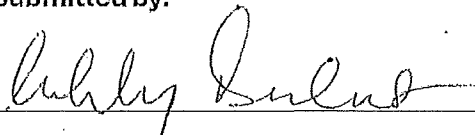


State of Rhode Island
Department of Children, Youth and Families
Non-Discrimination Plan for reporting period
July 1, 2024 to June 30, 2025

Submitted by:



Ashley Deckert
Director
Department of Children, Youth and Families

2/20/26

Date

Accepted by:



For the Division of Equity, Diversity and Inclusion

2/20/26

Date

State of Rhode Island
Rhode Island Department of Children, Youth and Families



As active members of the community, we share a vision that all children, youth and families
reach their fullest potential in a safe and nurturing environment

January 16, 2026

Ms. Sharon Reynolds Ferland
House Fiscal Advisor
House of Representatives
Rhode Island State House, Room 323
82 Smith Street
Providence, RI 02903

Dear Ms. Reynolds Ferland:

Please accept this submission, pursuant to § 28-5.1-3(b), on behalf of the Rhode Island Department of [INSERT AGENCY] (“Department”).

The Department pledges that it will recruit, hire, train, and promote persons in all job classifications in accordance with State and federal law and without discrimination. The Department will provide reasonable accommodations based on disability as required by law. Moreover, the Department pledges to promote a non-discriminatory, non-retaliatory, harassment-free workplace. Any complaints with respect to discrimination, retaliation and/or harassment shall be handled in a professional manner, within a reasonable time, and in accordance with the Division of Human Resources’ policies and procedures.

If you have any questions regarding this submission, please feel free to reach out to me at your convenience.

Sincerely,

A handwritten signature in cursive script, appearing to read "Ashley Deckert".

Ashley Deckert
Director

State of Rhode Island
Rhode Island Department of Children, Youth and Families



As active members of the community, we share a vision that all children, youth and families
reach their fullest potential in a safe and nurturing environment

January 16, 2025

Mr. Keith W. Stokes
Associate Director
Division of Equity, Diversity & Inclusion (DEDI)
One Capitol Hill
Providence, RI 02908

Dear Mr. Stokes:

Please accept this submission, pursuant to § 28-5.1-3(b), on behalf of the Rhode Island Department of Children, Youth and Families (“Department”).

The Department pledges that it will recruit, hire, train, and promote persons in all job classifications in accordance with State and federal law and without discrimination. The Department will provide reasonable accommodations based on disability as required by law. Moreover, the Department pledges to promote a non-discriminatory, non-retaliatory, harassment-free workplace. Any complaints with respect to discrimination, retaliation and/or harassment shall be handled in a professional manner, within a reasonable time, and in accordance with the Division of Human Resources’ policies and procedures.

If you have any questions regarding this submission, please feel free to reach out to me at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Ashley Deckert".

Ashley Deckert
Director

REQUIRED ATTESTATIONS FOR INCLUSION IN DEPARTMENT NON-DISCRIMINATION PLANS

DEPARTMENT OF CHILDREN, YOUTH AND FAMILIES STATEMENT OF POLICY ON NON-DISCRIMINATION

It is the policy of this Department to promote fair and equitable treatment of all employees and applicants, and to fully comply with federal and state law. Therefore, the Department will strive to ensure that all employees adhere to the following directives.

The Department of Children, Youth and Families supports non-discrimination and fairness. The Department pledges that it will recruit, hire, train, and promote persons in all job classifications without regard to race, color, sex, religion, sexual orientation, gender identity or expression, age, national origin, disability, or veteran status.

All employees and applicants have a right to equal consideration and non-discrimination in all terms, conditions, or privileges of employment, including but not limited to; recruitment, hiring, certification, appointments, working conditions, work assignments, promotions, benefits, compensation, training, transfers, layoffs, recall from layoffs, disciplinary actions, terminations, demotions, or requests for leave. The Department will not discriminate against such requests based on race, color, religion, age, sex, national origin, disability, veteran status, sexual orientation, or gender identity or expression. The Department is committed to employ qualified members of both protected and non-protected groups.

All employees have a right to a workplace free from harassment by supervisors or co-workers based on race, color, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, or any other protected status. Harassment is defined as verbal or physical conduct, interfering with an individual's work performance, or creating an intimidating, hostile, or offensive working environment.

Sexual harassment includes unwanted verbal or physical conduct of a sexual nature as well as sexual advances or requests for sexual favors. Any form of harassment is unlawful, lowers the morale and efficiency of the employees, and will not be tolerated.

Employees and applicants have a right to reasonable accommodations based on disability. Such accommodations include but are not limited to, making facilities accessible, job restructuring, and acquisition of special equipment.

