
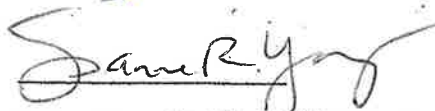


Vermont State Government  
Equal Employment Opportunity  
Plan Fiscal Year 2019

  
Philip E. Scott, Governor

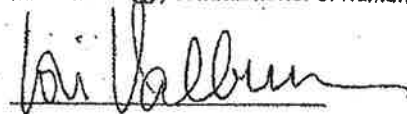
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Susanne Young, Secretary of Administration

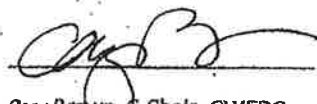
5/9/18  
Date

  
M. Beth Fastigi, Commissioner of Human Resources

4/30/18  
Date

  
Lori Valburn, Co-Chair, Governor's Workforce  
Equity and Diversity Council (GWEDC)

4/27/18  
Date

  
Cary Brown, Co-Chair, GWEDC

4.30.18  
Date

## TABLE OF CONTENTS

<b>State Government Workforce Mission</b>	3
<b>State Government EEO Statement and Policy</b>	4
<b>Executive Branch Organization and EEO Responsibilities</b>	5
Personnel Policies and Procedures	6
Collective Bargaining Agreements	6
Responsibilities for EEO Implementation	7
Dissemination of State EEO Plan	8
Individual Agency/Department Plans	8
<b>State Government Data Analysis</b>	9
<b>State Government 2017-2018 EEO Program</b>	11
Recruitment	11
Selection and Hiring	11
Training and Development	11
Compensation and Benefits	12
Performance Evaluation	12
Disciplinary Process	12
Grievance Procedure	12
EEO Officer	12
EEO Complaint Procedures	13
<b>Appendix A - Executive Order No. 10-13, GWEDC</b>	14

## **STATE GOVERNMENT WORKFORCE MISSION**

An Equal Employment Opportunity (EEO) Plan is a blueprint to help build a strong and diverse workforce by taking advantage of the skills and education of all segments of Vermont's population. This statewide plan is an umbrella document for State of Vermont (State) agencies and departments to use in developing their own EEO plans. It also provides a way to assess the impacts of our human resources practices.

A diverse workforce reflects all segments of society, incorporates new ideas and a variety of work and leadership styles, and promotes inclusion and support for the work of government. An EEO Plan can help an employer successfully retain a workforce that provides the best service to the people of our state. Incorporation of all groups in the State's workforce will improve the workforce and its ability to best serve the entire population. Having a good EEO Plan in place is an important first step toward achieving this goal.

The State of Vermont is committed to taking positive steps toward ensuring that employment barriers do not exist within state government. This Plan is designed to encourage all State agencies and departments to ensure that all eligible applicants or job-holders have equal opportunity in all areas of state employment, including compensation, recruitment, hiring, retention, training, promotion, working conditions, and benefits. To the extent possible, the State will strive to employ a workforce reflective of Vermont's civilian workforce population. Providing equal employment opportunities throughout state government is an important goal and implementing an EEO Program is a means of attaining that goal. To this end, the State has recently entered into a contract with a vendor to implement a new Talent Acquisition Management System ("TAMS"). Once fully operational, TAMS will provide the State with automated functionality that will enhance the State's capability to ensure a diverse workforce, by facilitating the solicitation of a more diverse applicant pool for open positions and by providing more detailed data regarding recruitment efforts. In addition, the State has committed to design and implement a comprehensive on-boarding process for new employees. One of the goals of this process will be to improve overall performance in retaining a diverse State government workforce.

Through a 2013 Executive Order, No. 10-13, the Governor re-established the Governor's Workforce Equity and Diversity Council (GWEDC) to consult with and advise the Commissioner of Human Resources and the Secretary of Administration regarding the development, implementation, and maintenance of an EEO Program for the State of Vermont. A copy of the Executive Order is attached as Appendix A. Additionally, the Disability Employment Working Group was established by Executive Order in 2016, No. 02-16, to be part of the GWEDC in order to make recommendations regarding hiring practices to increase access to State employment for individuals with disabilities. The Commissioner of Human Resources has the responsibility of developing, implementing, and monitoring the State's EEO Program. The Commissioner of Human Resources wrote this Plan, in consultation with the GWEDC.

