



State of Utah Equal Employment Opportunity Plan

Primary Goals

This plan has two primary goals:

- Create an environment within the Executive Branch that values, fosters, and utilizes to the fullest extent the diverse talents and perspectives of the state workforce in order to attract and retain highly qualified people to state government service.

- Provide employment, compensation, career development, promotion opportunities, benefits, and other terms or conditions of employment to executive branch employees without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, genetic information, pregnancy, marital status, status as a protected veteran, or political affiliation.

Equal Employment Opportunity Actions

The State of Utah requires all state employees to adhere to the principles of fairness, equality, integrity, and consistency in the applicable state rules and statutes governing employees and prospective employees. State employment actions must provide equal employment opportunity for individuals and shall be based on the ability to perform the essential duties, functions, and responsibilities assigned to a particular position.

Policies and Practices

The State of Utah issues human resource management rules to provide guidance to supervisors and employees on fair employment practices, employment law, and the discrimination complaint procedure. Adherence to these policies and procedures ensures employment actions that are based on the ability to perform the essential functions and responsibilities of the position, rather than non-job related factors.

Equal Employment Opportunity Statement

The State of Utah is an Equal Employment Opportunity (EEO) employer. As the central human resource office, the Division of Human Resource

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Management (DHRM) is committed to EEO and takes steps to disseminate this message to state agencies, employees, and the public.

Recruitment and Selection Process

The State of Utah is committed to equal opportunities for all staff and qualified applicants using a fair, consistent, and nondiscriminatory recruitment and selection process. Our recruitment and selection process is designed with the intent of hiring candidates based on merit and job related skills for career service positions. DHRM and agency human resource offices use a skill-based applicant tracking system. Job related skills are determined through the use of official job descriptions and job analyses.

Outreach Efforts

DHRM leads equal opportunity efforts by participating in various job fairs hosted by the Department of Workforce Services or local universities and colleges. DHRM also reaches out to the community through its career page and by sharing its job announcements with various community-based and professional organizations, and through social media.

Workplace Accommodations

The State of Utah commits to make reasonable accommodations for applicants and employees as needed with respect to disability, religion, gender, sex, or their protected status. DHRM establishes guidelines and assistance for employees and supervisors to explore reasonable accommodation options.

Employee Training and Development

The State of Utah forbids discrimination, harassment or abusive conduct of any type based on someone's race, color, sex, sexual orientation, gender identity, religion, national origin, age, disability, pregnancy, genetic information, or protected activity or class under state or federal law. We provide education and training to supervisors and employees in an effort to create a respectful workplace free from discrimination, harassment, and retaliation.

In addition, training, career development, and educational assistance are open to all employees regardless of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, genetic information, pregnancy, marital status, status as a protected veteran, or political affiliation. The State of Utah offers leadership training that includes diversity awareness coursework.

Complaint Process for Discrimination

In accordance with human resource management rules and federal and state law, any employee who alleges that they have been discriminated against, may file a complaint to the agency head. If the employee does not agree with the decision of the agency head, the employee may file a complaint with the Utah Anti-Discrimination and Labor Division (UALD) or the Equal Employment

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Opportunity Commission (EEOC). Employees may file a complaint without fear of retaliation.

Reporting Capabilities and Workforce Analysis

The State of Utah has the ability through its Human Resource Information System (HRIS) to compile gender and race information for full-time and part-time employees. This report fulfills EEOC reporting requirements. In addition, this information gives agencies access to reports that contain agency specific EEO information. These reports allow each agency to evaluate the diversity of its own workforce and develop an equal employment opportunity plan based on agency needs.

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