The Americans with Disabilities Act/504 Coordinator for the Department of Children, Youth and Families is Michael Burk, Administrator, Family & Children's Services in the Division of Educational and Constituent Support Services.

The Administrator, Family & Children's Services is responsible for ensuring that the program is coordinated within the Department of Children, Youth and Families.

As the Director of the Department of Children, Youth and Families, I assume the responsibility for ensuring that this equal opportunity policy will be carried out within the Department.

POLICY ON SERVICE DELIVERY

The Department of Children, Youth and Families is committed to providing fair, courteous, and equitable service to the public. The Office will make every effort to provide interpretive services to the non-English speaking public. As per Rhode Island General Law 28-5.1 of the State of Rhode Island, The Department of Children, Youth and Families shall render services to all persons without discrimination based on race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, or disability. Each Division is further responsible for making sure that discrimination does not exist in any programs and activities it assists. This includes grants, contracts, and all areas when the state dollars are spent.

If any person feels that he/she has been discriminated against, he/she may contact the Division of Equity, Diversity and Inclusion (DEDI)/State Equal Opportunity Office, One Capitol Hill, Providence, Rhode Island 02908-5865. The telephone number is 401-222-5813 or ooo.compliance@doa.ri.gov.

POLICY ON CONTRACTS

In accordance with Rhode Island General Law 28-5.1, the Department of Children, Youth and Families shall require that all contractors and suppliers of goods and services sign contracts agreeing to adhere to the provisions of all applicable laws, rules and regulations, both State and Federal, including, but not limited to Rhode Island General Law 28-5.1, Title VII of the Civil Rights Act of 1964, Rehabilitation Act of 1973 and Executive Orders 11625 and 11375. Every effort will be made to solicit bids from Minority Business Enterprises (MBE), Women's Business Enterprises (WBE), Disadvantaged Business Enterprises (DBE), Veterans Business Enterprises (VBE). This policy is and will continue to be posted in conspicuous areas.

POLICY STATEMENT FOR INDIVIDUALS WITH DISABILITIES AND VETERANS

The Department of Children, Youth and Families is fully committed to employ and advance individuals with disabilities and veterans in accordance with the Americans with Disabilities Act of 1990, RI General Law 28-5.1, Executive Order 92-2 and the Vietnam Era Veterans Readjustment Assistance Act of 1974.

It is the policy and practice of the Department to provide equal consideration for every employee. The Department encourages qualified individuals with disabilities, disabled veterans, and qualified veterans to participate fully in all employment opportunities. This policy applies to all decisions about recruitment, hiring, compensation, benefits, transfers, promotions, layoffs, and other conditions of employment. Accordingly, all employment decisions shall be consistent with the principles of fairness Michael Burk, Administrator, Family & Children's Services, Division of Educational and Constituent Support Services is designated as the 504 Coordinator for the Department of Children, Youth and Families. This entails coordination of all divisions in the implementation of all Federal rules and regulations affecting the Department in terms of compliance with the mandates of Section 504 of Title V of the Rehabilitation Act of 1973.

COMPLIANCE WITH GUIDELINES ON DISCRIMINATION BECAUSE OF RELIGION OR NATIONAL ORIGIN

The Department of Children, Youth and Families will fully comply with all laws. The Department will strive to fulfill requests for religious accommodation through voluntary substitutions, flexible work schedules, changes in job assignments, or transfers. The Department offers employees four "personal days" of paid leave per year that may be used for accommodating religious holidays or obligations. The Department does not discriminate against any qualified person in any facet of hiring or employment because of their religion or national origin.

RETALIATION OR COERCION STATEMENT

An employee or agent of State Government who shall discriminate against an individual through the use of retaliation, coercion, intimidation, threats or other such action because such individual has filed a complaint, testified or participated in any way in any investigation proceeding or hearing regarding discrimination in employment or public service or because such individual has opposed any act made unlawful under the Americans with Disabilities Act (ADA) of 1990 or Rhode Island Fair Employment Practices Act or any rules and regulations issued pursuant to either, shall be subject to disciplinary action. Said action may include suspension from employment or dismissal where the discrimination is found to be willful or repeated.