This Plan represents the commitment of the State to guarantee equal employment opportunities for all employees and applicants; and to promote a diverse workforce. In furtherance of this Plan, the State of Vermont and its various agencies and departments shall take positive measures toward ensuring that equal opportunity is incorporated into all personnel policies and practices. All personnel policies, practices and programs shall be administered and implemented in a non-discriminatory manner by all State agencies, departments and boards. Furthermore, this Plan and any related policies and programs

adopted by the State of Vermont Department of Human Resources shall be implemented by every State agency and department.

## **EEO STATEMENT AND POLICY**

It is the policy and practice of the State of Vermont to assure that no person will be discriminated against, or be denied the benefit of any activity, program, or employment process, in any area of employment, including but not limited to recruitment, advertising, hiring, promotion, transfer, demotion, lay off, termination, rehiring, rates of pay, benefits, development opportunities, and/or other compensation. The State of Vermont is strongly committed to non-discrimination and equal opportunity in all employment actions for qualified persons without regard to race, color, religion, ancestry, national origin, place of birth, age, gender, sexual orientation, gender identification, or disabling condition. It is the policy of the State to provide a workplace that is free of harassment for being a member of a protected class, and the State prohibits retaliatory action for any protected activity. Accordingly, the following policy is set in place.

1. The State shall consider all qualified applicants for available positions without regard to race, color, religion, ancestry, national origin, place of birth, age, gender, sexual orientation, gender identity, or disability.
2. All recruitment advertisements will include the State's commitment to Equal Employment Opportunity, and job specifications/descriptions should be reviewed periodically and updated as appropriate to properly identify job-related requirements.
3. Required workplace EEO posters shall be placed and maintained in conspicuous locations.
4. Advancement to positions of greater responsibility shall be based on an individual's demonstrated performance.
5. Compensation, benefits, job assignments, layoffs, employee development opportunities, and discipline shall be administered consistent with federal and state laws, and without bias to race, color, religion, ancestry, national origin, place of birth, age, gender, sexual orientation, gender identity, or disability.
6. Executive, management and supervisory level employees are responsible for implementing this policy and ensuring conformance by subordinates.
7. Any State employee who engages in discrimination of a member of a protected class, or unlawful harassment, may be subject to appropriate discipline.
8. Any supervisory or managerial employee who knows of unlawful discrimination or harassment in the workplace, and fails to take immediate and appropriate corrective action, may be subject to disciplinary action.

The State is committed to its Equal Employment Opportunity Policy, and as part of the Equal Employment Opportunity Plan will:

1. Recruit, hire, train, upgrade, and promote in all job classifications without regard to race, color, religion, ancestry, national origin, place of birth, age, gender, sexual orientation, gender identification, or disability;
2. Consider the principles of Equal Employment Opportunity and the intent to further the State's commitment to workplace diversity when making employment decisions;
3. Ensure that all other personnel actions such as compensation, benefits, discipline, State-sponsored training, educational tuition assistance, and social and recreational programs are administered without regard to race, color, religion, ancestry, national origin, place of birth, age, gender, sexual orientation, gender identity, or disability;
4. Provide reasonable accommodations for qualified applicants and/or employees with disabilities that will enable them to perform essential job functions;
5. Ensure that employees and applicants are not subjected to intimidation and/or harassment, retaliation, threats, coercion, or discrimination because they have filed a complaint, assisted or participated in an investigation or any other activity, or opposed any unlawful act or practice;
6. Investigate claims of discrimination and unlawful harassment in the workplace; and
7. Promote inclusion and diversity in all levels of the workforce.

## **EXECUTIVE BRANCH ORGANIZATION AND RESPONSIBILITIES**

The offices of Governor, Lieutenant Governor, Secretary of State, Treasurer, Auditor of Accounts, and Attorney General constitute the Executive Branch of state government. The large majority of State of Vermont agencies, departments, boards, councils, and commissions are overseen by the Governor.

