



STATE OF WISCONSIN
DEPARTMENT OF VETERANS AFFAIRS

Policy on Affirmative Action and Equal Employment Opportunity

It is the policy of the Wisconsin Department of Veterans Affairs (WDVA) to provide equal opportunity for employment and advancement to all persons and to provide an environment in which employees are free to work and learn, individually and collectively, and with personal and professional dignity. The WDVA recognizes that equal employment opportunity is a legal, social, and economic necessity.

It is the WDVA's policy to forbid its customers and employees to discriminate against or harass any person because of his or her sex, race, religion, creed, color, national origin, ancestry, age, disability, sexual orientation, marital status, political affiliation or beliefs, arrest or conviction record, or membership in the national guard, state defense force, or any other reserve component of the military forces of the United States or this state.

Affirmative Action for women, racial/ethnic minorities, and persons with disabilities will be required for employment practices related to classified, unclassified, limited term, and project positions in order to overcome the present effects of past discrimination, and achieve equal opportunity. Affirmative Action efforts in the hiring process will include targeted recruitment, expanded certification, and participation in appropriate affirmative action programs and activities.

The "Harassment/Discrimination Complaint Policy" has been established to address employment complaints made by employees about discrimination and harassment. A copy of this policy has been posted on the WDVA Intranet and is covered in New Employee Orientation. Employees should contact the WDVA's Affirmative Action Officer (AAO) or Human Resource staff for further information and/or guidance on how to file a complaint. Retaliation against an employee who files a discrimination complaint is a form of discrimination and as such is prohibited.

The WDVA will provide reasonable accommodations for persons with disabilities to ensure equal access to employment and all benefits associated with employment. The "Reasonable Accommodations Policy" has been posted on the WDVA Intranet and is also covered in New Employee Orientation.

The Human Resources Manager has been designated as the Department's Affirmative Action Officer and is responsible for developing, implementing and managing the agency's AA/EEO programs.

Questions, concerns, complaints, or requests for additional information regarding the WDVA's AA/EEO program may be forwarded to:

Amy Franke, HR Manager/AA Officer
Phone: (608) 267-1796
Email: Amy.Franke@dva.wisconsin.gov