COMPLIANCE WITH SEX DISCRIMINATION GUIDELINES

In our efforts to comply with federal and state laws on discrimination based on sex, the Department will comply with the following procedures and practices:

1. Candidates from both sexes may be considered for all jobs
2. Advertisements will not express a preference for applicants of a particular sex when placed for the recruitment of personnel.
3. No distinction based on sex will be made in employment opportunities, wages, and hours of work, employee benefits, or any other condition of employment.
4. Mandatory or optional ages for retirement will be equal for both males and females.
5. Appropriate physical facilities will be provided for both sexes. Lack of facilities will not be used to reject applicants of either sex.
6. Pregnancy leaves of absence for female employees are granted on an individual basis, depending on an individual's physical condition, under the Department's leave of absence policy. Parental leave is afforded to all employees for the purpose of child raising in accordance with Personnel Rule 5.0661 (d) and State and Federal FMLA provisions.
7. Where seniority lists or lines of progression are used, they shall not be based on an employee's sex.
8. Salaries and wage schedules will not be based on an employee's sex.
9. All employees, regardless of their sex, will have equal opportunity to participate in training programs sponsored by the department.
10. The Department recognizes its obligation to provide a work atmosphere free of harassment and intimidation. Any forms of sexual harassment, such as unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature, will not be tolerated. Violations of this policy will be handled appropriately as part of the department's disciplinary procedures and its posted policy letter in support of the federal guidelines on sexual harassment.

AMERICANS WITH DISABILITIES/504 COMPLAINT PROCEDURE ATTESTATION

The Department of Children, Youth and Families provides prompt and equitable resolution of complaints alleging any action prohibited by the Americans with Disabilities Act of 1990. Complaints should be addressed to Michael Burk, Administrator Family and Children's Services, at Mike.Burk@dcyf.ri.gov who has been designated to coordinate ADA/504 Compliance efforts. A complaint may be filed in writing or verbally. It should contain the name and address of the person filing the complaint and a brief description of the alleged violation(s). A complaint should be filed as soon as possible after the complainant becomes aware of the alleged violation(s). An investigation, as may be appropriate, will follow the filing of a complaint. The investigation will be conducted by Michael Burk in coordination with the Department of Administration's Division of Human Resources. These rules contemplate informal but thorough investigations affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued and a copy forwarded to the complainant. The ADA/504 Coordinator will maintain the files and records relating to the complaints filed.

AGENCY ORGANIZATION AND STRUCTURE

The Rhode Island Department of Children, Youth and Families (“DCYF or “the Department”), is an agency within the Executive Office of Health and Human Services (“EOHHS”), the unified state agency with combined responsibility for child welfare, children’s behavioral health, and Juvenile Justice. The Department is statutorily designated as “the principal agency of the state to mobilize the human, physical, and financial resources available to plan, develop, and evaluate a comprehensive and integrated statewide program of services designed to ensure the opportunity for children to reach their full potential.”¹

DCYF Mission and Vision

Our mission is to build a system of care where every child grows up in a safe and loving family environment that supports the development of strong, resilient families throughout the state of Rhode Island.

The Rhode Island Department of Children, Youth & Families leads excellence in service delivery by strengthening PREVENTION, ensuring ACCOUNTABILITY, and respecting the dignity and diversity of every individual and family.

Through COLLABORATION, we effectively ENGAGE with families and communities, working together to ensure the safety and well-being of the children and youth we serve.

Guiding Principles

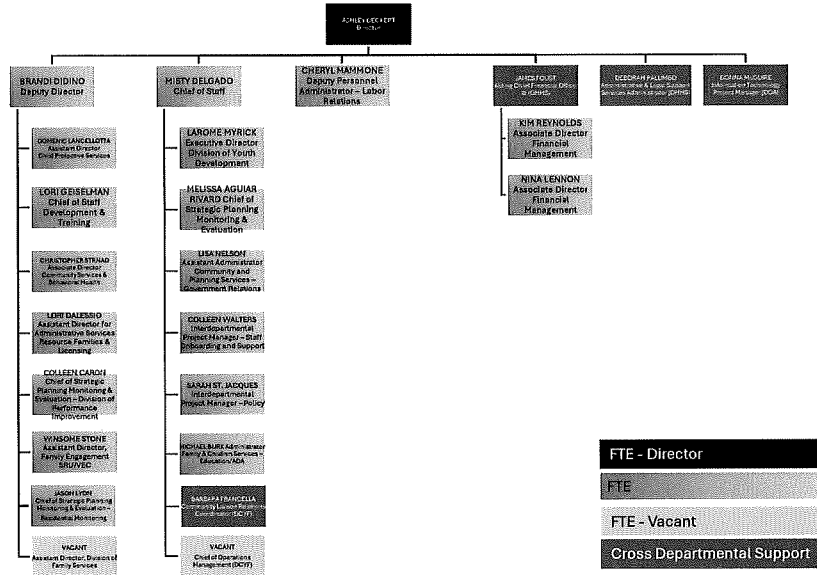
To fulfill our mission, we believe that:

1. Family, community, and government share responsibility for the safety, protection, and well-being of children, emphasizing prevention over intervention through an integrated continuum of care that reflects a partnership between all parties and is culturally relevant.
2. When a natural family cannot care for a child or youth, it is our responsibility to ensure timely placement in a safe, stable, and nurturing environment.
3. Staff, families, resource caregivers, and service providers are partners in providing timely and appropriate high-quality care.
4. Partnership requires open, honest, and respectful communication fostering an awareness of the quality of services and clear and agreed-upon responsibilities.
5. Staff is held accountable to a professional code of conduct.

