

## **DIRECTIVE NUMBER 300-23-12**

**DATE:** December 5, 2013

**TO:** All Kansas Department of Labor Employees

**FROM:** Lana Gordon, Secretary of Labor

**SUBJECT:** Equal Employment Opportunity

### **1.0 Purpose**

1.1 The Kansas Department of Labor will provide equal employment opportunity to all persons, and all personnel/employment transactions shall be made without regard to race, color, gender, religion, national origin, ancestry, age, military, veteran, or disability status, in compliance with all applicable laws and regulations. All complaints alleging violations of any part of KDOL's Equal Opportunity Policy will be thoroughly investigated, and employees are assured they will not be retaliated against for filing such complaints. Complaints will be treated in a confidential, professional and timely manner, and reporting violations shall in no way reflect upon an employee's standing within the agency.

### **2.0 Procedure – Informal Process**

- 2.1 Agency employees are encouraged to consult and work with their supervisors in order to resolve issues; however, if an employee does not wish to inform his/her supervisor of an alleged equal opportunity (EO) violation, the employee may choose to contact the EO-Officer and attempt a resolution through either an informal or formal complaint process.
- 2.2 Employees are encouraged to first bring their concerns to the person responsible for the behavior or action. In many cases, individuals will take self-corrective measures when they become aware of how their actions or behaviors are being received. The matter may be concluded by mutual consent at this point. If the informal process is inappropriate, employees may utilize the formal complaint process.

### **3.0 Procedure – Formal Complaint Process**

3.1 *Discrimination Complaint* form, K-ED 636, is provided for employees to use in filing a written complaint. Any written complaint that includes the nature of the alleged discriminatory behavior, the date(s) of the occurrence, and the specific reason the complainant feels the behavior is discriminatory (i.e.; race, religion, sex, etc.), will also be accepted as a complaint. An individual who believes this policy has been violated must report the incident to the EO Officer within 30 days from the date of the alleged EO violation. This time limit may be extended if good cause is shown.

#### **4.0 Action Required**

4.1 All divisions and units shall comply with this directive.

#### **5.0 Inquiries**

5.1 Contact HR by email at [human.resources@dol.ks.gov](mailto:human.resources@dol.ks.gov) or at 785-296-5000 ext. 2565

#### **6.0 Revision History**

6.1 April 2016

*Signature on file*

Lana Gordon, Secretary of Labor

Rescissions: None	Expiration Date: Continuous
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