

429—5.1(216A) Hiring policy.

5.1(1) *Equal employment opportunity/affirmative action policy.* In compliance with state and federal laws, executive orders, regulations and the Iowa department of human rights, it is the policy of the division of deaf services:

a. To ensure fair and equal employment opportunity on the basis of merit and fitness for all qualified employees and applicants for employment, without regard to race, color, national origin, creed, sex, religion, age, physical or mental disability, or any other nonmerit factors;

b. To prohibit discrimination, whether intentional or unintentional, against all employees and applicants for employment because of race, color, national origin, creed, sex, religion, age, physical or mental disability, or any other nonmerit factor, except that in accordance with section 501C of the Rehabilitation Act of 1973 (as amended by Public Laws 93-516, December 7, 1974; 94-230, March 15, 1976; and 95-602, November 6, 1978), priority will be given to promotion of job opportunities (hiring, placement, and advancement in employment) of blind and deaf persons and other recipients of rehabilitation services;

c. To implement affirmative action based on the results of quantitative and qualitative analyses, which will remove artificial barriers to and otherwise ensure equal employment opportunity and the prevention of discrimination;

d. To afford remedy, based on the results of quantitative and qualitative analyses, to those individuals and classes of individuals whose treatment has resulted in an illegally discriminatory employment situation as compared to the majority class when that treatment cannot be justified on the basis of merit, business necessity or bona fide occupational requirement and to correct circumstances resulting from policies, procedures, or practices which have, or tend to have, discriminatory impact;

e. To enforce this policy and the resulting program.

5.1(2) *Procedure.* This policy is an integral part of every aspect of personnel policy, procedure, and practice including recruitment, selection, placement, salary, classification, advancement, training, and other treatment of employees and applicants for employment. It is disseminated and discussed internally and externally and is posted in conspicuous places in the agency (departmental and staff bulletin boards, for example). The division of deaf services, department of human rights, is an equal employment opportunity and affirmative action employer. The department coordinator is the agency official responsible for equal employment opportunity and affirmative action compliance. The department of human rights maintains an internal system for continuous auditing and reporting on its affirmative action program. A complete breakdown of staff by EEO-4 occupational category and protected class is maintained.