

INTRODUCTION

A State Affirmative Action Plan for Equal Employment Opportunity is mandated by Kansas Executive Order 93-159. The Order reaffirms the State of Kansas' commitment to non-discrimination and equal employment opportunity through affirmative action to ensure equal treatment of applicants and employees without regard to race, color, national origin, ancestry, sex, age, religion or disability.

The goal of the Order is to achieve a workforce that includes a representation of qualified minorities, women, and persons with disabilities that approximates their availability in the state resident workforce.

As a part of State of Kansas government each agency is required to develop and submit an Affirmative Action Plan in line with the requirements of this guide. The goal of this guide is to: (1) provide assistance to agencies; (2) Provide support for writing Affirmative Action Plans; and (3) Provide resources. Support for this effort is available from the Office of Personnel Services.

What you will find in this guide:

- Components of an Affirmative Action Plan;
- Guidance from the Equal Employment Opportunity Commission regarding voluntary affirmative action plans;
- Summary of specific responsibilities of agency heads and other staff for the development and implementation of policy;
- Guidance on how to develop diversity initiatives and an Affirmative Action Plan;
- Resources and References
 - Glossary of Terms
 - Record Keeping
 - Handling of Medical Information
 - Federal Notice Posting Requirements
- Resources relating to diversity and affirmative action;
 - Information regarding Pre-Employment Inquiries