6. As an invaluable resource, staff is entitled to a safe, supportive work environment that fosters professional development.
7. Quality improvement is an ongoing process that utilizes external and internal performance standards.

The Department of Children, Youth and Families is organized as a Department under the Executive Office of Health & Human Services.

Figure 1: Organization of the Department of Children, Youth and Families



AGENCY DATA OVERVIEW

APPLICANTS & HIRES DATA BY EEO JOB CATEGORY

07/01/2024 - 06/30/2025

	TOTAL	FEMALE							MALE							**DISABLED	VETERAN
		BLACK OR AFRICAN AMERICAN (NHL*)	HISPANIC OR LATINO	ASIAN (NHL*)	AMERICAN INDIAN OR ALASKA NATIVE (NHL*)	WHITE (NHL*)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (NHL*)	TWO OR MORE RACES (NHL*)	BLACK OR AFRICAN AMERICAN (NHL*)	HISPANIC OR LATINO	ASIAN (NHL*)	AMERICAN INDIAN OR ALASKA NATIVE (NHL*)	WHITE (NHL*)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (NHL*)	TWO OR MORE RACES (NHL*)		
Administrative Support	765	56	79	6	0	133	0	35	38	23	5	2	71	0	16	28	28
Officials/Administrators	259	14	24	2	0	87	0	12	14	8	3	0	68	0	5	11	11
Paraprofessionals	509	35	77	6	2	128	0	46	35	24	6	3	88	0	19	20	20
Professionals	747	58	66	6	1	138	0	39	86	31	13	8	208	0	27	33	33
Protective Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Service Maintenance	56	8	3	1	0	14	0	0	1	5	0	0	18	0	2	2	2
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	2091	171	249	21	3	500	0	132	174	91	27	13	453	0	69	94	94

Administrative Support	20	2	2	0	0	12	0	2	0	0	0	0	2	0	0	0	0
Officials/Administrators	5	0	1	0	0	4	0	0	0	0	0	0	0	0	0	0	0
Paraprofessionals	3	0	0	0	0	0	0	0	1	0	0	0	1	0	1	0	0
Professionals	46	8	3	1	0	23	0	2	4	0	0	0	3	0	0	0	2
Protective Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Service Maintenance	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	75	10	6	1	0	39	0	4	5	0	0	0	7	0	1	0	2

PROMOTION & TERMINATION DATA BY EEO JOB CATEGORY*

07/01/2024 - 06/30/2025

TOTAL EMPLOYEES	BLACK OR AFRICAN AMERICAN (NHL*)	HISPANIC OR LATINO	ASIAN (NHL*)	AMERICAN INDIAN OR ALASKA NATIVE (NHL*)	WHITE (NHL*)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDERS (NHL*)	TWO OR MORE RACES (NHL*)	DISABLED	VETERANS
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PROMOTION

OFFICIALS/ADMINISTRATORS	0	0	0	0	0	0	0	0	0	0
PROFESSIONALS	10	0	0	0	0	10	0	0	0	0
TECHNICIANS	0	0	0	0	0	0	0	0	0	0
FACULTY	0	0	0	0	0	0	0	0	0	0
PROTECTIVE SERVICES	4	0	1	0	0	3	0	0	0	0
PARA-PROFESSIONALS	2	0	0	0	0	2	0	0	0	0
ADMINISTRATIVE SUPPORT	0	0	0	0	0	0	0	0	0	0
SKILLED CRAFT	0	0	0	0	0	0	0	0	0	0
SERVICE/MAINTENANCE	0	0	0	0	0	0	0	0	0	0
TOTAL	16	0	1	0	0	15	0	0	0	0

TERMINATION

OFFICIALS/ADMINISTRATORS	0	0	0	0	0	0	0	0	0	0
PROFESSIONALS	42	8	5	0	1	24	1	1	1	1
TECHNICIANS	0	0	0	0	0	0	0	0	0	0
FACULTY	0	0	0	0	0	0	0	0	0	0
PROTECTIVE SERVICES	18	1	0	0	0	17	0	0	0	0
PARA-PROFESSIONALS	0	0	0	0	0	0	0	0	0	0
ADMINISTRATIVE SUPPORT	1	0	1	0	0	0	0	0	0	0
SKILLED CRAFT	0	0	0	0	0	0	0	0	0	0
SERVICE/MAINTENANCE	0	0	0	0	0	0	0	0	0	0
TOTAL	61	9	6	0	1	41	1	1	1	1

