

Director's EEO/AA Policy Statement

This administration, including all executive, managerial, and supervisory staff, endorses this Affirmative Action Plan and is committed to equal employment opportunity and affirmative action for all staff and employees. It is the policy and practice of the Illinois Department of Children and Family Services ("DCFS") to make decisions regarding recruitment, hiring, training, promotion, layoff, and awarding of benefits without regard to race, color, religion, sex, sexual orientation, gender identification, national origin / ancestry, citizenship status, disability, age, order of protection status, marital status, pregnancy, arrest record, military status, including veteran status, and unfavorable discharge from military service.

DCFS is committed to:

- Address the underutilization of minorities and women at all levels of employment;
- Implementing sexual harassment and other anti-harassment policies and programs;
- Increase the number of persons with disabilities in the agency as a whole and
- Investigate allegations or complaints if anyone has suffered or has been subjected to discrimination based on any of the above unlawful discriminatory practices.

To file a charge or complaint, one should file a complaint through any of the three available means. No employee who files a complaint will be subjected to retaliation, employees are protected by state and federal laws.

Equal Opportunity Employer

DCFS is an equal opportunity employer, and prohibits unlawful discrimination in all of its programs and services.

Non-Discrimination Laws

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

Prohibits discrimination on the basis of race, color or national origin in programs or activities receiving federal financial assistance.

TITLE VII OF THE CIVIL RIGHTS ACT OF 1964

Prohibits discrimination on the basis of race, color, religion, sex or national origin in any terms, conditions, compensation or privileges of employment.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Prohibits discrimination on the basis of handicap in all areas of employment and/ or service delivery by recipients of federal financial assistance.

AMERICANS WITH DISABILITIES ACT OF 1990

Prohibits discrimination against individuals with disabilities in employment, public services, transportation, public accommodations, and telecommunications services.

ILLINOIS HUMAN RIGHTS ACT

Protects all individuals within Illinois from discrimination in employment because of race, color, religion, sex, sexual orientation, gender identification, national origin / ancestry, citizenship status, disability, age, order of protection status, marital status, pregnancy, arrest record, military status, including veteran status, and unfavorable discharge (except dishonorable) from military service. The Act also prohibits retaliation against any person.

DCFS Office of Affirmative Action

1921 S. Indiana Ave., 4th Fl. • Chicago, IL 60616
312.328.2495

dcfs.officeofaffirmativeaction@illinois.gov

US Equal Employment Opportunity Commission

500 W. Madison Ave., 28th Fl. • Chicago, IL 60661
312.353.2713

Illinois Department of Human Rights

100 W. Randolph St.
Chicago, IL 60601
312.814.6200

222 College St.
Springfield, IL 62706
217.785.5100

Illinois Department of
DCFS
Children & Family Services

www.DCFS.illinois.gov



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Diversity Enhances Equality

Office of Affirmative Action



Illinois Department of
DCFS
Children & Family Services

Affirmative Action



Affirmative Action is a policy or program for correcting the present effects of past or current discrimination. The Department of Children and Family Services established the Office of Affirmative Action in 1972, for the purpose of preventing and eliminating discrimination, and to assist employees at all levels (non-supervisors, supervisors and top level managers) who feel they are being subjected to unlawful discriminatory employment practices.

The Office of Affirmative Action is charged with the overall responsibility of ensuring that DCFS complies with the Civil Rights Act and that the rights of all DCFS employees, applicants, service recipients and sub-contractors are protected against unlawful discrimination:

- Race
- Sex
- Age
- Color
- Religion
- Marital Status
- Sexual Orientation
- Sexual Identity
- National Origin
- Arrest Record
- Citizenship Status
- Veteran's Status
- Military Discharge (unfavorable)
- Coercion
- Sexual Harassment
- Aiding and Abetting
- Physical or Mental Disability

Services within Office of Affirmative Action

- African American Services
- Asian American Services
- Native American Services
- Latino Services
- Burgos Coordinator/Inter-Ethnic Placement Act/Limited English Proficiency (LEP)
- Americans with Disabilities Act (ADA)

Role of the Office of Affirmative Action



The duties and responsibilities of the DCFS Office of Affirmative Action include, but are not limited to, the following:

- Counsel employees concerning the merit of complaints.
- Investigate complaints of discrimination that are filed internally with the Office of Affirmative Action, and monitors charges filed externally with agencies such as the Illinois Department of Human Rights or the Equal Employment Opportunity Commission.
- Develop and monitor an annual Affirmative Action Plan which includes specific goals, timetables and monitoring procedures for all DCFS regional offices and administrative units.
- Monitor purchase of service contracts for Civil Rights compliance.
- Conduct on-site compliance reviews of agency and purchase of service facilities.
- Conduct orientation and training sessions concerning Affirmative Action/Equal Employment Opportunity.
- Participate in employment recruitment programs. Produce monitoring reports on a monthly, quarterly and annual basis. Disseminate information on Affirmative Action/Equal Employment Opportunity.

You can file a charge or complaint ...



If you feel that you have been discriminated against because of your race, color, sex, religion, age, military discharge (except dishonorable), or marital status in any terms, conditions, compensation or privileges of employment (i.e. promotion, termination), etc., you have the right to file a complaint with the Office of Affirmative Action and to file a charge with the Department of Human Rights and the Equal Employment Opportunity Commission. A complaint can be filed not only by DCFS employees, but also by any applicant for employment; any recipient of Department aid or services; Department service provider, or subcontractor. A complaint can be initiated verbally or in writing, but must be filed with the DCFS Office of Affirmative Action within 180 days of the alleged discriminatory act. DCFS complaint forms are available through the Office of Affirmative Action.

What happens after a complaint is filed?



The Office of Affirmative Action will conduct an internal investigation and make a finding within 30 to 90 working days, whenever possible, to the Director's Office and other appropriate management personnel, regarding whether there is substantial evidence to support the charge. If there is substantial evidence finding, conciliation may be recommended. The complainant will be notified of the results of the investigation. In addition to filing a complaint with the Office of Affirmative Action a complaint may also be filed with the Illinois Department of Human Rights and the Equal Employment Opportunity Commission.