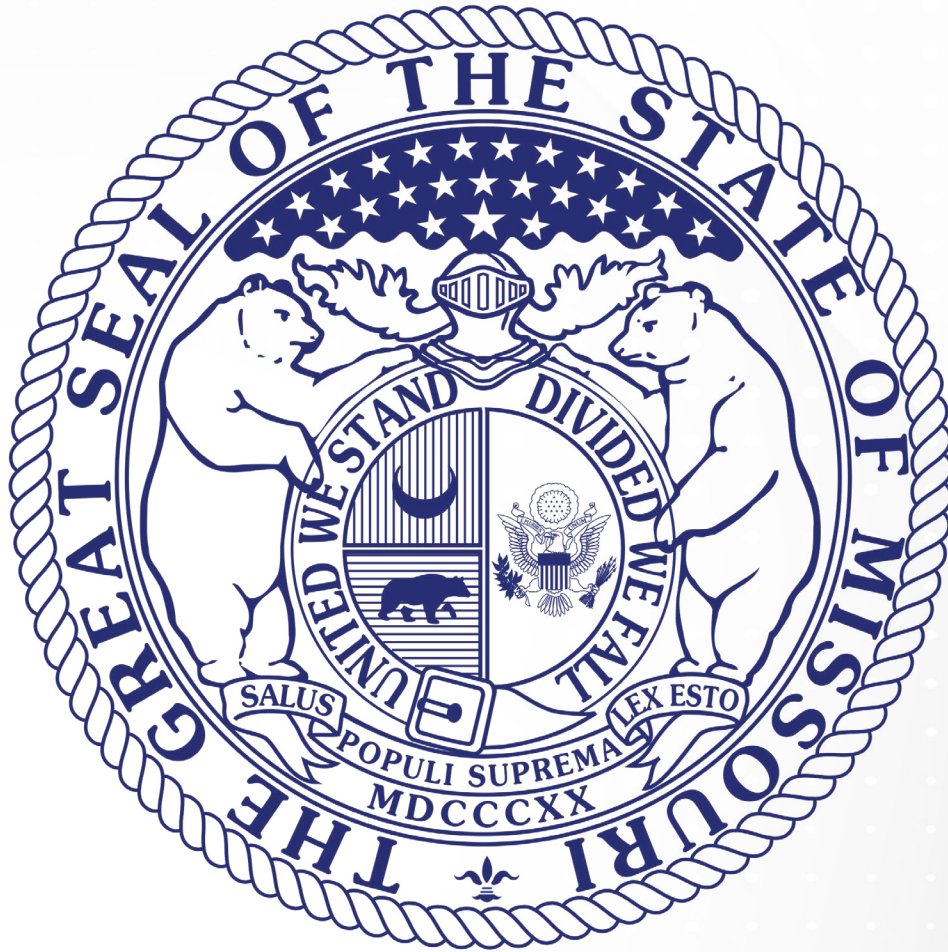


# STATE OF MISSOURI



DEPARTMENT OF

**WORKFORCE  
DIVERSITY PLAN**



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# MESSAGE FROM THE OFFICE OF EQUAL OPPORTUNITY

It is my pleasure to provide the following Workforce Diversity Plan template on behalf of the Office of Equal Opportunity (OEO) for your department to use if so desired. This includes a section addressing the Missouri as a Model Employer initiative under EO 19-16. A Workforce Diversity Plan assists a department to set the direction for achieving a workplace that ensures equal opportunities for all applicants and employees of the State of Missouri.

Each department within the Executive Branch of government is required under [Executive Order 10-24](#) to prepare and submit a revised Workforce Diversity Plan to the Office of Equal Opportunity (OEO) by September 30 of each year. Additionally, departments are required to submit a report evaluating their progress in increasing the percentage of employees with disabilities to the Office of Administration (OA). ([Executive Order 19-16](#)). OEO will collect this information on behalf of OA.

It is our hope that this template makes developing a plan that is comprehensive and effective more attainable. Of course, your department may elect to use a different format - that is your choice. We are here to assist you in any way in developing your plan.

Our goal, with this plan, and as an office, is to provide your department with tools and resources it may need to comply with executive orders, while ensuring full compliance with all federal and state employment and discrimination, harassment and retaliation laws and regulations.

You may refer to Executive Order's 10-24, Article V, and 19-16 (2) for further guidance.

*Please do not hesitate to reach out to the Office of Equal Opportunity, at [oeo.mo.gov](http://oeo.mo.gov) or 573-751-8130, with any questions you may have.*

Thank you,

Diana Hilliard  
Director, Office of Equal Opportunity/State EEO Officer

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# HISTORY AND PURPOSE OF WORKFORCE DIVERSITY PLAN

In accord with Executive Order 10-24, "The executive branch of the State of Missouri shall ensure that all present and prospective employees are afforded equal opportunity at all levels and phases of employment within state government with respect to, but not limited to, hiring, recruiting, training, benefits, promotions, transfers, layoffs, demotions, terminations, rate of compensation, and recalls from layoffs. It shall be the responsibility of the State Office of Equal Employment Opportunity to monitor all departments of the executive branch of state government and assist them to ensure equal employment opportunity. The State of Missouri shall work to ensure that there will be no vestiges of discrimination against persons on account of race, color, religion, national origin, sex, ancestry, age, sexual orientation, veteran status, or disability; not only in employment practices but in the provision of services and the operation of facilities."

