



INTERNAL MANAGEMENT POLICY & PROCEDURE

Applicability: Adult Operation Only JUVENILE Operations Only DEPARTMENT-WIDE

IMPP #: 02-123D

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HUMAN RESOURCES: Equal Employment Opportunity (EEO) Representatives

Original Date Issued: 04-29-15 Replaces IMPP Issued: 04-29-15 **CURRENT EFFECTIVE DATE: 05-10-23**

Approved By:  , Secretary Next Scheduled Review: 04/2026

POLICY

EEO Representatives shall assist the Manager of EEO/AA and appointing authorities in the administration of the Department's Equal Employment Opportunity and Affirmative Action Programs.

DEFINITIONS

Appointing Authority: As defined in IMPP 02-109D, any person or group of persons empowered by the constitution, by statute, or by lawfully delegated authority to make appointments to positions in the State service pursuant to K.A.R. 1-2-9. Anytime this term is used in this IMPP, it can be read as referring to the "appointing authority or designee."

Manager of EEO/AA: The staff member assigned to the Central Office Human Resources Division who is responsible for the administration of the Department's Equal Employment Opportunity and Affirmative Action Programs.

PROCEDURES

I. Responsibilities, Purpose, and Workload Accountability of EEO Representatives

- A. EEO Representatives shall assist appointing authorities and the Manager of EEO/AA by:
1. Assisting in managing the Department's EEO Discrimination Complaint Resolution Policy (IMPP 02-101D) as directed by the Manager of EEO/AA, including;
 - a. Assisting employees by providing information and/or forms necessary to initiate the complaint procedures.
 - b. Conducting EEO discrimination investigations as directed by the Manager of EEO/AA.
 - c. Providing appointing authorities and the Manager of EEO/AA with required documents, information, and reports as requested.
 2. Monitoring EEO activities.
 - a. Provide assistance and consultation to appointing authorities in identifying current and potential EEO discrimination issues within their respective areas of responsibility.
 3. Observation and review of interview procedures.

- a. The Manager of EEO/AA will periodically observe interviews, to ensure questions are in compliance with EEO regulations KDOC Policy.
- B. EEO Representatives throughout the Department shall provide needed support to the Manager of EEO/AA.
 1. Administrative responsibility for program efforts shall rest with the Manager of EEO/AA.
 2. EEO Representatives shall perform their duties under the direction of the Manager of EEO/AA.
- C. Each appointing authority shall ensure that EEO Representatives are relieved of their regular duties in direct proportion to the amount of time required for them to fulfill EEO responsibilities.
 1. The EEO Representative shall contact his or her supervisor to furnish the dates and times needed to be relieved of regular duties in order to fulfill EEO responsibilities.

II. Number of EEO Representatives

- A. Up to four (4) EEO Representatives may be appointed for each facility having less than two hundred (200) employees.
- B. Up to five (5) EEO Representatives may be appointed for each facility having two hundred (200) or more employees.
- C. Employees of Kansas Correctional Industries:
 1. Shall be included in the employee count of the assigned facility;
 2. May be appointed to serve as an EEO representative as outlined in Section II.A. and B. above; and,
 3. Shall be represented by the facility's EEO representatives according to the provisions of this IMPP.
- D. Up to three (3) EEO Representatives may be appointed to Parole Services. At the discretion of the Deputy Secretary of Adult and Juvenile Community Based services, EEO representatives may be appointed to each parole region.
- E. The Central Office may appoint one (1) EEO Representative.

III. Appointment Process for EEO Representatives

- A. The Human Resources Manager shall email an announcement inviting all interested management and supervisory level staff employed by the facility/office to apply for the position of EEO Representative by submitting his or her name to a designated contact person.
 1. At least one (1) of the facility or parole services EEO Representatives shall be at the management level. The remaining EEO Representatives shall be at the supervisory level.
 2. The Human Resources Manager and Enforcement Apprehensions and Investigation (EAI) staff may be trained but ordinarily should not be used to investigate unless an exception is approved by the Human Resources Director or the Manager of EEO/AA.
 3. The email announcement of the position shall be made within ten (10) working days after it becomes vacant.
- B. The Manager of EEO/AA and the Human Resources Manager shall interview interested employees and may actively recruit qualified volunteers to work in the role as EEO Representatives.

1. Prior to the selection announcement the appointing authority shall approve the selection.
2. The appointment shall be based on the following criteria:
 - a. Recognition of the need for equal employment practices;
 - b. Ability to recognize and analyze discriminatory practices and procedures;
 - c. Ability to formulate and promote equitable solutions to problems;
 - d. Capability of working harmoniously and effectively with facility/office and Department staff and representatives from enforcement agencies; and,
 - e. Ability to handle sensitive situations with tact and confidentiality.
- C. The name and location of the EEO Representatives shall be posted on the official bulletin board(s) of each facility/office for employee information.
- D. EEO Representatives may serve in this capacity for a 2-year term, subject to reappointment, or until they are removed by the appointing authority or the Manager of EEO/AA.

IV. Training of EEO Representatives

- A. It shall be the responsibility of the Manager of EEO/AA to ensure that EEO Representatives receive training in all areas necessary for the successful performance of assigned responsibilities.

V. This IMPP must serve as final policy in all departmental facilities, and no General Orders shall be developed or implemented on this subject.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS

None.

REFERENCES

K.A.R. 1-2-9
IMPP 02-101D, 02-109D
KDOC Affirmative Action Plan

HISTORY

04-29-15 Original
05-10-23 Revision 1

ATTACHMENTS

None.