Agencies, run by secretaries appointed by the Governor, consist of departments (with commissioner appointments approved by the Governor) that generally are comprised of divisions. Both secretary and commissioner appointments must be confirmed by the state Senate. Some departments are independent - not part of any agency - with commissioners who report directly to the Governor. A small number of appointed officials do not report directly to the Governor or an agency secretary.

The Department of Human Resources (DHR) is within the Agency of Administration. It implements and monitors the State's EEO Plan, provides administrative assistance to the GWEDC, and assists agencies and departments in developing their individual EEO Plans. DHR's Recruitment Division ensures reasonable accommodations for all job applicants; Examples include American Sign Language interpretation, readers, accessible facilities, TTY (text telephone device) or relay service, and large print materials. DHR's Center for Achievement in Public Service provides a supervisory training program to all supervisors in the State that incorporates the subject of cultural competence and diversity in the workplace. DHR's Labor Relations Division keeps a record of grievance proceedings from Step III that allege discrimination, including the nature of the grievances, and the resolution of the grievances. DHR's Operations Division is responsible for maintaining employee statistics on race, sex, national origin, disability status, and age by EE0-4 job category, pay grade, and step to the extent that accurate information is available. The Vermont Department of Labor provides data and interpretation to OHR regarding Vermont's civilian labor force and applicant pools.

The Governor's Workforce Equity and Diversity Council (GWEDC) was created by a 2002, Executive Order, and re-affirmed in a 2013 Executive Order, to consult with and advise the Commissioner of Human Resources and the Secretary of Administration regarding the development, implementation, and maintenance of an EEO Program for the State of Vermont. The foundation for the Council's work, and the basis for EEO programs across the country, is a series of federal laws and regulations that prohibit discriminatory behavior by employers against members of protected classes. Vermont laws and the State's personnel policies and labor contracts with the State employees represented by the Vermont State Employees Association, Inc. (VSEA) and the Vermont Troopers' Association (VTA) reflect the same objectives.

### **State Personnel Policies and Procedures**

The Agency of Administration and Department of Human Resources issue policies and procedures for personnel administration directly relevant to equal employment opportunities, which apply to all Executive Branch classified, exempt, and temporary State employees, and to job applicants.

Personnel Policy 3.0, Equal Employment Opportunity, prohibits discrimination in all State employment practices, including recruitment, hiring, promotion, demotion, transfer, layoff, termination, rates of pay and other forms of compensation, selection for training, agency- sponsored social and recreational events, and all other terms, privileges, and conditions of employment.

Personnel Policy 3.1, Sexual Harassment, defines and prohibits sexual harassment and details a procedure for making and processing complaints of such discrimination. Managers are responsible for ensuring that employees are provided with a copy of this policy, posting the policy in the workplace, and providing employees with training on how to prevent sexual harassment in the workplace.

Personnel Policy 3.2, Reasonable Accommodation, sets forth how the State responds to requests by qualified applicants and State employees for reasonable accommodations of disabilities that may affect an employee's ability to perform the essential functions of a job. Personnel Policy 4.11, Interviewing and Reference Checking, also explains a hiring manager's obligation to engage in a discussion about reasonable accommodations for an applicant to State employment who indicates they are unable to perform an essential function of the job.

Personnel Policy 3.3, Discrimination Complaints, articulates the State's prohibition of and opposition to discrimination on the basis of race, color, religion, ancestry, national origin, sex, age, sexual orientation, gender identity, disability, and any other factor prohibited by law. It is also unlawful to retaliate against an employee for filing a complaint of prohibited discrimination or acting as a witness in an employment investigation. The State has established protocols for responding to discrimination complaints in the workplace that include reporting, investigating, and resolving these allegations. The policy holds managers responsible for providing a discrimination-free workplace. A copy of the Discrimination Policy is available in every workplace, and all new employees receive a copy.

### **State Collective Bargaining Agreements**

The State's labor contracts with the Vermont State Employees Association (VSEA) recognize the Non-Management, Supervisory, and Corrections bargaining units for the Executive Branch. These labor

contracts cover all permanent classified executive branch employees except those in positions designated managerial and confidential. The State's labor contract with the Vermont Troopers' Association (VTA) recognizes the State Police bargaining unit for the Executive Branch. The VSEA or VTA serves as the exclusive bargaining agent for unit employees, regardless of whether they are union members.

