8 job categories listed in the EEO-4 report. The eighth category, protective service, has no employee representation. While the greatest number of women (205) are in the office clerical job category, the Professional category has shown a gradual decrease in number employed since July of 1980.

Number of professional staff (column 1), female representation (column 2) and percentage of representation (column 3) by Branches for Fiscal Years' Ending 1980, 1981 and 1982 are shown as follows:

Branch	FYE 1980		FYE 1981		FYE 1982	
	(1)	(2)(3)	(1)	(2)(3)	(1)	(2)(3)
Central Admin.	3/	2/66%	4/	2/50%	3/	2/66%
School Admin.	31/	7/23%	33/	8/24%	27/	7/26%
Instr. & Prof. Ed.	40/	16/40%	40/	15/37%	36/	13/36%
Area Schls. & Car. Ed.	36/	10/28%	34/	8/24%	33/	7/21%
RESB	296/	96/32%	263/	81/31%	229/	67/29%
TOTALS	431/	139/32%	396/	121/31%	350/	104/30%

The number of women employed must increase in succeeding fiscal years. A short range goal will be to return to percentage levels enjoyed prior to 1981. If the State EEO-4 report for fiscal 1983 and 1984 indicates otherwise, subsequent plan revisions will establish long and/or short range goals to correct specific, identified problem areas.

Previous plan revisions specified goals to hire males in those job categories traditionally held by women, particularly Office Clerical. The number of males employed in this category decreased from 10 in 1980 to 7 in 1981 to 6 in 1982. It should also be noted that total number employed in this category decreased from 263 in 1980 to 227 in 1981 and 210 in 1982. Maintaining a male population in this category is difficult due to turnover rates and preponderance of female applicants. It will be a continuing goal to employ more males in this category.

C. Handicapped -

Previous statistics in number of handicapped employed have been obtained by the Plan Coordinator utilizing knowledge of applicable Rehabilitation Education and Services staff and the coordinators personal knowledge that handicapping conditions exist. The figures obtained by such a method were minimum as "hidden handicaps" are difficult to ascertain. Many employees are reluctant to be identified as handicapped and the gathering of such data, by law, would have to be voluntary. The State EEO-4 report does not gather/report statistics in this area.

It is planned that this data may be included in future reports using a uniform, voluntary collection device issued to all state employees.

The Department's continuing goal is to maintain and increase number of employed handicapped. In addition, through the services of RESB, the Department will serve as a resource agency to others.

D. Age -

The revised plan of April, 1980, did not identify problems and/or establish long or short range goals for protected age groups as the staff analysis prompting the revision did not contain age data. The State EEO-4 reports now show the number of employees in each of the following age ranges and the number of new hires for each identified fiscal year.

<u>Age Range</u>	<u>Total Employees</u>			<u>New Hires</u>		
	<u>1980</u>	<u>1981</u>	<u>1982</u>	<u>1980</u>	<u>1981</u>	<u>1982</u>
18-21	31	19	21	16	7	11
22-39	390	330	275	46	18	14
40-54	276	274	254	20	6	4
55-65	149	144	141	3	2	5
66+	7	5	6	1	0	0

A goal of the 1981 revised plan was to increase new hires in the younger, under 22, and older, over 55, age groups. In spite of economic conditions resulting in reduced staffing and hiring, gains were made on this goal when comparing 1981 and 1982 data. EEO-4 reports for Fiscal 1983 and 1984 that identify problems in the area of protected age groups will necessitate definite establishment of long and/or short range goals aimed at corrective action.

3. Action Plan:

This revised Affirmative Action Plan reaffirms the Department's policy. The following objectives and specific actions are: to ensure full implementation of the plan; to meet specific goals; and, to cover all work activities.

A. Dissemination and Implementation of Revised Plan -

1. Objective

To advise all employees, applicable other agencies, special interest groups and interested citizens of Department's revised Plan.

2. Specific Actions:

- a. Use in-house publications to inform staff of revised Plan and availabilities of copies for those desiring one.

Responsibility: Personnel office and Publications Section.

Target Completion Date: No later than June 17, 1983.

- b. Post copy of Plan on bulletin boards designated for staff information.

Responsibility: Personnel officer and Assistant Director, Administrative Services Division, RESB Branch.

