

Utah Department of Agriculture and Food Equal Opportunity Employment and Services Plan

The Utah Department of Agriculture and Food values and encourages diversity within its work force and continues its efforts to attract, retain, and utilize a diverse and highly qualified work force by providing equal access to hiring, promotion, and training opportunities. It is the policy of the Department to adhere to fair employment practices to ensure that hiring, compensation, benefits and other terms or conditions of employment are conducted on a non-discriminatory basis without regard to race, color, sex, religion, national origin, age, or disability. Discrimination based on any of these criteria is unlawful and will not be tolerated.

Primary Goals:

- create an environment within the Department that values, fosters, and utilizes to the fullest extent the diverse talents of the State work force in order to attract and retain highly qualified people to State service.
- provide employment, compensation, career development, promotion opportunities, benefits and other terms or conditions of employment to the employees of the Department without regard to race, color, sex, religion, national origin, age, or disability.

Equal Employment Opportunity Actions:

The Utah Department of Agriculture and Food requires all department employees to adhere to the applicable principles of fairness, equality, integrity, consistency, and career service principles in the application of the State's rules and statutes governing employees and prospective employees. All department employment practices must provide equal employment opportunity for all individuals.

Policies and Procedures

The State of Utah issues Human Resource Management Rules to provide guidance to supervisors and employees on fair employment practices, employment law, and the discrimination complaint procedure. Adherence to these policies and procedures ensures employment actions that are based on the ability to perform the essential functions and responsibilities of the position, rather than non-job related factors.

Equal Opportunity Employment and Services Statement

The Department of Agriculture and Food is an Equal Opportunity Employment and Services Provider. The Department of Agriculture and Food is committed to equal opportunity employment and services and takes steps to disseminate this message to department employees and the public.

Open and Competitive Recruitment

The State of Utah conducts open and competitive recruitment from all segments of the work force with the intent of hiring the best candidates for career service positions based on an individual's knowledge, skills, and abilities. The Utah Department of Agriculture and Food human resource staff uses a skill-based

recruitment system. Job related skills are determined through the use of job descriptions and job analyses.

Reporting Capabilities and Workforce Analysis

The State of Utah has the ability through the Human Resource Enterprise (HRE) computer system to compile gender and race information regarding full-time, new hire, and other than full-time employees. This report fulfills EEOC reporting requirements. In addition, this information gives agencies access to reports that contain agency specific EEO information. These reports allow each agency to evaluate the diversity of its own work force and develop an equal employment opportunity plan based on agency needs.

Community Outreach

The State Department of Human Resource Management leads the efforts of equal opportunity by participating in various job fairs hosted by the Department of Workforce Services or local universities and colleges. DHRM also reaches out to the community through its web site, job hotline, and by sharing its job announcements with various community-based employment organizations.

Employee Training and Development

The Utah Department of Agriculture and Food forbids discrimination based on harassment of any type and provides education and training to supervisors and employees in an effort to create a work place free from harassment. Training, career development, and educational assistance are open to all regardless of race, color, sex, religion, national origin, or disability. The State of Utah offers a Certified Public Manager program that includes diversity awareness coursework. The Utah Department of Agriculture and Food assists their employees with their educational goals by granting employees administrative leave to attend classes and/or a subsidy of educational expenses.

Grievance Process for Discrimination

In accordance with Human Resource Management rules and federal and state law, any employee who alleges that they have been discriminated against, may file a complaint to the agency head. If the employee does not agree with the decision of the agency head, the employee may file a complaint with the Utah Anti-Discrimination and Labor Division (UALD) or the Equal Employment Opportunity Commission (EEOC). Employees may file a complaint without fear of retaliation.

EQUAL OPORTUNITY STATEMENT AND COMPLAINT PROCEDURES

The Utah Department of Agriculture and Food (UDAF) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact (801) 538-7110 (voice and TDD).

To file a complaint of discrimination write Commissioner, Utah Department of Agriculture and Food, P.O. Box 146500, Salt Lake City, UT 84114-6500 or call (801) 538-7100 (voice or TDD). Utah Department of Agriculture and Food is an equal opportunity provider and employer.

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