



**DEPARTMENT OF ADMINISTRATION (DOA)
DIVISION OF EQUITY, DIVERSITY, and INCLUSION (DEDI)
STATE EQUAL OPPORTUNITY OFFICE (EOO)**

**GUIDELINES FOR
STATE OF RHODE ISLAND GOVERNMENT
AFFIRMATIVE ACTION PLANS**

**July 1, 2024 to June 30, 2025
(Reporting for the Period of 7/1/2023 to 6/30/24)**

**Prepared by:
RI State Equal Opportunity Office (EOO)
Sean Holley, Administrator
Joseph Jean-Philippe, Programming Services Officer**



STATEMENT FROM THE ADMINISTRATOR, EQUAL OPPORTUNITY OFFICE

The Division of Equity, Diversity & Inclusion (DEDI) strongly encourages the awareness that all Affirmative Action Plans are important for Rhode Island state government because they help ensure equal employment opportunities, diversity, and compliance with federal and state requirements. An affirmative action plan provides agencies with a road map for building a diverse and equitable workforce. Affirmative action goes beyond legal compliance — it's also culturally necessary to correct historic injustices and inequities in many cases. Well-designed affirmative action plans also support your agency's values and long-term goals.

An affirmative action plan can help. Affirmative action plans aim to promote equal opportunity in the workplace; increase workplace diversity, which can lead to greater productivity; remove barriers of discrimination and increase opportunities for underrepresented individuals; monitor policies for exclusionary practices; help address unconscious bias; and determine others measures to strengthen the State of Rhode Island.

-Sean Holley
Administrator, Equal Opportunity Office (DEDI)

PREFACE

Rhode Island General Law §28-5.1-3 requires the State Equal Opportunity Office to establish the criteria and deadlines for State Agency Affirmative Action Plans. The plans apply to employees and applicants for employment. This manual fulfills that requirement. The plans are intended to assist in ensuring equal employment opportunity and eliminating the present effects of past discrimination for racial minorities, women, and persons with disabilities.

Because objectives may vary from agency to agency, the Affirmative Action Plan should be developed according to the needs of the individual agency. However, each written plan must contain the requirements outlined in this manual.

The success of equal employment opportunity in Rhode Island State Government depends largely upon effective Affirmative Action Plans being implemented and the commitment, support and mutual cooperation from Agency Directors, Managers and Staff. The most important measure of an Affirmative Action Program is its RESULTS.

ACKNOWLEDGMENTS

The Department of Administration recognizes that Equal Employment Opportunity and Affirmative Action programming is a shared responsibility among all employees. That being said, the Department acknowledges the work of units and individuals listed below for their significant and/or volunteer contributions to the completion of this Affirmative Action Plan (AAP) Guidelines: Division of Equity, Diversity & Inclusion (DEDI) Associate Director Keith Stokes, Equal Opportunity Administrator Sean Holley, and Equal Opportunity Office Programming Services Officer Joseph Jean-Philippe; Human Resources, who assisted with compiling the raw data for Applicant Flow, Workforce, and Employment Practices Data; and Department of Administration Director Office including Deputy Director Brenna McCabe, Chief of Staff Kayla Weststeyn, and Karen Greco, who provided multiple feedback on the process and procedure and the AAP Guidelines. Barbara Vittoria, Anand Puravangara and Andy Gough, IT Team who developed and produced the Job Group Analysis Summary, and Internal EEO Compliance data reporting system.

Policies, Procedures and Guidelines for Affirmative Action Plans in Rhode Island State Government

JULY 1, 2024 TO JUNE 30, 2025
(Reporting for the period of 7/1/2023 to 6/30/2024)

GENERAL REQUIREMENTS:

A. WHO MUST PREPARE A PLAN?

Per R.I. Gen. Law, all state agencies with twenty (20) or more employees are required to prepare Affirmative Action Plans according to the standards established by the State Equal Opportunity Office. All agencies, regardless of the number of employees, must have a Statement of Policy on Equal Opportunity and Affirmative Action. Agency, for purposes of these standards, is defined as any State Department, Board or Commission, and all units of the Board of Education.

Each agency listed below is referred to as a “Plan-Covered State Agency.” The “Plan-Covered” state agencies will develop an Affirmative Action Plan which will identify the areas of under representation of minorities, women, and individuals with disabilities by job categories and include an explanation, as well as specific actions for improvement.

- Administration – including Water Resources Board and RI Health Benefits Exchange
- Attorney General
- Behavioral Healthcare, Developmental Disabilities & Hospitals
- Business Regulation – including Division of Design Professionals and the Office of the Health Insurance Commissioner
- Children, Youth & Families
- Coastal Resources Management Council
- Community College of Rhode Island
- Corrections
- Davies Career & Technical High School
- Elementary & Secondary Education
- Environmental Management
- Executive – Emergency Management Agency
- Executive – Executive Military Staff
- Executive – Governor’s Office
- Executive – Office of Health & Human Services
- Health
- Human Services
- Judicial
- Labor & Training
- Metropolitan and Technical School

- Narragansett Bay Commission
- Office of the Postsecondary Commissioner – including Division of Higher Education Assistance
- Public Defender
- Public Safety
- Public Utilities Commission
- Revenue
- Rhode Island Airport Corporation
- Rhode Island College
- Rhode Island Commerce Corporation
- Rhode Island Executive Office of Commerce (please combine with Department of Housing for the FY 2024 period)
- Rhode Island Housing & Mortgage Finance Corporation
- Rhode Island Resource Recovery Corporation
- Rhode Island Public Transit Authority
- Rhode Island School of the Deaf
- Secretary of State
- Transportation
- Treasury
- Turnpike & Bridge Authority
- University of Rhode Island

The below state agencies, which have fewer than twenty (20) full-time employees, shall certify in a written policy statement to the DEDI/State Equal Opportunity Office that they follow and are committed to the policies and practices of Equal Opportunity and Affirmative Action. This information must be submitted along with the policy statement. The DEDI/State Equal Opportunity Office will maintain copies of all such policy statements, plan narratives, and statistical reports.

