

STATE OF DELAWARE



**EXECUTIVE DEPARTMENT
DOVER**

EXECUTIVE ORDER
NUMBER Fifty

TO: HEADS OF ALL STATE DEPARTMENTS AND AGENCIES

RE: AFFIRMATIVE ACTION IN STATE EMPLOYMENT;
AMENDMENT OF EXECUTIVE ORDER NUMBER TWENTY-FOUR
RELATING TO DISABLED AND VIETNAM ERA VETERANS.

WHEREAS, Executive Order Number Twenty-Four, approved on May 8, 1986, reaffirms the commitment of the State of Delaware to affirmative action in the recruitment, employment and promotion of qualified women, minority and handicapped individuals in the State workforce; and

WHEREAS, Executive Order Number Twenty-Four mandates that this affirmative action policy be implemented by State agencies through the promulgation of affirmative action plans, subject to monitoring for compliance by the State Human Relations Commission, by imposing upon agency heads specific duties and responsibilities for pursuing affirmative action initiatives, and by requiring the designation of affirmative action staff within each agency to develop and implement such initiatives; and

WHEREAS, Executive Order Number Twenty-Four further imposes upon the State Affirmative Action Coordinator, the State Personnel Commission and the Office of State Personnel additional duties regarding the implementation of the affirmative action plans and the continual elimination of any perpetuation of past discriminatory practices; and

WHEREAS, Executive Order Number Twenty-Four further established an employee complaint process and procedures for handling cases of employment discrimination, and provided for a State Affirmative Action/Equal Employment Opportunity Advisory Council to assist in improving the overall State affirmative action program; and

WHEREAS, it manifestly is appropriate to add to the groups protected by the policy, plans and procedures established by Executive Order Number Twenty-Four disabled and Vietnam Era veterans;

NOW, THEREFORE, I, MICHAEL N. CASTLE, by the authority vested in me as Governor of the State of Delaware do hereby declare and order as follows:

1. Executive Order Number Twenty-Four, approved on May 8, 1986, is amended by striking the third "Whereas" clause on the first page and substituting in lieu thereof the following:

"WHEREAS, each department and agency within the Executive Branch has developed methods and strategies for recruiting, hiring and promoting women, minorities, the handicapped, and disabled and Vietnam Era veterans; and"

2. Executive Order Number Twenty-Four is amended further by striking paragraph 1 from section I ("POLICY") and substituting in lieu thereof the following:

"1. The policy of the State of Delaware and commitment to Affirmative Action is hereby reaffirmed and all heads of Executive Branch agencies are directed to diligently pursue the recruitment and promotion of qualified women, minority, handicapped, and disabled and Vietnam Era veteran individuals in the State workforce."

3. Executive Order Number Twenty-Four is amended further by striking subparagraphs a. and b. from paragraph 2 of section II ("PROMULGATION OF AFFIRMATIVE ACTION PLANS") and substituting in lieu thereof the following:

"a. A specific statement of goals and objectives designed to assure equal employment opportunities in hiring and promotion and to eliminate any discrimination in State employment based on race, religion, color, national origin, sex, age, handicap, or disabled or Vietnam Era veteran status.

b. A specific statement of goals and objectives designed to remedy any problem of underrepresentation of women, minorities, the handicapped, and disabled and Vietnam Era veterans, which may exist in the department or agency. Solely for the purpose of establishing such goals and objectives and measuring progress toward such goals, the plan or plans shall specify target numbers of women, minorities,

handicapped individuals, and disabled and Vietnam Era veterans to be hired and shall include a timetable, or specific dates, for meeting the goals. Such numbers shall reasonably reflect the representation of women, minorities, the handicapped, and disabled and Vietnam Era veterans in the relevant statewide labor market."

4. Executive Order Number Twenty-Four is amended further by striking subdivision (i) from subparagraph c. of paragraph 2 in section II ("PROMULGATION OF AFFIRMATIVE ACTION PLANS") and substituting in lieu thereof the following:

"(i) specific proposals for recruiting women, minorities, the handicapped, and disabled and Vietnam Era veterans for employment in the department or agency to the extent they are underrepresented in respect to the relevant statewide labor market;"

5. Executive Order Number Twenty-Four is amended further by striking the first sentence from paragraph 4 of section II ("PROMULGATION OF AFFIRMATIVE ACTION PLANS") and substituting in lieu thereof the following:

"The department or agency shall retain a record of all applicants who voluntarily divulge information regarding race, color, age, sex, handicapped status, and disabled and Vietnam Era veteran status, in order to provide a means of comparison of rejection rates among applicants."

6. Executive Order Number Twenty-Four is amended further by striking paragraphs 5 and 6 from section VI ("DUTIES AND RESPONSIBILITIES OF AFFIRMATIVE ACTION STAFF DESIGNEES OF THE

VARIOUS DEPARTMENTS AND AGENCIES") and substituting in lieu thereof the following:

"5. Work with the Secretary or agency head, the Office of State Personnel, and the department personnel officer(s) to review the qualifications of all departmental employees to ensure that women, minorities, the handicapped, and disabled and Vietnam Era veterans are given equal opportunity for hiring, promotion, training, transfer and all personnel actions.

6. Serve as liaison between the department or agency and organizations, groups and persons concerned with employment opportunities of women, minorities, the handicapped, and disabled and Vietnam Era veterans."

7. Executive Order Number Twenty-Four is amended further by striking paragraph 3 from section VII ("DUTIES AND RESPONSIBILITIES OF THE OFFICE OF STATE PERSONNEL") and substituting in lieu thereof the following:

"3. To work with the department and agency personnel officers to vigorously recruit women, minorities, the handicapped, and disabled and Vietnam Era veterans in all categories of State employment."

8. Executive Order Number Twenty-Four is amended further by striking paragraph 5 from section VII ("DUTIES AND RESPONSIBILITIES OF THE OFFICE OF STATE PERSONNEL") and substituting in lieu thereof the following:

"5. To review the classification and selection procedures under the Merit System Rules to assure the

removal of any artificial barriers to the hiring and promotion of women, minorities, the handicapped, and disabled and Vietnam Era veterans; and to recommend whether a pool of qualified applicants from underrepresented groups shall be developed."

9. Executive Order Number Twenty-Four is amended further by adding to the second paragraph of section X ("AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COUNCIL") a new subparagraph as follows:

"j. Delaware Commission of Veteran Affairs"



APPROVED this 10th day of
November, 1987.

A handwritten signature in black ink, appearing to read "Michael M. Castle", written over a horizontal line.

Governor

ATTEST:

A handwritten signature in blue ink, written over a horizontal line.

Secretary of State