*Based on applicant and employee self-identification

WORKFORCE AND JOB GROUP ANALYSIS

Agency Mapped Name	EEO-4 JOB CATEGORIES	WHITE MALE	MINORITY	FEMALE	DISABLED	VETERANS	BLACK OR AFRICAN AMERICAN (NHL*)	HISPANIC OR LATINO	AMERICAN INDIAN OR ALASKA NATIVE (NHL*)	ASIAN (NHL*)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDERS (NHL*)	TWO OR MORE RACES (NHL*)
Children, Youth and Families	Administrative Support	0	9	20	1	0	5	3	0	0	1	0
	Officials/Administrators	14	7	38	1	2	2	2	0	3	0	0
	Paraprofessionals	17	15	19	0	2	10	4	0	1	0	0
	Professionals	51	200	390	1	9	107	75	1	9	0	8
	Protective Services	5	3	1	0	1	2	1	0	0	0	0
	Service Maintenance	1	2	4	0	0	0	1	1	0	0	0
	Skilled Craft	0	0	0	0	0	0	0	0	0	0	0
	Technicians	3	1	1	0	1	1	0	0	0	0	0
	Total	91	237	473	3	15	127	86	2	13	1	8
Total		91	237	473	3	15	127	86	2	13	1	8

Applied filters:
Race/Ethnicity Full is not blank
Pay Period is 6/27/2025
Classification Code: Name is (02): Permanent Classified Titles
Agency Mapped Name is Children, Youth and Families
Hire Date is on or after 6/29/1950 and is before 6/28/2025
EEO Job Category is not UNDEFINED

**STATISTICAL SUMMARY OF
EXISTING WORKFORCE & JOB GROUP ANALYSIS
AS OF 06/30/2025**

EEO-4 JOB CATEGORIES	TOTAL EMPLOYEES	MINORITY	FEMALE	DISABLED	VETERANS	WHITE	BLACK OR AFRICAN AMERICAN (NHL*)	HISPANIC OR LATINO	AMERICAN INDIAN OR ALASKA NATIVE (NHL*)	ASIAN (NHL*)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDERS (NHL*)	TWO OR MORE RACES (NHL*)
Administrative Support	46	9	20	1	0	22	5	3	0	0	1	0
Officials/Administrators	37	7	38	1	2	30	2	2	0	3	0	0
Paraprofessionals	41	15	19	0	2	26	10	4	0	1	0	0
Professionals	402	200	390	1	9	202	107	75	1	9	0	8
Protective Services	46	3	1	0	1	43	2	1	0	0	0	0
Service Maintenance	2	2	4	0	0	0	0	1	1	0	0	0
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	1	1	1	0	1	0	1	0	0	0	0	0
Total	560	237	473	3	15	323	127	86	2	13	1	8

EEO-4 JOB CATEGORIES	TOTAL EMPLOYEES	MALE						FEMALE							
		WHITE	BLACK OR AFRICAN AMERICAN (NHL*)	HISPANIC OR LATINO	AMERICAN INDIAN OR ALASKA NATIVE (NHL*)	ASIAN (NHL*)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDERS (NHL*)	TWO OR MORE RACES (NHL*)	WHITE	BLACK OR AFRICAN AMERICAN (NHL*)	HISPANIC OR LATINO	AMERICAN INDIAN OR ALASKA NATIVE (NHL*)	ASIAN (NHL*)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDERS (NHL*)	TWO OR MORE RACES (NHL*)
Administrative Support	21	0	1	0	0	0	0	0	12	4	3	0	0	1	0

Officials/Administrators	53	14	1	0	0	0	0	0	32	1	2	0	3	0	0
Paraprofessionals	46	17	7	2	0	1	0	0	14	3	2	0	0	0	0
Professionals	502	51	44	12	0	3	0	2	251	63	63	1	6	0	6
Protective Services	8	5	2	0	0	0	0	0	0	0	1	0	0	0	0
Service Maintenance	5	1	0	0	0	0	0	0	2	0	1	1	0	0	0
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	4	3	0	0	0	0	0	0	0	1	0	0	0	0	0
Total	639	91	55	14	0	4	0	2	311	72	72	2	9	1	6

SELF EVALUATION OF HIRING, PROMOTIONS, TERMINATIONS, AND WORKFORCE COMPOSITION

The Department of Children, Youth and Families is composed of many divisions that deal individually with the hiring process.