Target Completion Date: June 1, 1983.

- c. Issue releases to media on Department's revised Plan.

Responsibility: Publication Services of Department.

Target Completion Date: June 17, 1983.

- d. Provide copy of plan to appropriate State and Federal Agencies and all departmental staff in an administrative/supervisory position.

Responsibility: Plan Coordinator and Assistant Director, Administrative Services Division, RESB.

Target Completion Date: No later than June 17, 1983 and as requested thereafter.

- e. Train all supervisory staff of plan contents to emphasize roles they must pursue to achieve goals and objectives of affirmative action and equal employment opportunities.

Responsibility: Plan Coordinator and Assistant Director of Administrative Services of RESB.

Target Completion Date: July 31, 1983.

B. Recruitment -

1. Objective:

To maintain a recruitment program wherein vacancy announcements will be available to all potential candidates in the

labor market, especially to those in protected classes.
(See page 2, General Policy for clarification of protected classes.)

2. Specific Actions:

a. Recruit on vacant positions as follows:

1. Maintain and update annually a mailing list of organizations representing protected classes or special interest groups and list openings with them.
2. Post a list of all merit classifications assigned to the Department. The list, updated quarterly, will give detailed instructions employees need to pursue to be available for specific classifications for either lateral transfer and/or promotion.
3. List applicable job openings with colleges and universities having appropriate academic preparation and placement services.
4. List vacancies with the Job Service of Iowa with geographical extent of their recruitment determined by each vacancy.
5. List all vacancies in Department's "DPI NEWS".
6. List all job openings with RESB for qualified disabled applicants.
7. Encourage potential applicants to file an "open" application when no vacancy exists for which they can be considered.
8. When appropriate, and approved by Administration, use news media (advertising) to recruit applicants.

Responsibility: Plan Coordinator, and Assistant Director Administrative Services, RESB.

Target Completion Date: Duration of Plan.

- b. Maintain liaison with the Iowa Merit Employment Department on filling vacancies in the classified service.

Responsibility: Plan Coordinator and Assistant Director Administrative Services, RESB.

Target Completion Date: Duration of Plan.

Responsibility: State, Deputy or Associate Superintendent, Directors, Assistant Directors, Chiefs, Supervisors and Personnel Staff.

Target Completion Date: Immediately when revised plan is implemented and for duration of Plan.

- b. All staff involved in training role by title and/or job duties will train new supervisory personnel on "Pre-employment inquiries" and/or "job interviews" to ensure that information requested from applicant is relevant to the vacancy and is not discriminatory.

Responsibility: Personnel and/or Training Staff.

Target Completion Date: Within first 30 days of employment for new supervisory staff and as need or change indicates for all supervisory staff.

- c. Interviews with prospective employees will be in work areas free of architectural barriers and interpreter service will be available if necessary.

Responsibility: Personnel Officer and other appropriate administrative personnel.

Target Completion Date: Duration of Plan.

- d. No vacancy can be filled before, or in a 15 day period after recruitment notices are issued and/or staff have been advised by written notice of opening.

Responsibility: Personnel Staff, Associate Superintendent, Director, Assistant Director, Chief or Supervisor.

Target Completion Date: Duration of Plan.

D. Upward Mobility and Training -

1. Objective:

To encourage and provide opportunities for all employees to move to higher levels where ability will be better utilized.

2. Specific Actions:

- a. Advise all staff of Departmental openings and encourage those interested to make application.

Responsibility: Personnel Staff.

Target Completion Date: As necessary and for duration of Plan.

- b. In accordance to merit rules post and maintain a list of all merit classifications assigned to the Department that will assure employees of actions necessary to be candidates for promotional opportunities.

Responsibility: Personnel Staff.

Target Completion Date: For duration of plan. List will be updated January, April, July and October each year.

- c. Review recruitment activities on each vacancy to ensure that all staff are advised and afforded opportunities to apply for transfer and/or promotion to vacancy.

Responsibility: Plan Coordinator and Personnel Staff.

Target Completion Date: As necessary and for duration of Plan.

- d. Provide assistance to staff with proposed training and/or educational programs that will enhance current job performance or improve opportunities for promotions or upward mobility. This assistance will be in accordance to existing policies, rules and/or regulations.

Responsibility: Personnel and Training Staff.

