



Affirmative Action Plan Overview

State Civil Service Rule 3.1(r) requires all agencies to establish and implement an affirmative action program to assure equal employment opportunity in the Classified Service. Under Federal Executive Order 11246, certain state agencies must prepare and maintain an Affirmative Action Plan or “AAP” prepared in accordance with the U.S. Department of Labor, Office of Federal Contract Compliance Programs (OFCCP) [Code of Federal Regulations, Title 41, Part 60-2](#). This AAP document contains both the agency’s employment policy and its workforce demographics.

Under the authority of Rule 3.1(r) the Director requires all agencies to provide its Federal AAP or an Affirmative Action Plan prepared in accordance with the “SCS Guidelines for Preparing Affirmative Action Plans” to the SCS Compliance and Audit Division for review during the agency’s Compliance Audit. Non-executive branch agencies with fewer than 50 employees may provide for review an Equal Employment Opportunity Policy in lieu of a Plan.