- Board of Elections
- Office of the Child Advocate
- Office of the Mental Health Advocate
- Office of the Lieutenant Governor
- Personnel Appeal Board
- Rhode Island Atomic Energy Commission
- Rhode Island Commission for Human Rights
- RI Convention Center Authority
- RI State Council on the Arts
- Rhode Island Ethics Commission
- Rhode Island Health and Educational Building Corporation
- Rhode Island Public Building Authority

Note: All State agencies that have written Affirmative Action Plans, in compliance with Federal regulations, will submit their plans for review by the DEDI/State Equal Opportunity Office before

such plans are undertaken by Federal Agencies. The DEDI/State Equal Opportunity Office will also be present during all reviews by Federal Agencies.

B. DUE DATE:

All Affirmative Action Plans must be submitted to the Division of Equity, Diversity, and Inclusion (DEDI)/State Equal Opportunity Office, no later than **March 12, 2025**.

C. COPIES REQUIRED:

PLANS MUST BE CLEARLY TYPED, AND PAGES NUMBERED. (The copy must be bound) One electronic copy should be supplied by e-mail. Please send to: ooo.compliance@doa.ri.gov

D. PLAN REVIEW AND ACCEPTANCE:

Upon receipt of the Plan, the DEDI/State Equal Opportunity Office will review it and render an approval or request for revisions. If revisions are required, they must be completed by the agency and returned to the DEDI/State Equal Opportunity Office within ten (10) working days.

E. EFFECTIVE DATES:

Reporting for the period of **July 1, 2023** to **June 30, 2024**. Plans will cover the time period of **July 1, 2024**, through **June 30, 2025**.

F. PLAN REVISIONS:

A plan may be revised during the period it is in effect in response to changes such as major agency reorganization or major budget changes. Contact the DEDI/State Equal Opportunity Office to discuss procedures for making revisions.

G. TECHNICAL ASSISTANCE:

The DEDI/State Equal Opportunity Office is eager and available to answer questions, furnish information, and provide technical assistance needed to organize your plan.

For assistance, contact:

Sean Holley, Administrator
Equal Employment Office (EOO)
Division of Equity, Diversity, and Inclusion (DEDI)
Department of Administration (DOA)
One Capitol Hill
Providence, RI 02908-5865
TEL # (401) 222-5813
Rhode Island Relay #711
Email: Sean.Holley@doa.ri.gov

**WHAT MUST BE INCLUDED IN YOUR
DEPARTMENT'S AFFIRMATIVE ACTION PLAN?**

1. COVER PAGE

The cover page of the plan must include:

- Name of Agency
- Address of Agency
- Covered timeline of the plan
- Name, Title and Signature of Agency Head
- Signature and date line:

Accepted by: _____ **Date:** _____

- Signature and date line:

Approved by: _____ **Date:** _____
DEDI/State Equal Opportunity Office

2. AGENCY ORGANIZATION AND STRUCTURE

A brief outline of the agency's jurisdiction, purpose, and background, along with an organizational chart, is required.

3. AGENCY ATTESTATIONS

The head of the agency must acknowledge and attest that they are aware the agency must comply with the laws, regulations, policies, protocols and other requirements in this document. (Signature lines for each attestation are included in this packet.)

4. AGENCY AFFIRMATIVE ACTION DATA AND CONFIRMATION

DEDI has provided your agency with forms and data for your review and confirmation that the data presented is accurate. Please complete forms accordingly.

5. AGENCY SELF-EVALUATION

Agency must follow the standardized questions provided in the "Self-Evaluation" section with these guidelines.

6. AGENCY GOAL-SETTING & IMPROVEMENT PLAN

Agency must follow the methodology outlined in this guidance document to set affirmative action goals for the next coverage period **July 1, 2024**, through **June 30, 2025**, with narrative explaining its choices. The agency is also required to respond to questions that pertain to how the agency will close gaps in its hiring practices and workforce initiatives to continue building and maintaining an inclusive work environment. To assist with this portion of the plan, DEDI has included questions in this document to which the agency must respond.

**REQUIRED ATTESTATIONS FOR INCLUSION
IN DEPARTMENT AFFIRMATIVE ACTION PLANS**

**DEPARTMENT OF _____ STATEMENT OF POLICY ON
EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION**

It is the policy of this department to promote fair and equitable treatment of all employees and applicants, and to fully comply with federal and state legislation and executive orders. Therefore, the Department will strive to ensure that all employees adhere to the following directives.

The Department of _____ supports affirmative action and equal opportunity. The Department of _____ pledges that it will post all vacancies, including transfers, and will recruit, hire, train, and promote persons in all job classifications without regard to race, color, sex, religion, sexual orientation, gender identity or expression, age, national origin, disability, or veteran status.

All employees and applicants have a right to equal opportunity in all terms, conditions, or privileges of employment, including but not limited to; recruitment, hiring, certification, appointments, working conditions, work assignments, promotions, benefits, compensation, training, transfers, layoffs, recall from layoffs, disciplinary actions, terminations, demotions, or requests for leave. The Department will not discriminate against such requests based on race, color, religion, age, sex, national origin, disability, veteran status, sexual orientation, or gender identity or expression. The Department is committed to employ qualified members of both protected and non-protected groups.

All employees have a right to a workplace free from harassment by supervisors or co-workers based on race, color, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, or any other protected status. Harassment is defined as verbal or physical conduct, interfering with an individual's work performance, or creating an intimidating, hostile, or offensive working environment.

Sexual harassment includes unwanted verbal or physical conduct of a sexual nature as well as sexual advances or requests for sexual favors. Any form of harassment is unlawful, lowers the morale and efficiency of the employees, and will not be tolerated.

Employees and applicants have a right to reasonable accommodations based on disability. Such accommodations include but are not limited to, making facilities accessible, job restructuring, and acquisition of special equipment.

The Americans with Disabilities Act/504 Coordinator for the Department is _____.

The Department is committed to identifying and eliminating past and present effects of discrimination in employment. To achieve this goal, we will identify those classes of individuals which are underrepresented in our workforce, set goals and timetables for increasing our

employment of those underrepresented groups, and implement an Affirmative Action Plan of outreach, recruitment, training, and other similarly designed programs.

