Date

Gregory L. Gracz, Administrator

Department of Administration

Division of Personnel Management
101 East Wilson Street, 4th Floor

P.O. Box 7855
Madison, Wisconsin 53707-7855

Re: Commitment letter that adheres to the tenets of the affirmative action planning standards for 2017-2020

Dear Mr. Gracz:

Consistent with Wisconsin’s leadership and progress in achieving and assuring diversity in the work place, I am firmly committed to meeting the state laws and policies, as well as federal laws, for affirmative action and equal opportunity. The [Agency’s Name] recognizes that equal employment opportunity is a legal, organizational, and economic necessity in order to maximize the quality and diversity of the state’s workforce.  This commitment is extended to all job applicants and employees in every type of position including unclassified, classified, project, limited term, volunteers, interns and work study personnel.

The [Agency’s Name] has fewer than 30 permanent classified employees, and is not required to submit a full affirmative action plan. Being an integral part of the State of Wisconsin as an employer, we intend to apply affirmative action principles to all employment policies, procedures and programs, wherever it’s appropriate, to ensure equal opportunity and freedom from discrimination. We are committed through our actions which include addressing all issues regarding affirmative action goals, conducting targeted recruitments, ensuring managers and supervisors receive EEO/AA training on a biennial basis, having diverse interview panels where appropriate, participating in the W-2 program, creating SAAIP (internship) opportunities, monitoring for discriminatory practices, investigating discrimination complaints, applying alternative work pattern policy, informing employees regarding EEO/AA policies and procedures, and engaging in EEO/AA best practices.

We look forward to working with the Division of Personnel Management, Bureau of Equity and Inclusion to implement our policies and programs in efforts to correct the present effects of past discrimination and to build a motivated and skilled work force that is reflective of the population we serve.

Sincerely,

Agency Head Name

Agency Head Title

cc: Name, Affirmative Action Officer