Discrimination prohibitions and affirmative action provisions appear in Article 5 of the State's collective bargaining agreements with the VSEA and VTA. Section 1 prohibits workplace discrimination, intimidation, and harassment on the basis of "race, color, religion, creed, ancestry, sex, marital status, age, national origin, disability, sexual orientation, membership or non-membership in the VSEA/VTA, filing a complaint or grievance, or any other factor for which discrimination is prohibited by law..." Section 2 spells out the parties' commitment to affirmative action programs and gives the VSEA/VTA a role in developing them. Section 3 clarifies the responsibilities of the State and the unions in enforcing the contract provisions.

### **Responsibilities for EEO Implementation**

The Vermont Department of Human Resources currently has the primary responsibility for establishing the State's EEO Plan and implementing the State's EEO Program. The GWEDC assists the DHR Commissioner in this role, and the EEO Plan is updated annually. The Plan is reviewed by the Secretary of Administration and approved by the Governor.

One key to successfully managing a diverse workforce and maximizing the full potential that a diverse group offers, is to create a healthy, respectful work environment. Leaders play an exceptionally important role in creating healthy work environments by modeling their own self-awareness and appreciation of differences in the workplace. They are also in the best position to hold all staff accountable for creating a professional atmosphere. Agency, department, and board secretaries, commissioners and directors are responsible for ensuring compliance with the State's EEO Plan, and their agency/department/board EEO Program. All State employees are responsible for ensuring there are no barriers to equal employment opportunities and providing a work environment and management practices which support equal opportunity in all terms and conditions of employment.

With that in mind, the following assignments of accountability and responsibility are made.

#### Department of Human Resources' Responsibilities:

- Provide specialized advice and counseling to managers, supervisors, and employees;
- Ensure appropriate investigation of cases alleging unlawful workplace harassment and discrimination;
- Monitor the procedures and disciplinary actions of all alleged discrimination and harassment cases to ensure that State policies and procedures are followed; and
- Plan and present workshops and training in the areas of Diversity, Cultural Competence, EEO, Americans with Disabilities Act and Amendments Act, Unlawful Workplace Harassment and Identifying and Preventing Sexual Harassment in the Workplace<sup>1</sup>.

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<sup>1</sup> The Department of Human Resources' training program on Identifying and Preventing Sexual Harassment in the Workplace is a live two-hour classroom training. Attendance at this training is mandatory for all Executive Branch State employees.

#### Managers' and Supervisors' Responsibilities:

- Administer the department's policy;
- Assure that recruitment for vacancies is handled in a manner consistent with State policies;
- Prevent and correct any identifiable illegal discrimination and/or unlawful workplace harassment;
- Counsel employees appropriately to prevent and correct illegal discrimination and unlawful workplace harassment; and
- Create/maintain work environments free of illegal discrimination and unlawful workplace harassment.

#### Employees' Responsibilities:

- Adhere to policies of the State and agency/department;
- Encourage reporting of illegal discrimination and/or unlawful workplace harassment; and
- Maintain a work environment free of illegal discrimination and unlawful workplace harassment.

### **Dissemination of State EEO Plan**

Comprehensive communication of the State's EEO Plan, both internally and externally, is fundamental to the successful implementation of the EEO Program. The State will utilize a variety of effective internal and external formal communication mechanisms to publicize and disseminate its EEO Plan. EEO Officers will ensure that all required EEO posters and policy statements are prominently displayed in conspicuous and accessible locations at State worksites. The State's EEO Plan and policies are published on the State's website and can be accessed through DHR's web page for review by employees throughout the year (<http://humanresources.vermont.gov/>). The link is made from the State homepage (<http://www.vermont.gov/>) by opening 'Human Resources, Dept. of' under 'Agency A-Z.' All new employees will be given a copy of the EEO policy statement of commitment. The State will also ensure that all employment advertisements and vacancy announcements state the State is an Equal Employment Opportunity Employer.