The Division of Equity, Diversity & Inclusion (DEDI) / Equal Opportunity Office (EOO) Administrator is responsible for ensuring that the program is coordinated within the Department of _____.

As the Director of the Department of _____, I assume the responsibility for ensuring that this equal opportunity policy will be carried out within the Department.

_____, Director

Department of _____

Date: _____

POLICY ON SERVICE DELIVERY

The Department is committed to providing fair, courteous, and equitable service to the public. The Department will make every effort to provide interpretive services to the non-English speaking public. As per Rhode Island General Law 28-5.1 of the State of Rhode Island, all Divisions of the Department of _____ shall render services to all persons without discrimination based on race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, or disability. Each Division is further responsible for making sure that discrimination does not exist in any programs and activities it assists. This includes grants, contracts, and all areas when the state dollars are spent.

If any person feels that he/she has been discriminated against, he/she may contact the Division of Equity, Diversity and Inclusion (DEDI)/State Equal Opportunity Office, One Capitol Hill, Providence, Rhode Island 02908-5865. The telephone number is 401-222-3090 or eoo.compliance@doa.ri.gov.

_____, Director

Date: _____

Department of _____

POLICY ON CONTRACTS

In accordance with Rhode Island General Law 28-5.1, the Department of _____ shall require that all contractors and suppliers of goods and services sign contracts containing an Equal Opportunity Clause. The clause shall state that the parties agree to adhere to the provisions of all applicable laws, rules and regulations, both State and Federal, including, but not limited to Rhode Island General Law 28-5.1, Title VII of the Civil Rights Act of 1964, Rehabilitation Act of 1973 and Executive Orders 11246, 11625 and 11375. Every effort will be made to solicit bids from Minority Business Enterprises (MBE), Women’s Business Enterprises (WBE), Disadvantaged Business Enterprises (DBE), Veterans Business Enterprises (VBE). This policy is and will continue to be posted in conspicuous areas.

_____, Director

Date: _____

Department of _____

**POLICY STATEMENT FOR INDIVIDUALS WITH DISABILITIES
AND VETERANS**

The Department of _____ is fully committed to meet the specialized affirmative action requirements to employ and advance individuals with disabilities and veterans in accordance with the Americans with Disabilities Act of 1990, RI General Law 28-5.1, Executive Order 92-2 and the Vietnam Era Veterans Readjustment Assistance Act of 1974.

It is the policy and practice of the Department of _____ to provide equal opportunity for every employee. The Department encourages qualified individuals with disabilities, disabled veterans, and qualified veterans to participate fully in all employment opportunities. This policy applies to all decisions about recruitment, hiring, compensation, benefits, transfers, promotions, layoffs, and other conditions of employment.

Accordingly, all employment decisions shall be consistent with the principles of equal employment opportunity.

The Department will communicate to all employees and applicants its obligation to take affirmative action to employ qualified individuals with disabilities, and covered veterans, in such a way as to ensure understanding and acceptance.

The Department will contact recruiting sources such as Vocational Rehabilitation Services, the Department of Human Services and appropriate educational or training institutions to assist in recruiting qualified individuals with disabilities and covered veterans.

_____ of the _____ is designated as the 504 Coordinator for the Department of _____. This entails coordination of all divisions in the implementation of all Federal rules and regulations affecting the Department in terms of compliance with the mandates of Section 504 of Title V of the Rehabilitation Act of 1973.

_____, Director

Department of _____

Date: _____

**COMPLIANCE WITH GUIDELINES ON DISCRIMINATION BECAUSE OF
RELIGION OR NATIONAL ORIGIN**

The Department will fully comply with all laws and executive orders. The Department will strive to fulfill requests for religious accommodation through voluntary substitutions, flexible work schedules, changes in job assignments, or transfers. The Department offers employees four “personal days” of paid leave per year that may be used for accommodating religious holidays or obligations.

The Department does not discriminate against any qualified person in any facet of hiring or employment because of their religion or national origin.

_____, Director

Department of _____

Date: _____

RETALIATION OR COERCION STATEMENT

An employee or agent of State Government who shall discriminate against an individual through the use of retaliation, coercion, intimidation, threats or other such action because such individual has filed a complaint, testified or participated in any way in any investigation proceeding or hearing regarding discrimination in employment or public service or because such individual has opposed any act made unlawful under the Americans with Disabilities Act (ADA) of 1990 or Rhode Island Fair Employment Practices Act or any rules and regulations issued pursuant to either, shall be subject to disciplinary action. Said action may include suspension from employment or dismissal where the discrimination is found to be willful or repeated.

_____, Director

Department of _____

Date: _____

COMPLIANCE WITH SEX DISCRIMINATION GUIDELINES

In our efforts to comply with federal law, state law, and executive orders on discrimination based on sex, the department will comply with the following procedures and practices:

1. Candidates from both sexes will be recruited for all jobs
2. Advertisements will not express a preference for applicants of a particular sex when placed for recruitment of personnel.
3. No distinction based on sex will be made in employment opportunities, wages, and hours of work, employee benefits, or any other condition of employment.
4. Mandatory or optional ages for retirement will be equal for both males and females.
5. Appropriate physical facilities will be provided for both sexes. See above comment. Lack of facilities will not be used to reject applicants of either sex.
6. Pregnancy leaves of absence for female employees are granted on an individual basis, depending on an individual's physical condition, under the Department's leave of absence policy. Parental leave is afforded to all employees for the purpose of child raising in accordance with Personnel Rule 5.0661 (d) and State and Federal FMLA provisions.
7. Where seniority lists or lines of progression are used, they shall not be based on an employee's sex.
8. Salaries and wage schedules will not be based on an employee's sex.
9. As openings occur, the department will take affirmative action to recruit and place women in those jobs in which we have determined that females are under-represented.
10. Women will have equal opportunity to participate in training programs sponsored by the department to the extent that they are under-represented. Special efforts will be made to include women in any management training programs that are offered.
11. The Department recognizes its obligation to provide a work atmosphere free of harassment and intimidation. Any forms of sexual harassment, such as unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature, will not be tolerated. Violations of this policy will be handled appropriately as part of the department's disciplinary procedures and its posted policy letter in support of the federal guidelines on sexual harassment.