For the analysis of hires, promotions, and terminations, please refer to the tables in the “Agency Data Overview.” Please note: the promotions listed above only reflect promotions as a result of recruitment to vacancies. The data does not reflect promotions resulting from the reallocation (desk audit) process. In addition, it is important to note that EEO codes are assigned by job category, not pay grades.

EMPLOYMENT RECRUITMENT AND SELECTION PROCESS

The Department’s hiring managers are responsible for making every effort to consider all qualified applicants during the hiring process. The State of Rhode Island has implemented an Enterprise Resource Planning (ERP) system and Rhode Island Careers online recruitment system, which significantly enhanced the efficiency of the state's hiring process.

The agency will continue to work closely with DEDI and the hiring departments to conduct outreach and advertising that reaches all communities. This is an effort that is conducted in parallel with all the other general supports and outreach provided through the Department.

POSTING OF POSITIONS

The current posting period is a minimum of and most commonly ten (10) calendar days, although some positions are posted for longer periods. Where flexibility exists, the Department routinely posts positions for a longer period of time to increase applicant response and to increase the size of the applicant pool. Postings are available to the general public via the [Rhode Island Careers](#) website, but organizations may also register on [Rhode Island Careers](#) for notification of job opportunities. The Department may also post position vacancies online through alternative job advertising channels, such as job aggregators and general job boards. The agency also reaches out to college and university recruitment offices. The Division of Human Resources and DEDI participate in numerous job fairs each year to ensure that graduating seniors, as well as members of the public, are aware of the vast array of opportunities within the State government.

TECHNICAL TRAINING

Pursuant to RIGL [28-5.1-2 \(b\)](#), the department requires all new and existing state employees to complete the Discrimination and Sexual Harassment training, which is facilitated by the Division of Equity, Diversity, and Inclusion. Pursuant to RIGL [42-11-2.7](#), the department requires all new and existing state employees to complete Cultural Competency training, which is facilitated by the Division of Equity, Diversity, and Inclusion. The department requires all employees to complete the Safety & Security in the Workplace modules available through the Rhode Island Learning Center – Workday system.

TRANSFER AND PROMOTION PRACTICES

Employees who wish to enhance their work potential can participate in additional training programs offered through the Office of Learning and Development. Learning opportunities are available to assist employees with acquiring new skills and knowledge to aid them in advancement. Management should encourage employees wishing to improve their education and skills to participate in these programs and, whenever possible, units should fund job related training courses. The agency will encourage the training of personnel within the agency by the development of approved training courses and programs or, if such is not feasible, the Department of Children, Youth and Families will encourage employees to enroll in approved job-related courses at institutions of higher learning.

The Office of Learning and Development, through the Rhode Island Learning Center provides training courses for state employees to improve skills. Information on Learning and Development opportunities can be obtained from the Division of Human Resources. The State must also adhere to any processes for transfers and promotions detailed in its collective bargaining agreements.

TECHNICAL COMPLIANCE

The Department of Children, Youth and Families, ensures compliance with applicable federal and state posting requirements.

TERMINATIONS

Employees terminate from service for various reasons, including, but not limited to, retirement, voluntary resignations, and involuntary terminations. The Department of Children, Youth and Families carefully considers the facts surrounding all involuntary separations from service and ensures that such separations are reasonable, fair, and unbiased. All terminating/transferring employees have the option of an Exit Interview with the Department as well as the DEDI/State Equal Opportunity Office.

APPENDIX DESCRIPTION OF JOB CATEGORIES

OFFICIALS AND ADMINISTRATORS:

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or social phases of the agency's operations, or provide specialized consultation on a regional, district, or area basis. Includes: Department heads, Bureau Chiefs, Division Chiefs, Directors, Deputy Directors, Controllers, Wardens, Superintendents, Sheriffs, Police and Fire Chiefs and Inspectors, Examiners (Bank, Hearing, Motor Vehicle, Warehouse), Inspectors (Construction, Building, Safety, Rent-and- Housing, A.B.C. Board, License, Dairy, Livestock, Transportation), Assessors, Tax Appraisers and Investigators, Coroners, Farm Managers and kindred workers.

PROFESSIONALS:

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: Personnel and Labor Relations workers, Social Workers, Doctors, Psychologists, Registered Nurses, Economists, Dieticians, Lawyers, Systems Analysts, Accountants, Engineers, Employment and Vocational Rehabilitation Counselors, Teachers or Instructors, Police & Fire Captains and Lieutenants, Librarians, Management Analysts, Airplane Pilots and Navigators, Surveyors & Mapping Scientists and kindred workers.