Written comments addressing the Equal Employment Opportunity Plan are encouraged. These comments should be directed to the State EEO Officer, Vermont Department of Human Resources, 120 State Street, 5th Floor, Montpelier, Vermont 05620. All written comments received will be dated and maintained within DHR.

### **Individual Agency/Department EEO Plans**

Some government units may be required by federal law to have individual EEO plans, pursuant to federal funding they received. It is that agency's/department's responsibility to be aware of and in compliance with any EEO requirements attached to its federal funding. The Department of Human Resources will provide guidelines and assistance for developing or updating agency- specific plans. Copies of individual Plans can be obtained from the specific agency or department.



## STATE GOVERNMENT DATA ANALYSIS

To determine whether minorities are fully and fairly utilized in the State workforce, this Plan compares the representation of these groups in the workforce with the availability of such persons for employment. For further information, see the State's Annual Workforce Report, which is an in-depth look at the Executive Branch workforce that includes information about employee demographics and diversity.

In Fiscal Year 2013, the State's classified workforce numbered 7,430 and 226 employees - or 3.0% of the workforce - were identified as minorities (See Table 1). By Fiscal Year 2017, the State's classified workforce stood at 7,792 and the number of classified minority employees increased to 289, or 3.7% of the workforce. Thus, the number of minorities in the State's workforce increased 28%, suggesting the State has made progress in diversifying its workforce.

Table 1 - Minority Representation by Fiscal Year

Employees	Fiscal Year				
	2013	2014	2015	2016	2017
Minority	226	241	257	263	289
White	7,204	7,314	7,389	7,337	7,503
Total	7,430	7,555	7,646	7,600	7,792
% Minority	3.0%	3.2%	3.4%	3.5%	3.7%

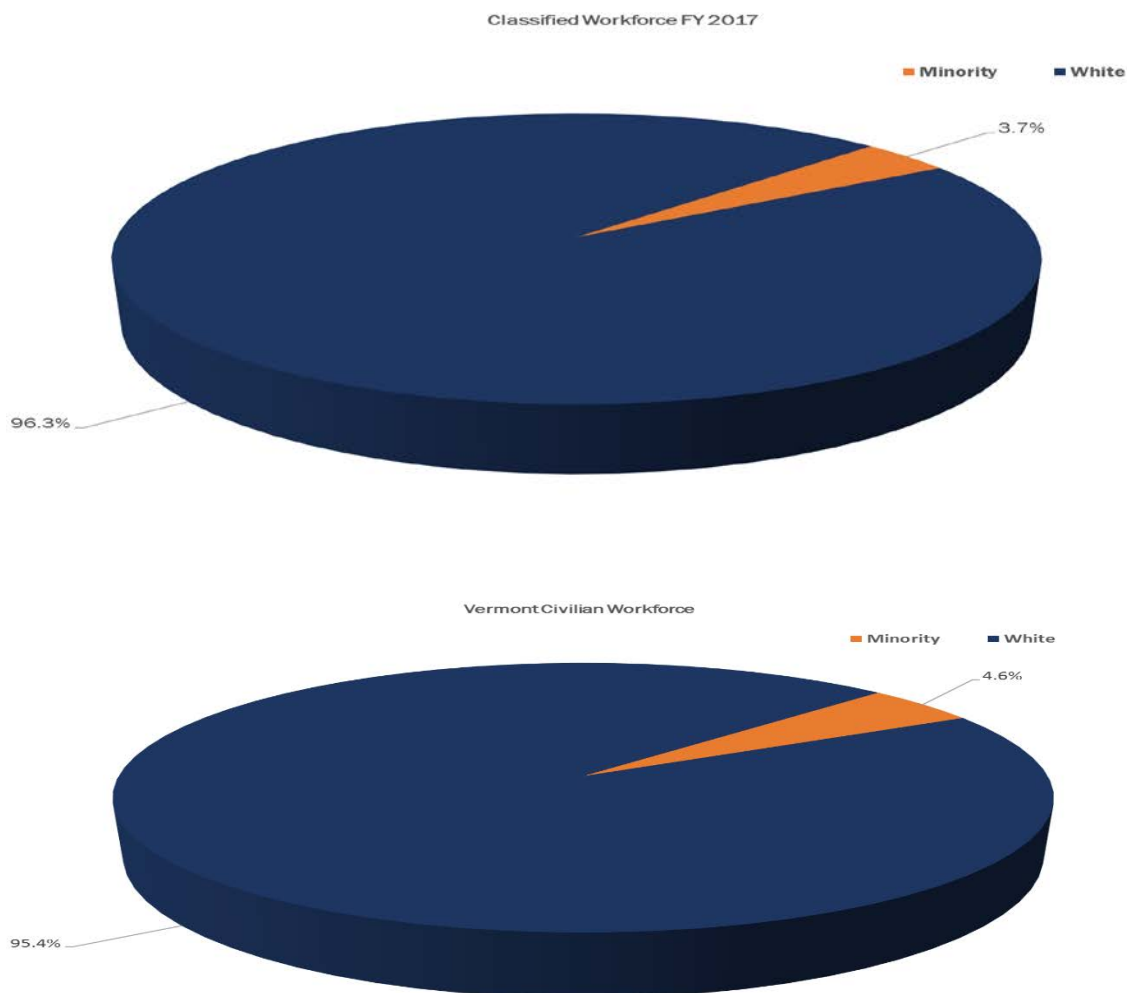
Table 2 shows the number and percent of minority hires by fiscal year. Fiscal Year 2017 showed the highest percent of minority hires - at 6.9% - in the five-fiscal-year period shown. Again, this shows progress in attracting and hiring a more diverse workforce.