_____, Director

Department of _____

Date: _____

AMERICANS WITH DISABILITIES/504 COMPLAINT PROCEDURE ATTESTATION

_____ (Agency/Department) _____ has adopted an internal procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Americans with Disabilities Act of 1990.

Complaints should be addressed to _____ who has been designated to coordinate ADA/504 Compliance efforts.

A complaint should be filed in writing or verbally. They should contain the name and address of the person filing the complaint and a brief description of the alleged violations of the regulation.

A complaint should be filed within (# of Days) _____ after the complainant becomes aware of the alleged violation.

An investigation, as may be appropriate, will follow the filing of a complaint. The investigation will be conducted by _____. These rules contemplate informal but thorough investigations affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by _____ and a copy forwarded to the complainant no later than (# of days).

The ADA/504 Coordinator will maintain the files and records relating to the complaints filed.

_____, Director

Department of _____

Date: _____

PROGRAM STATISTICS

Please complete the following charts/forms:

- Applicants
- Applicants, Hires, Promotion, and Terminations Data
- Affirmative Action Statistical Summary & Job Group Analysis
- Annual Affirmative Action Statistical Summary
- Determining Workforce, Underrepresentation for FY24 & Goal Setting for FY25

APPLICANTS

AGENCY: _____ **DATE:** 07/01/2023-06/30/2024

Applicants

Classification Title	Position Number	EEO Job Category	Union	Non-Union	List	No List	White Male	Minority	Female	Disabled	Veterans	Hire	Promotion	Transfer Within	Terminations	Pay Grade
Totals			0	0	0	0	0	0	0	0	0	0	0	0	0	0

<u>EEO Category</u>	<u>Race/Ethnic Code :</u>	<u>Gender Code</u>
A - Officials/Managers	1 - Black or African American (Not Hispanic or Latino)	F - Female
E - Paraprofessionals	2 - Hispanic or Latino	M - Male
B - Professionals	3 - American Indian or Alaska Native (Not Hispanic or Latino)	
F - Administrative	4 - Asian (Not Hispanic or Latino)	<u>Disabled Code</u>
C - Technicians	5 - White (Not Hispanic or Latino)	D - Disabled
G - Skilled Craft	6 - Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)	
CF - Faculty	7 - Two or More Races (Not Hispanic or Latino)	<u>Veteran Code</u>
H - Service Maintenance		V - Veteran
D - Protective Services		

APPLICANTS, HIRES, PROMOTIONS & TERMINATIONS DATA

APPLICANT FLOW DATA

AGENCY: _____

DATE: 07/01/2023-06/30/2024

	TOTAL APPLICANTS	MALE							FEMALE							**DISABLED	VETERANS
		BLACK OR AFRICAN AMERICAN (NHL*)	HISPANIC OR LATINO	ASIAN (NHL*)	AMERICAN INDIAN OR ALASKA NATIVE (NHL*)	WHITE (NHL*)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (NHL*)	TWO OR MORE RACES (NHL*)	BLACK OR AFRICAN AMERICAN (NHL*)	HISPANIC OR LATINO	ASIAN (NHL*)	AMERICAN INDIAN OR ALASKA NATIVE (NHL*)	WHITE (NHL*)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (NHL*)	TWO OR MORE RACES (NHL*)		
APPLICANTS																	
OFFICIALS/ADMINISTRATORS																	
PROFESSIONALS																	
TECHNICIANS																	
FACULTY																	
PROTECTIVE SERVICES																	
PARA-PROFESSIONALS																	
ADMINISTRATIVE SUPPORT																	
SKILLED CRAFT																	
SERVICE/MAINTENANCE																	
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CTIVE SERVICES																	
HIRES																	
OFFICIALS/ADMINISTRATORS																	
PROFESSIONALS																	
TECHNICIANS																	
FACULTY																	
PROTECTIVE SERVICES																	
PARA-PROFESSIONALS																	
ADMINISTRATIVE SUPPORT																	
SKILLED CRAFT																	
SERVICE/MAINTENANCE																	
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PROMOTIONS																	
OFFICIALS/ADMINISTRATORS																	
PROFESSIONALS																	
TECHNICIANS																	
FACULTY																	
PROTECTIVE SERVICES																	
PARA-PROFESSIONALS																	
ADMINISTRATIVE SUPPORT																	
SKILLED CRAFT																	
SERVICE/MAINTENANCE																	
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TERMINATIONS																	
OFFICIALS/ADMINISTRATORS																	
PROFESSIONALS																	
TECHNICIANS																	
FACULTY																	
PROTECTIVE SERVICES																	
PARA-PROFESSIONALS																	
ADMINISTRATIVE SUPPORT																	
SKILLED CRAFT																	
SERVICE/MAINTENANCE																	
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

* Not Hispanic or Latino

** Include disabled in appropriate job categories.

AFFIRMATIVE ACTIONS STATISTICAL SUMMARY & JOB GROUP ANALYSIS

	EEO Job Category	Filled Positions	
	Officials/Administrators		
	Professionals		
	Technicians		
	Faculty		
	Protective Services		
	Paraprofessionals		
	Administrative Support		
	Skilled Craft		
	Service Maintenance		
	Total		

ANNUAL AFFIRMATIVE ACTION STATISTICAL SUMMARY

AGENCY:		Date: July 1, 2023 - June 30, 2024																																							
EEO-4 Job Categories	CURRENT											LAST YEAR'S WORKFORCE											DIFFERENCE +/-								HIRING GOALS				GOALS MET						
	TOTAL EMPLOYEES	WHITE	BLACK	HISPANIC	FEMALE	DISABLED	VETERANS	BLACK OR AMERICAN INDIAN/ALASKA NATIVE	ASIAN	PACIFIC ISLANDER	OTHER	UNEMPLOYED	TOTAL EMPLOYEES	WHITE	BLACK	HISPANIC	FEMALE	DISABLED	VETERANS	BLACK OR AMERICAN INDIAN/ALASKA NATIVE	ASIAN	PACIFIC ISLANDER	OTHER	UNEMPLOYED	TOTAL EMPLOYEES	WHITE	BLACK	HISPANIC	FEMALE	DISABLED	VETERANS	BLACK OR AMERICAN INDIAN/ALASKA NATIVE	ASIAN	PACIFIC ISLANDER	OTHER	UNEMPLOYED	GOALS MET	GOALS MET			
Managers/Administrators																																									
Professionals																																									
Faculty																																									
Technicians																																									
Protective Services																																									
Para-Professionals																																									
Administrative Support																																									
Skilled Craft																																									
Service Maintenance																																									
Total Employees	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Current Workforce: As of June 30th, 2024
 Last Year's Workforce: As of June 30th, 2023
 Difference: Increases or Decreases
 Goals: Numerical projections, July 1st, 2023 to June 30th, 2024 for employment of

