

WILLIAM DONALD SCHAEFER, Governor

affiliation, race, color, sex, marital status, creed, or national origin. State personnel shall not be dismissed or in any way penalized on account of age, except pursuant to a bona fide uniform retirement policy. Qualified handicapped State personnel shall not be dismissed or in any way penalized on account of that handicap.

B. The Secretary of Personnel is responsible for the overall administration of the Equal Employment Opportunity Program for State Merit System employees and applicants for State Merit System employment. With the advice of the Executive Director and the Chairman of the Human Relations Commission, the Secretary shall develop, promulgate, and enforce rules, regulations, and guidelines for the implementation of the Equal Employment Opportunity Program. These rules, regulations, and guidelines shall comply with applicable federal and State law governing equal employment opportunity, this Executive Order, and the State Merit System Law.

C. The head of each agency within the Executive Branch of State government shall comply with the rules, regulations, and guidelines issued by the Secretary of Personnel, and shall prepare and submit to the Equal Employment Opportunity Coordinator an annual affirmative action plan based on each fiscal year period. The affirmative action plan shall include:

(1) A policy statement signed by the head of the agency reaffirming the commitment to non-discrimination, equal employment opportunity, and affirmative action;

(2) The assignment of appropriate affirmative action responsibilities to agency heads, supervisors, managers, directors, personnel officers, and other personnel as deemed necessary;

(3) An analysis of the relevant workforce and applicants available for selection to fill vacant positions, to provide the basis for developing affirmative action goals;

(4) Specific and reasonable quantitative goals and timetables which shall be set as a means of corrective action for the identified problem areas; and

(5) Provisions for monitoring, evaluating, and revising the plan to ensure implementation.

D. The head of each agency within the Executive Branch of State government shall ensure:

(1) The allocation of sufficient personnel and resources to implement its equal employment opportunity