Target Completion Date: As necessary and for duration of Plan.

- e. Provide follow-up to all new employees within 30 days of employment to ensure that initial training and/or job orientation was sufficient. If problems or deficiencies are evident, plan and coordinate refresher training with immediate supervisors.

Responsibility: Immediate Supervisor, Personnel and/or Training Staff.

Target Completion Date: Duration of Plan.

E. Working Conditions -

1. Objective:

To provide and maintain safe and healthy working conditions in Department facilities.

2. Specific Actions:

- a. To encourage all employees to inform appropriate administrative staff of potential hazards to their health and safety.

Responsibility: All Staff.

Target Completion Date: Duration of Plan.

- b. To cooperate with appropriate State and Federal agencies relative to compliance with the provisions of the Occupational Safety and Health Act.

Responsibility: Personnel Staff and Appropriate Administrative Staff.

Target Completion Date: As requested and for duration of Plan.

- c. To identify arthitectoral, work station, and related environmental barriers to the employment of the handicapped and formally notify the Department of General Services of needed remedial action.

Responsibility: Personnel Staff and Appropriate Administrative Staff.

Target Completion Date: As identified and for the duration of Plan.

- d. When modification of the work station is identified in order to accommodate handicapped, contact applicable state agencies for assistance.

Responsibility: Personnel Staff and Technical Staff of Rehabilitation Education and Services Branch.

Target Completion Date: As identified and for duration of Plan.

F. Grievance and Complaints -

1. Objective:

To provide a grievance and complaint procedure that is: equitable; impartial; pursued without fear of reprisal and; processed expeditiously. These procedures relate to Affirmative Action concerns and are not intended to be the track for processing complaints or grievances which are integral parts of the personnel system itself, such as the setting of pay and classification levels for job

classes. The Affirmative Action Plan and complaint procedures are not to be construed in any way to divert, limit or bar any right or rights of any handicapped individual to any other remedy or cause of action under law.

2. Specific Actions:

- a. During formal and/or informal orientation of new staff, review grievance and complaint procedure in Employee Handbook.

Responsibility: Personnel Staff and/or Associate Superintendents, Directors, Chiefs and Supervisors.

Target Completion Date: Duration Plan.

- b. Inform all employees who file a grievance and/or complaint of their appeal rights on all decisions and of the rights to file a complaint with the Iowa Civil Rights Commission.

Responsibility: Personnel and/or appropriate Administrative Staff.

Target Completion Date: Duration of Plan.

- c. Provide a formal follow-up on all grievances and/or complaints that are filed to determine from all parties involved as to the effectiveness of the procedure.

Responsibility: Plan Coordinator and/or Personnel Staff.

Target Completion Date: Within 15 days of all written actions filed.

G. Terminations, Voluntary Separations and Lay-Offs -

1. Objective:

To provide a fair and equitable process in severing employer/employee relationship.

2. Specific Actions:

- a. Explore and utilize all applicable rules, regulations, policies and/or procedures when implementing a reduction-in-force.

Responsibility: Administrative and Personnel Staff.

Target Completion Date: In accordance to time frames of applicable rule, regulation, policy and/or procedure.

- b. Conduct exit interviews on all separations and take appropriate action on personnel problems that precipitated terminations of employer/employee relationship.

Responsibility: Personnel Staff and/or immediate Supervisor.

Target Completion Date: Within five days of termination notice but no later than last working day.

- c. Advise and assist employee in exercising appeal rights if the employee feels that discriminatory practices resulted disciplinary terminations or lay-offs.

Responsibility: Plan Coordinator and/or Personnel Staff.

Target Completion Date: Within time frames as established by applicable rules, regulations, policies and/or procedures.

H. Monitoring and Evaluation -

1. Objective:

To ensure that the Plan is implemented as designed, objectives are attained and sufficient and adequate information is available for evaluation of affirmative action efforts.

2. Specific Actions:

- a. Collect and maintain sufficient information by Branch and job category regarding employment applications appointments, advancements, grievances, etc., pertaining to protected classes to complete required reports and evaluate Department performance.

Responsibility: Personnel Staff.

Target Completion Date: Duration of Plan.

- b. Analyze the staffing pattern of the Department by Branch and Job Category and make recommendations to

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