

Section 46a-68-92

Good Faith Efforts

Section 46a-68-92: Good Faith Efforts

CT State has demonstrated good faith efforts by engaging in the initiatives articulated in subsections (a) to (d) inclusive, of this section:

- a) Promoted equal opportunity to achieve a workplace that is free of discrimination;
 - 1. Communicate the agency's commitment to EEO and affirmative action to all employees.
 - 2. Ensure that employees are aware of non-discrimination policies and procedures: post policies in a visible location.
 - 3. Ensure that departmental processes, procedures, and systems are nondiscriminatory and free of bias.
 - 4. Evaluate supervisors for making good faith efforts in EEO and affirmative action: document in performance appraisals.
 - 5. Ensure that reasonable accommodations are made for disabled employees.
 - 6. Take appropriate and timely action when there has been an allegation of sexual harassment.
- b) Developed recruitment strategies that ensure opportunities for all qualified applicants, including underutilized groups;
 - 1. Identify affirmative action placement goals for all job openings.
 - 2. Make efforts to attract a large and diverse pool of qualified applicants, particularly inclusive of groups associated with affirmative action recruitment goals.
 - 3. Develop a contingency strategy if the initial recruitment effort does not bring in a sufficiently diverse pool.
 - 4. Contacting special interest organizations, groups and individuals.
 - 5. Or other means of outreach utilized to hire goal candidates.
- c) Ensured a fair and nondiscriminatory selection process.
 - 1. Review the selection process to ensure that it treats each applicant fairly and consistently.
 - 2. Review the interview format and questions for possible bias.
 - 3. Ensure that reasonable accommodations are made for applicants.
 - 4. If using a group interview process; create a diverse selection panel.
 - 5. Assess all applicants using the same selection criteria.
 - 6. Consider all skills that qualify the applicant, including volunteer and professional experience.
 - 7. Interview as many applicants as possible to increase opportunity.
 - 8. Keep written records of all applicants interviewed and be certain that the information recorded relates to the individual's ability to perform the duties.
 - 9. Ensure that selection panel members are aware of the impact of common biases such as stereotyping, unsubstantiated first impressions that may influence a

decision, and assessments based on different 'comfort levels' with people of dissimilar groups.

10. Document the selection process fully. Retain all records.

- d) Provided career development opportunities to all interested and qualified employees, with emphasis on those groups found to be underutilized in the workforce.
 - 1. Encourage staff to participate on agency committees to enhance development.
 - 2. Inform all staff of internal staff development and promotional opportunities.
 - 3. Promote and support employee training and development for all employees.
 - 4. Provide career counseling.
- e) Nothing in this section shall be construed to absolve an agency of its obligations under sections 46a-68-78, 46a-68-79, 46a-68-80, 46a-68-81, 46a-68-85, 46a-68-89, and 46a-68-90 and 46a-68-92 of the Regulations of Connecticut State Agencies.