Percent #DIV/0! Minority Applicants #DIV/0! Minority Hiring	Female Applicants #DIV/0! Female Applicants #DIV/0! Female Hiring	Termination Percent #DIV/0! Minority #DIV/0! White Female #DIV/0! White Male	Total Current Workforce Percent #DIV/0! White Male #DIV/0! Minority #DIV/0! Female #DIV/0! Disabled #DIV/0! Veterans #DIV/0! Black or African American (*Not Hispanic or Latino) #DIV/0! Hispanic or Latino #DIV/0! American Indian or Alaska Native (*Not Hispanic or Latino) #DIV/0! Asian (*Not Hispanic or Latino) #DIV/0! Native Hawaiian or Other Pacific Islander (*Not Hispanic or Latino) #DIV/0! Two or More Races (*Not Hispanic or Latino)
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Goals Met A = Achieved A+ = Achieved Plus N = Did Not Achieve P = Partially Achieved

DETERMINING WORKFORCE, UNDERREPRESENTATION FOR FY24 & HIRING GOAL FOR FY25

DETERMINING UNDERREPRESENTATION & GOAL SETTING																																			
AGENCY:												DATE: JULY 1, 2023 - JUNE 30, 2024																							
EEO-5 Job Categories	WORKFORCE									UNDERREPRESENTATION									AAP HIRING GOALS																
	TOTAL EMPLOYEES	MINORITY	FEMALE	VETERANS	DISABLED	BLACK OR AFRICAN AMERICAN (NH%)	HISPANIC OR LATINO (NH%)	AMERICAN INDIAN OR ALASKA NATIVE (NH%)	ASIAN (NH%)	WHITE (NH%)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (NH%)	TWO OR MORE RACES (NH%)	MINORITY	FEMALE	VETERANS	DISABLED	BLACK OR AFRICAN AMERICAN (NH%)	HISPANIC OR LATINO (NH%)	AMERICAN INDIAN OR ALASKA NATIVE (NH%)	ASIAN (NH%)	WHITE (NH%)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (NH%)	TWO OR MORE RACES (NH%)	MINORITY	FEMALE	VETERANS	DISABLED	BLACK OR AFRICAN AMERICAN (NH%)	HISPANIC OR LATINO (NH%)	AMERICAN INDIAN OR ALASKA NATIVE (NH%)	ASIAN (NH%)	WHITE (NH%)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (NH%)	TWO OR MORE RACES (NH%)	
Officials/Managers/Administrators												0	0	0	0	0	0	0	0	0	0	0	0												
Professionals												0	0	0	0	0	0	0	0	0	0	0	0												
Faculty												0	0	0	0	0	0	0	0	0	0	0	0												
Technicians												0	0	0	0	0	0	0	0	0	0	0	0												
Protective Services												0	0	0	0	0	0	0	0	0	0	0	0												
Para-Professionals												0	0	0	0	0	0	0	0	0	0	0	0												
Administrative Support												0	0	0	0	0	0	0	0	0	0	0	0												
Skilled Craft												0	0	0	0	0	0	0	0	0	0	0	0												
Service Maintenance												0	0	0	0	0	0	0	0	0	0	0	0												

* Not Hispanic or Latino

	Percent		Termination	Goals Met
	Minority Applicants	Female Applicants		
Minority Hiring			Minority White Female	Achieved/Achieved Plus/Did Not Achieve
Female Hiring			White Male	

Minority Applicants	0
Total Applicants	0
Minority Hires	0
Total Hires	0
Female Applicants	0
Total Applicants	0
Female Hires	0
Total Hires	0
Minority Terminated	0
White Female Terminated	0
White Male Terminated	0
Total Terminated	0

DETERMINING UNDERREPRESENTATION & GOAL SETTING

The procedure outlined in this section applies specifically to the determination of underrepresentation within the agency for affirmative action planning purposes and considerations in establishing future affirmative action goals for your agency.

Building on past practices, this plan includes the establishment of diversity goals to measure progress toward ensuring that the state government workforce reflects the diversity of the state’s population. To accomplish this, the “Determining Underrepresentation & Goal Setting” form has been expanded to include goals for individual racial/ethnic categories, as well as for persons with disabilities and veterans.

Underrepresentation, for the purpose of these guidelines, is determined by comparing the number of minorities and women within an EEO-4 job category of an agency with the number which would exist given equal representation with the distribution of the same group found in the population, according to population estimates in the 2023 United States Census Bureau, Quick Facts Rhode Island: <https://www.census.gov/quickfacts/fact/table/ri/PST045217>. Goals for veterans and persons with disabilities have been established by federal regulations.

It should be noted that underrepresentation as defined here, does not necessarily imply the existence of discrimination. The law does not require rigid statistical balance of parity between an agency’s workforce and the population. However, where representation of minorities or women differs substantially from the population representation in any job category and/or classification, there is a strong legal presumption that discriminatory practices may be responsible.

The State of Rhode Island’s population is being used as the basis for all comparisons with the agency workforce. For the purpose of these guidelines, the figures used in calculating your underrepresentation analysis are:

<u>Category:</u>	<u>2020 Population Percentages:</u>
Female.....	51.0%
Disabled.....	9.7%
Veterans.....	5.9%
Minority.....	31.4%
Black or African American.....	8.8%
Hispanic or Latino.....	17.1%
American Indian or Alaska Native.....	1.1%
Asian.....	3.7 %
White.....	81.3%
Native Hawaiian or Other Pacific Islander.....	0.2%
Two or More Races.....	3.0%

The following example demonstrates the way in which underrepresentation is determined for affirmative action goal setting:

1. Prior year data: 2 of the 50 persons, or 4%, in the “Professionals” job category in agency “A” are minorities.
2. 31.4% of the State’s total population are minorities.
3. The number of minorities who would be professionals in agency “A” if there was equal representation with the population would be about 16.

$$.314 \times 50 = 15.7$$

4. The agency, in this case, was underrepresented last year by 14 minority professionals.
5. All partial numerical figures that contain 0.5 or more shall be rounded upward and 0.49 or less shall be rounded downward to the nearest whole number.

