

MEMORANDUM

TO: Statewide HR Managers and EEO Officers
FROM: George Vega, Director of Personnel Services
DATE: October 10, 2007
SUBJECT: Agency Affirmative Action Plans

This is a reminder that this is the year agency Affirmative Action Plans are to be submitted to the Department of Administration, Division of Personnel Services. All agencies should submit their plans to DPS no later than December 21, 2007.

An Affirmative Action Plan (AAP) is a tool, a written program in which the employer details the steps it has taken and will take to ensure the right of all persons to advance on the basis of merit and ability without regard to race, color, religion, sex, national origin, age, disability, veteran's status or other factors which cannot lawfully be the basis for employment actions. The plan should include at the least the following elements:

- Policy Statement (s)
- Designation of Responsibilities
- Organizational Chart
- Work Force/Availability Analysis (provided by DPS)
- Problems/Barriers Identification Statement
- Action Statement
- Goals and Timetables

Guidelines for writing an Affirmative Action Plan can be found at <http://da.state.ks.us/ps/subject/aap.htm>

Please contact Pat Writt at 785-296-4352, or pat.writt@da.ks.gov if you should have any questions.

Affirmative Action plans should be submitted to Pat Writt, Division of Personnel Services, Landon State Office Building, 900 SW Jackson, Rm 252, Topeka, KS 66612.

Thank you for your attention to this important matter.