Each department within the Executive Branch is required to prepare and submit a Workforce Diversity Plan to the Office of Equal Opportunity, State EEO Officer, by September 30 of each year. It is the responsibility of each department director to develop a Workforce Diversity Plan for their respective department. And, it is the responsibility of the State EEO Officer to review and approve each plan to ensure it significantly complies with EO 10-24.

Article V of EO 10-24 sets out the requirements for Workforce Diversity Plans, and states:

**"Each Workforce Diversity Plan shall contain the following items:**

- A departmental policy statement on Equal Employment Opportunity and Workforce Diversity;
- Identification of individuals who will be responsible for implementation of the Workforce Diversity Plan within the department;
- A utilization and availability analysis presented in a form and manner as determined by the Office of Equal Opportunity;
- Identification of problem areas and proposed actions and timelines;
- A statement on how progress will be monitored and reported;
- A description of departmental recruiting practices that will be used to diversify the department's work force;
- Procedures used to ensure all tests for employment and promotion are nondiscriminatory; and
- Identification of diversity training needs within the department and plans to address those needs."

It is important to remember that this is not an affirmative action plan nor any attempt to or the endorsement of the use of quotas. At all times a department should hire or promote the most qualified individual for the position and not engage in illegal discrimination.



# WORKFORCE DIVERSITY PLAN

“The Workforce Diversity Program will demonstrate the State of Missouri’s good faith effort to eliminate any potential discriminatory barriers to employment, while enhancing the state’s effort to provide equal employment opportunity and improve workforce diversity. The following section addresses individual items required under EO 10-24.

The Program shall:

- Ensure awareness of workforce diversity before hiring decision are made;
- Prohibit the departments in the executive branch from engaging in unlawful discrimination practices; and
- Place a strong emphasis on recruitment, retention, and upward mobility as methods to enhance the State of Missouri’s workforce through equal employment opportunity and workforce diversity.

## Departmental policy statement on Equal Employment Opportunity (EEO) and Workforce Diversity

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*Please provide your department’s policy statement that addresses EEO and Workforce Diversity as required by [EO 10-24](#), Article V. A sample EEO statement may read as follows:*

We’re an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, age, sex, sexual orientation, national origin, veteran or disability status.





## Identification of individuals who will be responsible for implementation of the Workforce Diversity Plan within the department

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*Please provide the names of individuals in your department responsible for implementation of the Workforce Diversity Plan as required under [EO 10-24](#). This includes individuals and/or HR personnel responsible for ensuring EEO compliance and adherence to anti-discrimination, anti-harassment and anti-retaliation laws.*

## Utilization and Availability Analysis

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*Please provide your department's utilization and availability analysis, as outlined in [EO 10-24](#), Article V. You may use and update the Utilization Analysis you provided last year. At this time, OEO does not have a suggested UA template, but is in the process of creating one*

## Identification of Problem Areas and Proposed Actions and Timelines

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*Per [EO 10-24](#), please identify your department's D&I problem area(s), making sure to include proposed actions and timelines to address each area. This may or may not be addressed in Section 1, Part B of this plan.*



## A description of departmental recruiting practices that will be used to diversify the department's workforce

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Per [EO 10-24](#), please provide a description of current departmental recruiting practices to ensure equal opportunities in recruitment and hiring. EO 10-24 further requires the procedures used to ensure all tests for employment and promotion are nondiscriminatory.

## Training

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Please provide the training needs identified by your department that cover discrimination, sexual harassment, cultural and workforce diversity and other appropriate human relations training as determined by the Office of Administration, Division of Personnel as required under EO 10-24. Per this EO, these trainings must occur periodically. Please include a list of all such trainings conducted over the last year to ensure EEO compliance.



## MODEL EMPLOYER ACT (DISABILITIES)

*Under Executive Order 19-16 (2), the Office of Administration shall, on an annual basis, collect data, based on voluntary self-disclosure, and report initial baseline numbers of state employees with disabilities. The Office of Administration shall report and evaluate the State's progress in increasing the percentage of employees with disabilities in the State workforce. OA's Department of Personnel will collect the requested data. On behalf of OA, please provide to OEO in this report, a statement on your department's efforts to increase the percentage of employees with disabilities.*

*Please provide the employee or employees designated by the director or commissioner responsible for overseeing the development, implementation, monitoring, and evaluation of strategies to recruit, hire, retain and promote career advancement of people with disabilities, and who will serve as contact person for Missouri Rehabilitation Services and other organizations that represent job seekers with disabilities as set out in Executive Order 19-16 (9).*

## ADDITIONAL COMMENTS

Please provide any feedback, questions or comments for the Office of Equal Opportunity (OEO) below or contact our office at [oeo@oa.mo.gov](mailto:oeo@oa.mo.gov).