The above analysis should be conducted for each job category based on Race, Gender, Disability and Veteran status.

NUMERICAL GOAL SETTING: At this point, it has been determined if any underrepresentation of minorities, females, disabled, or veterans exists. Using your underrepresentation analysis for each job category as a starting point, set your agency goals for next year and ensure that you are considering other data, such as rate of hiring, expected turnover, existing vacancies, budget and any programs or initiatives your agency may be implementing, to set reasonable and attainable goals. **The numbers laid out in your plan for the upcoming year should reflect progress toward closing the representation gap.**

SELF-EVALUATION

In this section you must examine all personnel practices and underrepresentation statistics. Deficiencies found in your self-audit should be identified, discussed with appropriate managers and the corrective action to be taken clearly detailed. The following areas must be covered:

1. Self-Evaluation of Affirmative Action Program Performance

- a. Does your affirmative action program include policies, practices, and efforts to ensure equal employment opportunity?
If so, briefly list those policies, practices, and efforts.
- b. Have you assessed the achievements of your previous plan?
- c. Have you identified and implemented corrective actions to address problem areas and barriers?
- d. Have you summarized your workforce composition by race/ethnicity, gender, disability, and veteran status for each job category?
- e. Were all numerical goals met for each job category?
- f. Have you provided detailed explanations for any unmet goals?

2. Employment Recruitment and Selection Process:

- a. Do you review your applicant flow report regularly?
- b. Are outreach and recruitment methods in place to target underrepresented populations? If yes, briefly list those outreach and recruitment methods.
- c. Have you implemented strategies to ensure your selection process is fair, equitable, and unbiased? If yes, briefly list those strategies.

3. Posting of Positions:

- a. Are all vacancy notices posted and accessible to employees and the general public?
- b. Are the postings managed in a fair, equitable, and unbiased manner?
If yes, briefly list how they are managed in a fair, equitable, and unbiased manner.

4. Transfers and Promotions:

- a. Are transfer and promotional opportunities posted and visible to employees?
- b. Are these opportunities offered in a fair and unbiased manner?
If yes, briefly list how they are offered in a fair and unbiased manner.

5. Technical Compliance:

- a) Has your agency met the federal "Equal Employment Opportunity is the Law" posting requirements?
The following resources are provided to assist you in meeting the posting requirements:

“Equal Employment Opportunity is the Law” Poster

<http://www.dol.gov/ofccp/regs/compliance/posters/ofccpost.htm>

“EEO is the Law” Poster

<http://www1.eeoc.gov/employers/poster.cfm>

6. Terminations:

- a. Are employee terminations conducted in a fair and unbiased manner?

7. Training Programs:

- a. Are training opportunities provided equally to all employees?
If yes, briefly how they are provided to all employees.
- b. Are training practices designed to be fair, equitable, and unbiased?
If yes, briefly list how they are designed in a fair, equitable, and unbiased manner.



**STATE OF RHODE ISLAND
DEPARTMENT OF ADMINISTRATION**

**Division of Equity, Diversity and Inclusion
State Equal Opportunity Office
One Capitol Hill
Providence, RI 02908-5890
401-222-3090**

Diversity Plan to Improve Minority Hiring and Workplace Inclusion

As the diversity of Rhode Island’s population continues to increase, it is imperative that each state agency develops and implements a plan to improve the representation of women, minorities, persons with disabilities, and veterans in their overall workforce. This is especially important for position within the upper echelon of their agency, i.e. positions in Job Category A and B, where policy and program decisions are typically made and managed. Moreover, each agency is encouraged to create a workplace culture and climate that values diversity and inclusion, so that our collective performance and service to others will be enhanced.

Accordingly, please provide a summary of:

- A. Your agency’s plan to improve the representation of women, minorities, persons with disabilities, and veterans throughout your workforce, and especially within the upper echelon of your agency, where they may be underrepresented. When summarizing these efforts, a comparison should be made between the percentages of each racial/ethnic minority group in the population to their representation within your workforce across all job categories. Identify the strategies you will use to address underrepresentation gaps between the two.
- B. Your agency’s plan to create a workplace culture and climate that values diversity and inclusion and ensures quality customer/client services to the people of Rhode Island.
- C. Your agency’s plan to ensure that new and existing employees within your workforce take part in an orientation training program on topics such as diversity, discrimination, and sexual harassment, as well as similar topics related to diversity, equity, and inclusion, which are facilitated by the Division of Equity, Diversity and Inclusion (DEDI) or others.

APPENDIX

DESCRIPTION OF JOB CATEGORIES

OFFICIALS AND ADMINISTRATORS:

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies or direct individual departments or social phases of the agency's operations or provide specialized consultation on a regional, district or area basis. Includes: Department heads, Bureau Chiefs, Division Chiefs, Directors, Deputy Directors, Controllers, Wardens, Superintendents, Sheriffs, Police and Fire Chiefs and Inspectors, Examiners (Bank, Hearing, Motor Vehicle, Warehouse), Inspectors (Construction, Building, Safety, Rent-and-Housing, Fire, A.B.C. Board, License, Dairy, Livestock, Transportation), Assessors, Tax Appraisers and Investigators, Coroners, Farm Managers and kindred workers.

PROFESSIONALS:

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: Personnel and Labor Relations workers, Social Workers, Doctors, Psychologists, Registered Nurses, Economists, Dieticians, Lawyers, Systems Analysts, Accountants, Engineers, Employment and Vocational Rehabilitation Counselors, Teachers or Instructors, Police & Fire Captains and Lieutenants, Librarians, Management Analysts, Airplane Pilots and Navigators, Surveyors & Mapping Scientists and kindred workers.