TECHNICIANS:

Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: Computer Programmers, Drafters, Survey and Mapping Technicians, Licensed Practical Nurses, Photographers, Radio Operators, Technical Illustrators, Highway Technicians, Technicians (Medical, Dental, Electronic, Physical Sciences), Police and Fire Sergeants, Inspectors (Production or Processing Inspectors, Testers and Weighers) and kindred workers.

PROTECTIVE SERVICE WORKERS:

Occupations in which workers are entrusted with Public Safety, Security and Protection from destructive forces. Includes: Police Patrol Officers, Fire Fighters, Guards, Deputy Sheriffs, Bailiffs, Correctional officers, Detectives, Marshals, Harbor Patrol Officers, Game and Fish Wardens, Park Rangers (except Maintenance) and kindred workers.

PARAPROFESSIONALS:

Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience that is normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Includes: Research Assistants, Medical Aids, Child Support Workers, Policy Auxiliary, Welfare Service Aids, Recreation Assistants, Homemakers Aides, Home Health Aides, Library Assistants and Clerks, Ambulance Drivers and Attendants and kindred workers.

ADMINISTRATIVE SUPPORT:

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: Bookkeepers, Messengers, Clerk Typists, Stenographers, Court Transcribers, Hearing Reporters, Statistical Clerks, Dispatchers, License Distributors, Payroll Clerks, Office Machine and Computer Operators, Telephone Operators, Legal Assistants, Sales Workers, Cashiers, Toll Collectors and kindred workers.

SKILLED CRAFT WORKERS:

Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: Mechanics and Repairers, Electricians, Heavy Equipment Operators Stationary Engineers, Skilled Machining Occupations, Carpenters, Compositors and Typesetters, Power Plant Operators, Water and sewage Treatment Plant Operators and kindred workers.

SERVICE/MAINTENANCE:

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene of safety of the general public or which contribute to the upkeep and care of group may operate machinery. Includes: Chauffeurs, Laundry and Dry Cleaning Operatives, Truck Drivers, Bus Drivers, Garage Laborer, Custodial Employees, Gardeners and Groundskeepers, Refuse Collectors and Construction Laborers, Park Ranger Maintenance, Farm Workers (except Managers), Craft Apprentices/Trainees/Helpers and kindred workers.

RACIAL/ ETHNIC DESIGNATIONS MINORITY GROUP

An employee may be included in the group by which he or she appears to belong, identifies with or is regarded in the community as belonging. However, no person should be counted in more than one racial/ethnic group.

BLACK OR AFRICAN AMERICAN (Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.

HISPANIC OR LATINO: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

NATIVE AMERICAN OR ALASKA NATIVE (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

ASIAN (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

WHITE (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

NATIVE HAWAIIAN OR PACIFIC ISLANDER (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

TWO OR MORE RACES (Not Hispanic or Latino): All persons who identify with more than one of the above five races.

Standards adopted by the United States Equal Employment Opportunity Commission and the Office of Federal Contract Compliance Program.

PRIVATE EMPLOYMENT, STATE AND LOCAL GOVERNMENTS, EDUCATIONAL INSTITUTIONS, RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN:

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment, on the basis of race, color, religion, sex or national origin.

The law covers applicants to and employees of most private employers, state and local governments and public or private educational institutions. Employment agencies, labor unions, and apprenticeship programs are also covered.

AGE:

The Age Discrimination in Employment Act of 1967, as amended, prohibits age discrimination and protects applicants and employees 40 years of age or older from discrimination on account of age in hiring, promotion, discharge, compensation, terms, conditions, or privileges of employment. The law covers applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations.

SEX (WAGES):

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act (see above), the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment. The law covers applicants to and employees of most private employers, state and local governments and educational institutions. Labor organizations cannot cause employers to violate the law. Many employers not covered by Title VII, because of size, are covered by the Equal Pay Act.

DISABILITY:

The Americans with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability, and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment. The law also requires that covered entities provide qualified applicants employees with disabilities with reasonable accommodations that do not impose undue hardship. The law covers applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

INDIVIDUALS WITH DISABILITIES:

On September 24, 2013, the U.S. Department of Labor's Office of Federal Contract Compliance Programs published a Final Rule in the *Federal Register* that makes changes to the regulations implementing Section 503 of the Rehabilitation Act of 1973, as amended (Section 503) at 41 CFR Part 60-741. Section 503 prohibits federal contractors and subcontractors from discriminating in employment against individuals with disabilities (IWDs) and requires these employers to take affirmative action to recruit, hire, promote, and retain these individuals. This rule strengthens the affirmative action provisions of the regulations to aid contractors in their efforts to recruit and hire IWDs and improve job opportunities for individuals with disabilities. This rule also makes changes to the nondiscrimination provisions of the regulations to bring them into compliance with the ADA Amendments Act of 2008. Section 503 regulations became effective on March 24, 2014.