Table 2 - Minority Hires by Fiscal Year

Hires	Fiscal Year				
	2013	2014	2015	2016	2017
Minority	41	56	48	62	65
White	835	816	850	884	879
Total	876	872	898	946	944
% Minority	4.7%	6.4%	5.3%	6.6%	6.9%

In Fiscal Year 2017, minority representation in the classified workforce was 3.7%. This compares to civilian workforce population estimates for minority representation from the Bureau of Labor Statistics of 4.6% <sup>2</sup>. (see Table 3). These figures indicate that the State of Vermont does still have room for improvement to narrow this gap.

Table 3 - Minority Representation of Classified Workforce Compared to Vermont Civilian Workforce Fiscal Year 2017.<sup>3</sup>



Adapted from Vermont Department of Human Resources, Workforce Report - Fiscal Year 2017, Table 51

<sup>2</sup> Copies of State Workforce reports can be found at: <http://humanresources.vermont.gov/data/workforce-reporting>.

<sup>3</sup> Labor Market from U.S. Department of Labor, Bureau of Labor Statistics (BLS) Local Unemployment Statistics (LAUS) program (<http://www.bls.gov/lau/>).

## **2017 -2018 STATE GOVERNMENT EEO PROGRAM**

The State of Vermont strives to promote equal employment opportunities for everyone. Ultimately, diversity benefits us all, and the State explicitly recognizes diversity as a worthy and attainable goal. The State aspires to employ a workforce that is free of stereotypes and other impediments to equality. When the working population is reflective of the civilian population, traditionally underrepresented groups benefit, the workforce benefits, and society benefits. As an employer, the State benefits by hiring individuals with diverse backgrounds, experiences, and ideas. Similarly, our citizens are best served. by well-qualified State employees who are representative of the population and can draw upon the inherent strengths of diversity when serving their communities. To that end, the State makes the following commitments in the current Plan year.

### **Recruitment**

The State will strive to recruit, retain, and develop a highly qualified and diverse workforce. Recruitment is a shared responsibility between the Department of Human Resources and departments/agencies. The DHR Recruitment Division will continue to provide centralized support to the State's agencies and departments. However, agencies and departments are unique, and should develop their own individualized recruitment strategies and plans for marketing and outreach with assistance from DHR. Recruitment procedures shall be in place to attract a diverse pool of applicants to all occupational categories. All personnel involved in the recruiting, screening, and selection processes should be properly trained to ensure the elimination and absence of bias in all personnel actions.

### **Selection and Hiring**

Departments/ Agencies will make hiring decisions based upon an evaluation of their workforce needs and an evaluation of a person's qualifications and ability to satisfactorily perform the essential duties of the position, with or without accommodation, consistent with applicable law, rules, regulations, and if applicable, in accordance with any contractual requirements. Selection procedures shall be designed to ensure that all of the steps are nondiscriminatory, and job related.

