

STATE OF CONNECTICUT

JUDICIAL BRANCH

**EQUAL EMPLOYMENT
OPPORTUNITY PLAN**

2011-2012

(Period ending 12/31/2012)

**STATE OF CONNECTICUT ~ JUDICIAL BRANCH
EQUAL EMPLOYMENT OPPORTUNITY PLAN
EFFECTIVE JANUARY 1, 2011 – DECEMBER 31, 2012**

POLICY STATEMENT OF COMMITMENT

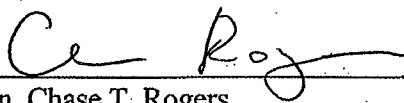
It is hereby reaffirmed that it is the policy of the Judicial Branch of the State of Connecticut to provide equal employment opportunity to all employees and job applicants, regardless of race, color, religious creed, age, sex, sexual orientation, marital status, national origin, ancestry, learning disability, present or past history of mental disorder, mental retardation, genetic history, or physical disability, including, but not limited to, blindness, or criminal record, unless the provisions of §46a-80(b) or 46a-81(b) of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected classes. This policy applies to all aspects of the employer/employee relationship, including recruitment, selection, appointment, upgrading and promotion, evaluation, conditions and privileges of employment, training, educational assistance, compensation, benefits, transfer, discipline, layoff, recall and termination of employment.

The Judicial Branch complies with the Americans with Disabilities Act and with all federal and state law pertaining to individuals with disabilities. The terms "disability" or "disabled" as used in this policy statement and elsewhere in the Equal Employment Opportunity Plan shall be construed in a manner consistent with the ADA and other pertinent federal and state laws. To this end the Judicial Branch has appointed division representatives to the ADA Committee to ensure continued compliance with the ADA and an ongoing forum to see that needs are identified and addressed throughout the Branch. "Equal Employment Opportunity", as defined by law and governmental regulations, requires affirmative action to overcome the effects of past and present discriminatory practices, policies or other barriers to equal employment opportunity and to ensure the full and fair utilization of women and minorities in all levels of the work force. The goal of the Judicial Branch is to achieve a work force population that is properly balanced and fully represented by women and minorities throughout the organization and to ensure true equality of employment and a work environment that is free of discrimination. Further, the Judicial Branch will make every reasonable accommodation to satisfy the needs of its applicants and employees with disabilities. If employees feel they have been discriminated against, they should contact the Administrative Services Division Human Resource Management Unit, Office of the Chief Court Administrator. The Administrative Service Division Human Resource Management Unit is authorized to review and investigate such complaints and identify and mitigate discriminatory practices.

The accompanying Equal Employment Opportunity Plan for 2011-2012 sets forth the continuing course of action the Judicial Branch will take during this period in order to put forth a good-faith effort to attain the goals indicated within the fiscal constraints faced by the State. All managers and supervisors are responsible for implementing the provisions herein.

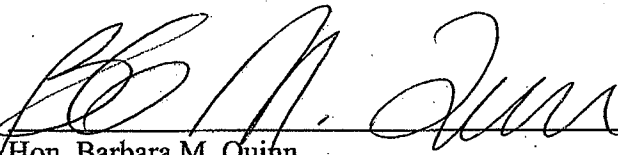
The Equal Employment Opportunity Plan will be updated and revised periodically to reflect changes in federal and/or state anti-discrimination laws. All employees of the Judicial Branch have the right to review and comment on the Equal Employment Opportunity Plan, a copy of which will be kept at each Branch facility and posted on the Judicial Branch Intranet Webpage. Any questions relating to details of this Plan should be referred to the Administrative Services Division Human Resource Management Unit (860-706-5280).

1/29/11
(Dated)



Hon. Chase T. Rogers
Chief Justice

1/26/2011
(Dated)



Hon. Barbara M. Quinn
Chief Court Administrator

EEOP UTILIZATION AND ANALYSIS

OFFICIALS AND ADMINISTRATORS:

It is our goal to increase minority representation in this category by placing an emphasis on promotion of, or where appropriate, recruitment of Hispanic males, Asian males, Hispanic females, Black females and Asian females.

PROFESSIONALS:

It is our goal to increase minority representation in this category by placing an emphasis on recruitment and promotion of Asian males, American Indian or Alaskan Native males, White females, Asian females and American Indian or Native Alaskan females.

TECHNICIANS:

The Judicial Branch has no classifications which meet the criteria of this category.

PROTECTIVE SERVICES SWORN:

It is our goal to increase minority representation in this category by placing an emphasis on recruitment and promotion of Asian males and Asian females.