TECHNICIANS:

Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: Computer Programmers, Drafters, Survey and Mapping Technicians, Licensed Practical Nurses, Photographers, Radio Operators, Technical Illustrators, Highway Technicians, Technicians (Medical, Dental, Electronic, Physical Sciences), Police and Fire Sergeants, Inspectors (Production or Processing Inspectors, Testers and Weighers) and kindred workers.

PROTECTIVE SERVICE WORKERS:

Occupations in which workers are entrusted with Public Safety, Security and Protection from destructive forces. Includes: Police Patrol Officers, Fire Fighters, Guards, Deputy Sheriffs, Bailiffs, Correctional officers, Detectives, Marshals, Harbor Patrol Officers, Game and Fish Wardens, Park Rangers (except Maintenance) and kindred workers.

PARAPROFESSIONALS:

Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience that is normally

required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Includes: Research Assistants, Medical Aids, Child Support Workers, Policy Auxiliary, Welfare Service Aids, Recreation Assistants, Homemakers Aides, Home Health Aides, Library Assistants and Clerks, Ambulance Drivers and Attendants and kindred workers.

ADMINISTRATIVE SUPPORT:

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: Bookkeepers, Messengers, Clerk Typists, Stenographers, Court Transcribers, Hearing Reporters, Statistical Clerks, Dispatchers, License Distributors, Payroll Clerks, Office Machine and Computer Operators, Telephone Operators, Legal Assistants, Sales Workers, Cashiers, Toll Collectors and kindred workers.

SKILLED CRAFT WORKERS:

Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: Mechanics and Repairers, Electricians, Heavy Equipment Operators Stationary Engineers, Skilled Machining Occupations, Carpenters, Compositors and Typesetters, Power Plant Operators, Water and sewage Treatment Plant Operators and kindred workers.

SERVICE/MAINTENANCE:

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene of safety of the general public or which contribute to the upkeep and care of group may operate machinery. Includes: Chauffeurs, Laundry and Dry Cleaning Operatives, Truck Drivers, Bus Drivers, Garage Laborer, Custodial Employees, Gardeners and Groundskeepers, Refuse Collectors and Construction Laborers, Park Ranger Maintenance, Farm Workers (except Managers), Craft Apprentices/Trainees/Helpers and kindred workers.

Racial / Ethnic Designations Minority Group

An employee may be included in the group by which he or she appears to belong, identifies with or is regarded in the community as belonging. However, no person should be counted in more than one racial/ethnic group.

BLACK OR AFRICAN AMERICAN (Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.

HISPANIC OR LATINO: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

NATIVE AMERICAN OR ALASKA NATIVE (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

ASIAN (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

WHITE (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

NATIVE HAWAIIAN OR PACIFIC ISLANDER (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

TWO OR MORE RACES (Not Hispanic or Latino): All persons who identify with more than one of the above five races.

**Standards adopted by the United States Equal Employment Opportunity Commission and
the Office of Federal Contract Compliance Program.**

**PRIVATE EMPLOYMENT,
STATE AND LOCAL GOVERNMENTS
EDUCATIONAL INSTITUTIONS
RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN:**

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment, on the basis of race, color, religion, sex or national origin.

The law covers applicants to and employees of most private employers, state and local governments and public or private educational institutions. Employment agencies, labor unions, and apprenticeship programs are also covered.

AGE:

The Age Discrimination in Employment Act of 1967, as amended, prohibits age discrimination and protects applicants and employees 40 years of age or older from discrimination on account of age in hiring, promotion, discharge, compensation, terms, conditions, or privileges of employment. The law covers applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations.

SEX (WAGES):

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act (see above), the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment. The law covers applicants to and employees of most private employers, state and local governments and educational institutions. Labor organizations cannot cause employers to violate the law. Many employers not covered by Title VII, because of size, are covered by the Equal Pay Act.

DISABILITY:

The Americans with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability, and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment. The law also requires that covered entities provide qualified applicants employees with disabilities with reasonable accommodations that do not impose undue hardship. The law covers applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN:

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES:

On September 24, 2013, the U.S. Department of Labor's Office of Federal Contract Compliance Programs published a Final Rule in the *Federal Register* that makes changes to the regulations implementing Section 503 of the Rehabilitation Act of 1973, as amended (Section 503) at 41 CFR Part 60-741. Section 503 prohibits federal contractors and subcontractors from discriminating in employment against individuals with disabilities (IWDs) and requires these employers to take affirmative action to recruit, hire, promote, and retain these individuals. The new rule strengthens the affirmative action provisions of the regulations to aid contractors in their efforts to recruit and hire IWDs and improve job opportunities for individuals with disabilities. The new rule also makes changes to the nondiscrimination provisions of the regulations to bring them into compliance with the ADA Amendments Act of 2008. The new Section 503 regulations became effective on March 24, 2014. However, contractors with a written affirmative action program (AAP) already in place on the effective date have additional time to come into compliance with the AAP requirements. This compliance structure seeks to provide contractors the opportunity to maintain their current AAP cycle.

Highlights of the New Regulations

Utilization goal: The new regulations establish a nationwide 7% utilization goal for qualified IWDs. Contractors apply the goal to each of their job groups, or to their entire workforce if the contractor has 100 or fewer employees. Contractors must conduct an annual utilization analysis and assessment of problem areas and establish specific action-oriented programs to address any identified problems.

Data collection: The new regulations require that contractors document and update annually several quantitative comparisons for the number of IWDs who apply for jobs and the number of IWDs they hire. Having this data will assist contractors in measuring the effectiveness of their outreach and recruitment efforts. The data must be maintained for three years to be used to spot trends.

Invitation to Self-Identify: The new regulations require that contractors invite applicants to self-identify as IWDs at both the pre-offer and post-offer phases of the application process, using language prescribed by OFCCP. The new regulations also require that contractors invite their employees to self-identify as IWDs every five years, using the prescribed language. This language is posted in the Self-Identification Form, below.

Incorporation of the EO Clause: The new regulations require that specific language be used when incorporating the equal opportunity clause into a subcontract by reference. The mandated language, though brief, will alert subcontractors to their responsibilities as Federal contractors.