### **Training and Development**

In accordance with the principles of equal employment opportunity, the State will promote employees based on experience, training, and ability to perform duties of a higher level; and encourage employees to participate in available career advancement activities with the department, e.g., training programs. Promotion procedures shall be designed with the intent to enhance upward mobility and fully utilize the skills of the existing workforce by encouraging employee development and advancement opportunities. Many trainings incorporate cultural competence and diversity awareness content.

## **Compensation and Benefits**

A structured and uniform procedure ensures fairness and equity in the administration of compensation and ensures that all employees receive compensation and benefits without discrimination. Specific criteria related to education, training, and experience are required for salary recommendations above the hiring rate, and consideration is given to salaries of current employees performing similar duties and responsibilities. All benefits and conditions of employment are equally available without discrimination to all Classified employees, which includes leave policies, retirement plans, insurance programs and other terms, conditions, and privileges of employment.

## **Performance Evaluation**

The work performance of each State employee is to be evaluated at least annually. Work planning and performance evaluations must be based on the same set of specific objectives and performance standards established for each job, by both the supervisor and employee. Managers are encouraged to develop procedures for establishing performance standards, and methods for applying them, to ensure that they are free of bias. Conferences should be conducted with each employee to plan the work and to discuss the performance evaluation. Work planning and performance review procedures and documentation formats should be uniform throughout departments.

## **Disciplinary Process**

The disciplinary process is designed to provide management and employees a fair, clear, and useful tool for correcting and improving workplace personnel problems, as well as a process to assist management in handling cases of unacceptable personal conduct in an equitable manner for all employees. There will be a prompt, fair and impartial processing of complaints, and appropriate disciplinary action will be taken against employees who engage in misconduct, including discriminatory practices.

## **Grievance Procedure**

The State is governed by the current labor contracts applicable to classified employees in their respective bargaining units. The grievance procedure is designed to ensure fair and equitable review of employment complaints. Classified employees who believe they have been the subject of discrimination may seek redress through the grievance process.

## **EEO Officer**

It is the policy of the State to continuously maintain the appointment of an Equal Employment Opportunity Officer (EEO Officer). The EEO Officer has the responsibility for effectively administering and promoting a program of equal employment opportunity within the State and providing confidential counseling or consultation for management in the development and implementation of agency/department EEO plans and programs, and in matters involving EEO concerns, or complaints alleging discrimination.

## **EEO Complaint Procedures**

All State employees and applicants are encouraged to report any incidents of unlawful discrimination they experience, witness, or of which they are aware. The State's internal complaint process outlined in Personnel Policy 3.3 allows employees to report incidents of discrimination free from threats of reprisal and protects the rights of all parties involved.

Any employee or applicant who believes (s)he has been the subject of unlawful discrimination, or who witnessed discriminatory acts, shall report the alleged act(s) as soon as possible to an immediate supervisor; any agency management staff; or any member of the Department of Human Resources. The Department of Human Resources and appointing authority shall ensure a timely and complete review of the complaint when any instance of discrimination comes to their attention.

The State's internal complaint process does not preclude any individual who is aggrieved from seeking other legal remedies. To explore other remedies, individuals may also contact the following:

Vermont Attorney General's Office  
Vermont Public Protection Division  
Civil Rights Unit  
109 State Street  
Montpelier, VT 05609-1001  
(802) 828-5511  
<http://ago.vermont.gov/about-the-attorney-generals-office/divisions/civil-rights/>

Vermont Human Rights Commission 14-16  
Baldwin Street  
Montpelier, Vermont 05633-6301  
(802) 828-2480  
<http://hrc.vermont.gov/how-to-file>

Equal Employment Opportunity Commission Boston  
Area Office  
John F. Kennedy Federal Building 475  
Government Center  
Boston, MA 02203  
(800) 663-4000  
<http://www.eeoc.gov/field/boston/charge.cfm>