Highlights of the Regulations

Utilization goal: The regulations establish a nationwide 7% utilization goal for qualified IWDs. Contractors apply the goal to each of their job groups, or to their entire workforce if the contractor has 100 or fewer employees. Contractors must conduct an annual utilization analysis and assessment of problem areas and establish specific action-oriented programs to address any identified problems.

Data collection: The regulations require that contractors document and update annually several quantitative comparisons for the number of IWDs who apply for jobs and the number of IWDs they hire. Having this data will assist contractors in measuring the effectiveness of their outreach and recruitment efforts. The data must be maintained for three years to be used to spot trends.

Invitation to Self-Identify: The regulations require that contractors invite applicants to self-identify as IWDs at both the pre-offer and post-offer phases of the application process, using language prescribed by OFCCP. The regulations also require that contractors invite their employees to self-identify as IWDs every five years, using the prescribed language. This language is posted in the Self-Identification Form, below.

Incorporation of the EO Clause: The regulations require that specific language be used when incorporating the equal opportunity clause into a subcontract by reference. The mandated language, though brief, will alert subcontractors to their responsibilities as Federal contractors.

Records Access: The regulations clarify that contractors must allow OFCCP to review documents related to a compliance check or focused review, either on-site or off-site, at OFCCP's option. In addition, the regulations require contractors, upon request, to inform OFCCP of all formats in which it maintains its records and provide them to OFCCP in whichever of those formats OFCCP requests.

ADAAA: The regulations implement changes necessitated by the passage of the ADA Amendments Act (ADAAA) of 2008 by revising the definition of "disability" and certain nondiscrimination provisions.

COVERED VETERANS AND DISABLED VETERANS:

38 U.S.C. 4212 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, prohibits job discrimination and requires affirmative action to employ and advance in employment qualified covered veterans.

Covered veterans means any of the following:

- 1) Disabled veterans.
- 2) Veterans who served on active duty in the Armed Forces during a war or in a campaign or expedition for which a campaign badge has been authorized.
- 3) Veterans who, while serving on active duty with the Armed Forces, participated in a United States military operation for which an Armed Forces Service Medal (AFSM) was awarded pursuant to Executive Order 12985; and
- 4) Recently separated veterans.

Applicants to and employees of companies with a federal government contract or subcontract are protected under the authorities above. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under Section 503 of the Rehabilitation Act or 38 U.S.C. 4212 of the Vietnam Era Veterans Readjustment Assistance Act should immediately contact:

The Office of Federal Contract Compliance Programs (OFCCP) Employment Standards Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20230, (202) 523-9368, or an OFCCP regional or district office, listed in most directories under U.S. Government, Department of Labor.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

Include examples of programs

RACE, COLOR, NATIONAL ORIGIN, SEX:

In addition to the protection of Title VII of the Civil Rights Act of 1964, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color, or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities that receive Federal assistance.

If you believe you have been discriminated against in a program of any institution that receives Federal assistance, you should contact immediately the Federal agency providing such assistance.

INDIVIDUALS WITH DISABILITIES:

Section 504 of the Rehabilitation Act of 1973 is a national law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any Federal department or agency, including the U.S. Department of Health and Human Services (DHHS).

These organizations and employers include many hospitals, nursing homes, mental health centers and human service programs.

Section 504 forbids organizations and employers from excluding or denying individuals with disabilities an equal opportunity to receive program benefits and services. It defines the rights of individuals with disabilities to participate in, and have access to, program benefits and services.

ENFORCEMENT AGENCIES

Department of Administration (DOA)

Division of Equity, Diversity, and Inclusion (DEDI) State Equal Opportunity Office (EOO)

One Capitol Hill Providence, RI 02908

TEL # (401) 222-5813

Eoo.compliance@doa.ri.gov

RI Commission for Human Rights

180 Westminster St. Ste. 3

Providence, RI 02903-1918 TEL # (401) 222-2661/ Voice TDD # (401) 222-2664

FAX # (401) 222-2616

U.S. Equal Employment Opportunity Commission

1801 L Street NW Washington, D.C. 20507 TEL # (202) 663-4900/ Voice TDD # (800) 800-3302

TDD # (202) 663-4494 (for all Area Codes)

Department of Justice

Office of the Americans with Disabilities Act Civil Rights Division

P.O. Box 66118

Washington, D.C. 20035-6118 TEL # (202) 514-0301/ Voice TDD # (202) 514-0381

(202) 514-6193 (Electronic Bulletin Board)