Records Access: The new regulations clarify that contractors must allow OFCCP to review documents related to a compliance check or focused review, either on-site or off-site, at OFCCP's option. In addition, the new regulations require contractors, upon request, to inform OFCCP of all formats in which it maintains its records and provide them to OFCCP in whichever of those formats OFCCP requests.

ADAAA: The new regulations implement changes necessitated by the passage of the ADA Amendments Act (ADAAA) of 2008 by revising the definition of "disability" and certain nondiscrimination provisions.

COVERED VETERANS AND DISABLED VETERANS:

38 U.S.C. 4212 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, prohibits job discrimination and requires affirmative action to employ and advance in employment qualified covered veterans.

Covered veterans means any of the following:

- 1) Disabled veterans.
- 2) Veterans who served on active duty in the Armed Forces during a war or in a campaign or expedition for which a campaign badge has been authorized.
- 3) Veterans who, while serving on active duty with the Armed Forces, participated in a United States military operation for which an Armed Forces Service Medal (AFSM) was awarded pursuant to Executive Order 12985; and
- 4) Recently separated veterans.

Applicants to and employees of companies with a federal government contract or subcontract are protected under the authorities above. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under Executive Order 11246, as amended, Section 503 of the Rehabilitation Act or 38 U.S.C. 4212 of the Vietnam Era Veterans Readjustment Assistance Act should immediately contact:

The Office of Federal Contract Compliance Programs (OFCCP) Employment Standards Administration, U.S. Department of Labor,
200 Constitution Avenue, N.W., Washington, D.C. 20230, (202) 523-9368, or an OFCCP regional or district office, listed in most directories under U.S. Government, Department of Labor.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

Include examples of programs

RACE, COLOR, NATIONAL ORIGIN, SEX:

In addition to the protection of Title VII of the Civil Rights Act of 1964, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color, or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities that receive Federal assistance.

If you believe you have been discriminated against in a program of any institution that receives Federal assistance, you should contact immediately the Federal agency providing such assistance.

INDIVIDUALS WITH DISABILITIES:

Section 504 of the Rehabilitation Act of 1973 is a national law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any Federal department or agency, including the U.S. Department of Health and Human Services (DHHS). These organizations and employers include many hospitals, nursing homes, mental health centers and human service programs.

Section 504 forbids organizations and employers from excluding or denying individuals with disabilities an equal opportunity to receive program benefits and services. It defines the rights of individuals with disabilities to participate in, and have access to, program benefits and services.



STATE OF RHODE ISLAND
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State Equal Opportunity Office
One Capitol Hill
Providence, RI 02908-5890
401-222-3090
www.dedi.ri.gov

STATE OF RHODE ISLAND
**EQUAL OPPORTUNITY ADVISORY COMMITTEE
DESIGNATION FORM**

Purpose

This form is used to designate a representative from each agency to serve on the Equal Opportunity Advisory Committee in alignment with the requirements of the Affirmative Action Plan. The designated representative will act in an advisory role to support equal opportunity efforts and ensure compliance with diversity initiatives.

SECTION 1: AGENCY INFORMATION

Agency Name: _____

Agency Head Name: _____

Agency Head Title: _____ Date: _____

SECTION 2: DESIGNATED REPRESENTATIVE INFORMATION

Full Name: _____

Job Title: _____

Division/Department: _____

Email Address: _____

Phone Number: _____

SECTION 3: DESIGNATION ATTESTATION

I, [Agency Head Name], hereby designate [Representative's Name] to serve as the agency's Equal Opportunity Advisory Committee representative. The designee will provide

recommendations, assist with developing and monitoring the Affirmative Action Plan, and support the agency's equal opportunity efforts.

I acknowledge that all recommendations made by the committee will be reviewed and considered to foster equity and diversity within the agency.

Agency Head Signature: _____ Date: _____

Designee Signature: _____ Date: _____

SECTION 4: SUBMISSION FORMS

Completed forms must be sent to the State Equal Opportunity Office (EEO) by February 28, 2025, at Sean.Holley@doa.ri.gov.

STATE EQUAL OPPORTUNITY OFFICE USE ONLY

Date Received: _____ Reviewed By: _____

Approval Status: Approved Not Approved

Comments: _____

By submitting this form, agencies affirm their commitment to compliance with Rhode Island General Laws § 28-5.1 and fostering a diverse and inclusive workplace.

For additional guidance and/or technical assistance, contact:

Sean Holley, Administrator
State Equal Opportunity Office (EEO)
Division of Equity, Diversity, and Inclusion (DEDI)
Department of Administration (DOA)
One Capitol Hill
Providence, RI 02908
Telephone # (401) 222-5813
Rhode Island Relay: 711

Email: Sean.Holley@doa.ri.gov

** Each agency is required to have an Equal Opportunity Advisory Committee*



STATE OF RHODE ISLAND
DEPARTMENT OF ADMINISTRATION

**Division of Equity, Diversity and Inclusion
State Equal Opportunity Office
One Capitol Hill
Providence, RI 02908-5890
401-222-3090**

ENFORCEMENT AGENCIES

**Department of Administration (DOA)
Division of Equity, Diversity, and Inclusion (DEDI)
State Equal Opportunity Office (EOO)**
One Capitol Hill
Providence, RI 02908
TEL # (401) 222-3090
FAX # (401) 222-2490
Eoo.compliance@doa.ri.gov

RI Commission for Human Rights
180 Westminster St. Ste. 3
Providence, RI 02903-1918
TEL # (401) 222-2661/ Voice
TDD # (401) 222-2664
FAX # (401) 222-2616

U.S. Equal Employment Opportunity Commission
1801 L Street NW
Washington, D.C. 20507
TEL # (202) 663-4900/ Voice
TDD # (800) 800-3302
TDD # (202) 663-4494 (for all Area Codes)

Department of Justice
Office of the Americans with Disabilities Act
Civil Rights Division
P.O. Box 66118
Washington, D.C. 20035-6118
TEL # (202) 514-0301/ Voice
TDD # (202) 514-0381
(202) 514-6193 (Electronic Bulletin Board)