# APPENDIX A

STATE OF VERMONT  
EXECUTIVE DEPARTMENT  
EXECUTIVE ORDER NO. 10-13

[Governor's Workforce Equity and Diversity Council and Development of an Equal Employment Opportunity Program]

WHEREAS, the State of Vermont is an employer committed to the practice of equal opportunity in all aspects of employment in state government, and

WHEREAS, the State of Vermont is committed to promoting equal employment opportunities by identifying obstacles to employment and career advancement, and endeavoring to remove those obstacles without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, ancestry, place of birth, age, physical or mental condition, or HIV status, and

WHEREAS, the Department of Human Resources is developing a statewide Workforce Planning process that will reflect the benefits of diversity and promote a talented and skilled workforce.

NOW, THEREFORE, BE IT RESOLVED that I, Peter Shumlin, by virtue of the authority vested in me as Governor of the State of Vermont, do hereby re-establish and re-constitute the "Governor's Workforce Equity and Diversity Council" and order as follows.

## **I. Composition, Appointments, and Process**

The Council shall have up to fifteen members, including:

- The Commissioner of Human Resources or designee,
- The Commissioner of Labor or designee,
- The Commissioner of the Department of Disabilities, Aging and Independent Living or designee,
- A representative from the Vermont State Employees' Association,
- A representative of the Attorney General's Office,
- A representative of the Vermont Commission on Women,
- Up to seven members of the public belonging to historically under-represented or disadvantaged groups, or working for organizations that advocate for such groups or promote the practices of equal opportunity, appointed by the Governor, and
- Up to two at large members appointed by the Governor.

Each year the Council shall elect at least one member, but no more than two members, to serve as chair or co-chairs of the Council.

The term of office for Council members shall be two years, with members serving at the pleasure of the Governor. Members may be reappointed to subsequent two year terms.

The Council shall be attached to the Department of Human Resources for administrative support. To the extent funds permit, members of the Council who are not state employees shall receive a per diem pursuant to 32 V.S.A. § 1010(e).

## **II. Charge**

The Council's duties include but are not limited to the following:

- A. Consult with and advise the Commissioner of Human Resources and the Secretary of Administration regarding development, implementation, and the maintenance of the state's Equal Employment Opportunity and Diversity Program(s), and shall report on the integration of diversity issues with statewide planning and development efforts;
- B. Meet on a regular basis to ensure ongoing coordination of efforts, monitoring of activities against goals and objectives, and compliance with applicable federal and state laws, mandates, and union contracts, and
- C. The Council may establish ad hoc subcommittees and appoint advisors as needed to address specific issues that may arise.

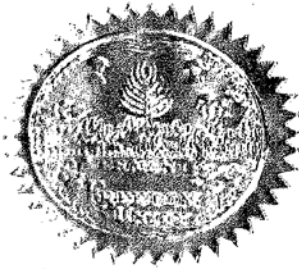
In addition, the Commissioner of Human Resources, with the assistance of the Council, shall:

- A. With the approval of the Secretary of Administration, develop, implement, and monitor an Equal Employment Opportunity Program for the State of Vermont that addresses statewide diversity issues and provides support to each state agency or department in developing and implementing individual diversity programs tailored to agency/department needs, and
- B. Work with agencies and departments in the preparation, monitoring, and enforcement of agency or department-specific equal employment opportunity and diversity programs, and
- C. Work with human resources administrators and labor relations specialists to make available appropriate training and provide support for all agencies and departments, and
- D. Ensure that equal opportunity and diversity is an integral part of workforce planning and development throughout the Executive Branch, and

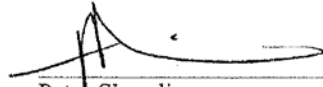
- E. Submit an annual report to the Governor regarding the progress of the current year's Equal Employment Opportunity Plan and diversity initiatives by January 15<sup>th</sup>, and
- F. Submit the state's Equal Employment Opportunity Plan for the next fiscal year by April 30<sup>th</sup> for approval by the Governor.

**III. Effective Date**

This Executive Order shall take effect upon signing, shall supersede Executive Order 09-02, and shall continue in full force and effect until further order by the Governor.



Dated December 31, 2013.

  
Peter Shumlin  
Governor

Executive Order No. 10-13