

# Bureau of Equity and Inclusion

## Agency Equity and Inclusion Plan Standards

All state agencies are responsible for developing a three-year plan that outlines the steps taken to comply with equal employment opportunity and affirmative action requirements, build an infrastructure and culture committed to equity and inclusion and a workforce reflective of the available labor market of the communities served. This document outlines the standards agencies are expected to follow when developing the Equity and Inclusion Plan.

### Phase I: Preparation

#### **Planning and Development Team**

Agencies will engage a representative employee and stakeholder group in the planning and development efforts to review equity and inclusion related data, recommend opportunities for improvement, and provide support and shared ownership of agency strategies and desired outcomes. This includes external subject matter experts, Affirmative Action Advisory Committee (AAACs) members/ Diversity Committee members, Training and Employee Development staff, Wellness Program staff, supervisors, managers, and employees. The plan will identify employees and stakeholders involved in the development of the plan.

#### **Agency Workforce Analysis & Summary**

Prior to instituting an equity and inclusion plan, an agency must evaluate whether its past or present practices have contributed to under-representation in any segment of the work force of protected groups with a specific focus on recruitment, retention, and culture. Agencies will conduct an analysis of their workforce which includes an assessment of personnel policies, procedures, employment practices and data; identification of equity and inclusion barriers and opportunities for improvement. Agencies will develop a summary of the analysis findings and resulting agency implications. This information will be used to develop the agency equity and inclusion plan.

### Phase II: Plan Development

The Equity and Inclusion Plan will be developed based on the workforce analysis findings and will describe the strategies and actions intended to affirmatively advance equity and inclusion in the core areas of **recruitment, retention** and **agency culture**.

The plan will include: general **goal statements** that describe the objectives the agency intends to achieve to address agency equity and inclusion barriers, concerns or deficiencies; action oriented **strategies** used to achieve each goal; identification of **individuals responsible** for completing the goals; a targeted **completion date** for each strategy; associated **trainings** that will be provided to build awareness, knowledge and skills; and specific **metrics** to assess progress.

### Phase III: Implementation of Plan

#### **Affirmation of Policies**

Support from agency leadership is the first step in creating a strong equity and inclusion program. Agencies will affirm through written policy statements, the agency's commitment to the principles of equity and inclusion.

## **Bureau of Equity and Inclusion**

### **Internal/External Communication, Dissemination and Monitoring of Plan**

The plan will describe the methods the agency will take to communicate, disseminate, and monitor progress of the plan.

### **Phase IV: Training, Monitoring and Reporting**

The plan will describe the methods the agency will take to monitor progress of the plan.

Annually, agencies will submit a progress report to the Bureau of Equity and Inclusion (BEI). The report will document progress toward achieving equity and inclusion goals and will include a description of the agency's efforts, accomplishments, challenges with a description of plans for the coming year. Report information will be summarized by BEI and used to compile a statewide workforce equity and inclusion report that will be submitted to the Governor's Office.

### **BEI Training, Support and Monitoring**

The Bureau of Equity and Inclusion and the Bureau of Training and Development will support agencies with ongoing training, development opportunities to meet statutory and Executive Order requirements. This includes:

- Providing training to managers and supervisor on agency's EEO and AA obligations, roles and responsibilities.
- Meeting on a regular basis with HR and EEO professionals for training, assistance and support.
- Providing the necessary agency data and reports to conduct the workforce analysis including: the underutilization analysis report, unclassified workforce report, EEO-report, Veterans Council Report, W2 report, Written Hiring Reasons report, the SAAIP report and the Demographic report.
- Monitoring and evaluating agency progress toward equity and inclusion goals, objectives, and certification standards.