

CHAPTER: 500  
Personnel/Human Resources

DEPARTMENT ORDER:

502 – Equal Opportunity

OFFICE OF PRIMARY  
RESPONSIBILITY:

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# Arizona Department of Corrections

## Department Order Manual

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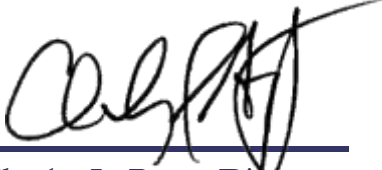
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ACCESS

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Charles L. Ryan, Director

## TABLE OF CONTENTS

<b>PURPOSE .....</b>	<b>1</b>
<b>APPLICABILITY .....</b>	<b>1</b>
<b>PROCEDURES .....</b>	<b>1</b>
<b>1.0 DEVELOPMENT OF THE EQUAL OPPORTUNITY PLAN .....</b>	<b>1</b>
<b>2.0 COMPLIANCE WITH THE EQUAL OPPORTUNITY PLAN .....</b>	<b>1</b>
<b>DEFINITIONS/GLOSSARY .....</b>	<b>1</b>
<b>AUTHORITY .....</b>	<b>1</b>

## **PURPOSE**

This Department Order establishes a standard for the Department to ensure qualified persons are recruited, selected and employed.

## **APPLICABILITY**

This Department Order is not applicable to private prisons facilities. Private prisons facilities shall adhere to the Equal Opportunity requirements of their contract.

This Department Order does not create a contract for employment between any employee and the Department. Nothing in this Department Order changes the fact that all uncovered employees of the Department are at-will employees and serve at the pleasure of the Appointing Authority.

## **PROCEDURES**

**1.0 DEVELOPMENT OF THE EQUAL OPPORTUNITY PLAN** – The Equal Opportunity Officer shall, in consultation with the Employee Relations Administrator and Executive Staff, update and maintain the Department's Equal Opportunity Plan.

### **2.0 COMPLIANCE WITH THE EQUAL OPPORTUNITY PLAN**

2.1 The Deputy Director, Division Directors, Assistant Director, Regional Operations Directors, Wardens, Deputy Wardens, Administrators, Bureau Administrators and Hiring Authorities shall:

2.1.1 Ensure all personnel transactions are based upon the principles outlined in Arizona Revised Statute (A.R.S) §41-742, without regard to race, color, sex, pregnancy, sexual orientation, religion, national origin, age, military or veteran status, disability, and genetic information, except when one of these has been identified by the Employment Unit as an existing bona fide occupational qualification.

2.1.2 Apply exceptions in the selection of employees in certain covered and uncovered positions when necessary and reasonable to do so in compliance with the Department's Equal Opportunity Plan.

2.1.3 Comply with hiring and promotion goals outlined in the Department's Equal Opportunity Plan.

## **DEFINITIONS/GLOSSARY**

Refer to the Glossary of Terms

## **AUTHORITY**

A.R.S. §41-742 et seq., State Personnel System

A.R.S. §41-1461 et seq., Discrimination in Employment

A.R.S. §41-1492, et seq., Public Accommodation and Services

A.A.C. R2-5A-104, Prohibition Against Discrimination, Harassment and Retaliation

A.A.C. R2-5A-901, Complaint System

A.A.C. R2-5A-902, Complaint Procedures

A.A.C. R2-5B-402, Grievance System

A.A.C. R2-5B-403, Grievance Procedures

28 CFR, Chapter I, Parts 35 and 36, Nondiscrimination on the Basis of Disability in State and Local Government Services

29 CFR, Chapter XIV, Part 1607, Uniform Guidelines on Employee Selection Procedures

29 CFR, Chapter XIV, Part 1625, Age Discrimination in Employment Act (ADEA)

Americans with Disabilities Act of 1990 (ADA), Titles I and V, as amended

Genetic Information Nondiscrimination Act of 2008

Pregnancy Discrimination Act of 1978 (42 U.S.C. §2000e(k))

U.S. Civil Rights Act of 1964, Title VII, 703, as amended, 42 U.S.C.2000e-2