PROTECTIVE SERVICES NON-SWORN:

The Judicial Branch has no classifications which meet the criteria of this category.

ADMINISTRATIVE SUPPORT:

It is our goal to increase minority representation in this category by placing an emphasis on recruitment and promotion of Hispanic males, Black males, Asian males, males of two or more races and Asian females.

SKILLED CRAFT:

The Judicial Branch has no underrepresentation in this category.

SERVICE MAINTENANCE:

It is our goal to increase representation in this category by placing an emphasis on recruitment of Asian males, White females, Black females, Asian females and females of two or more races.

OBJECTIVES FOR ACHIEVEMENT

While the Connecticut Judicial Branch is prepared to take the steps set forth below to achieve the goals that have been established, we must acknowledge that our opportunities to recruit new members of the workforce are limited and promotional activity has been curtailed by the fiscal constraints under which state government continues to operate. Given such constraints on recruiting from outside the Branch, we will focus our efforts on filling critical vacancies primarily through the promotion and transfer of existing employees. When opportunities to fill positions arise, every effort will be made to achieve the goals set forth above through promotion of existing employees in the targeted racial or ethnic group.

OFFICIALS AND ADMINISTRATORS:

The Connecticut Judicial Branch will make every effort to promote minorities or recruit as appropriate, for the officials/administrators openings as set forth in the EEOP Goals on the preceding page. This recruitment effort will include the utilization of *Career Builder*, which incorporates major newspaper advertisers and minority targeted advertisers. Whenever appropriate, recruitment will be done regionally and/or nationally by advertising in professional publications and newspapers. The Branch will also continue recruitment efforts at state colleges and universities, including law schools, and through the Internet.

PROFESSIONALS:

The Connecticut Judicial Branch will make every effort to recruit and promote minorities for the professional openings as set forth in the EEOP Goals on the preceding page. This recruitment effort will include the utilization of *Career Builder*, which incorporates major newspaper advertisers and minority targeted advertisers. Whenever appropriate, recruitment will be done regionally by advertising in professional publications and newspapers. The Branch will also continue recruitment efforts at state colleges and universities including law schools.

PROTECTIVE SERVICES - SWORN:

The Connecticut Judicial Branch will make every effort to recruit and promote minorities for protective services openings as set forth in the EEOP Goals on the preceding page. This recruitment effort will include the utilization of *Career Builder*, which incorporates major newspaper advertisers and minority targeted advertisers. This recruitment effort will take place throughout the year. The Branch will work with local minority community organizations and the Connecticut Labor Department.

ADMINISTRATIVE SUPPORT:

The Connecticut Judicial Branch will make every effort to recruit and promote minorities for administrative support openings as set forth in the EEOP Goals on the preceding page. This recruitment effort will include the utilization of *Career Builder*, which incorporates major newspaper advertisers and minority targeted advertisers. This recruitment effort will take place throughout the year. The Branch will work with local minority community organizations and the Connecticut Labor Department.

SKILLED CRAFT WORKERS:

The Connecticut Judicial Branch will make every effort to recruit and promote minorities for skilled craft worker openings as set forth in the EEOP Goals. This recruitment effort will include the utilization of *Career Builder*, which incorporates major newspaper advertisers and minority targeted advertisers. This recruitment effort will take place throughout the year. The Branch will work with local minority community organizations and the Connecticut Labor Department.

SERVICE MAINTENANCE:

The Connecticut Judicial Branch will make every effort to recruit and promote minorities for service maintenance openings as set forth in the EEOP Goals. This recruitment effort will include the utilization of *Career Builder*, which incorporates major newspaper advertisers and minority targeted advertisers. This recruitment effort will take place throughout the year. The Branch will work with local minority community organizations and the Connecticut Labor Department.

DISSEMINATION

The Judicial Branch will take the necessary steps to ensure that it's Equal Employment Opportunity Plan and EEO and sexual harassment policies are disseminated throughout all its facilities. These steps will include the following:

- Upon its approval, the Equal Employment Opportunity Plan will be distributed to all facilities and made readily available for employee review and comment.
- The EEO policy statement, non-discrimination and sexual harassment policy statements will be distributed to all facilities and posted on bulletin boards throughout each location. The plan will also be posted on the Judicial Branch Intranet Website for review by employees throughout the year. The Human Resource Management Unit will continue to provide support and training to employees and supervisory staff.
- All new employees will be given a copy of the EEO policy statement of commitment and informed as to the location of the Equal Employment Opportunity Plan within their facility.
- The Executive Directors will continue to stress the importance of the EEO program and require managers and supervisors to undertake conscious and deliberate steps toward overcoming adverse practices to achieve the goals set forth in the Equal Employment Opportunity Plan. The Judicial Branch Administrative Policies and Procedures Manual sets forth that EEO goals are in place and that all managers and supervisors must work for their achievement.
- Written comments addressing the Equal Employment Opportunity Plan are encouraged. These comments should be directed to the Human Resource Management Unit, Connecticut Judicial Branch, 90 Washington Street, Hartford, Connecticut.
- All EEO internal communications and written comments received will be dated and maintained within the Human Resource Management Unit.
- The Human Resource Management Unit will continue to provide assistance to Affirmative Action Division Coordinators. Training needs were assessed and training was developed for coordinators. These Coordinators are Judicial Branch employee

volunteers chosen by their division executive directors. Their mission is to monitor all employment interviews to assure that the hiring and promotional standards of the Branch are upheld.

EXTERNAL DISSEMINATION

The Judicial Branch is committed to the goals of equal employment opportunity and affirmative action and has initiated activities to ensure that Equal Employment Opportunity is more than a paper commitment. The Equal Employment Opportunity Plan is on file with the Commission on Human Rights and Opportunities. Written expression of the commitment of the Judicial Branch to Equal Employment Opportunity and notices of job availability are sent regularly to recruiting sources and organizations that are capable of referring qualified applicants for employment. In addition to maintaining frequent contact with protected class members and resource agencies, the Judicial Branch is engaged in discussions designed to foster ongoing relationships and develop additional recruiting sources.

In addition, employment advertising omits references to age or gender, except in the case of bona fide occupational qualification or need, and clearly conveys the desire of the Judicial Branch to employ members of protected classes.

The Judicial Branch is firmly committed to meeting the requirements of the Connecticut Supplier Diversity Program as mandated by the Connecticut General Statutes. The Department of Administrative Services (DAS) and the Commission on Human Rights and Opportunities (CHRO) monitor adherence to these regulations.

Under the Administrative Policies and Procedures of the Judicial Branch, the Materials Management Unit shall comply with the State policies for Supplier Diversity. CHRO guidelines require that the Judicial Branch make a good faith effort to award 25% of all non-exempt state contracts with State Certified Small Business Enterprises (SBE). Of that amount, 25% must be awarded to Minority-owned Business Enterprises (MBE) which include businesses owned by women and mentally and or physically disabled persons. A record of the performance of the Judicial Branch against established SBE goals may be found on the Department of Administrative Services' website at http://www.das.state.ct.us/Purchase/SetAside/SAP_CHRO.htm or a copy is available for inspection by contacting the office of the Director of Materials Management.

In addition, the Judicial Branch refrains from knowingly doing business with any bidder, contractor, subcontractor or supplier of materials barred from participation in any federal or state contract program or found to be in violation of any state or federal antidiscrimination law. All purchase orders sent to contractors or suppliers doing business with the Judicial Branch contain the requirement that the contractor or supplier comply with all state and federal laws concerning non-discrimination and warrants that the contractor or supplier will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, sex, sexual orientation, marital status, national origin, ancestry, present or past history of mental disorder, mental retardation, genetic history, or physical disability, including but not limited to, blindness, or criminal record, unless the provisions of §46a-80(b) or 46a-81(b) of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected classes. Each contractor or supplier is also required, on request, to provide the

Judicial Branch with information concerning employment practices and procedures. All Contractors and suppliers must also agree to make a good faith effort to employ minority-owned business enterprises as subcontractors. The Judicial Branch maintains files containing the name and address of bidders, contractors and sub-contractors receiving notice of its policy and contract provisions.

Judicial Workforce/Connecticut Workforce
 Utilization Analysis
 December 31, 2010

Job Categories		Race and National Origin																
		Male									Female							
		W	H	B	A	NH or /OPI	AI or AN	Two or more races	Unkn	W	H	B	A	NH or /OPI	AI or AN	Two or more races	Unkn	
Officials / Administrators	Workforce # (Total # = 215)	114	2	11	0	0	0	1	1	78	2	4	0	0	0	2	0	
	%	53.02	0.93	5.12	0.00	0.00	0.00	0.47	0.47	36.28	0.93	1.86	0.00	0.00	0.00	0.93	0.00	
	CLS #	154,855	5,310	5,055	4,650	45	220	1,435	UNK	93,455	3,925	6,025	2,265	4	195	1,280	UNK	
	%	55.60	1.90	1.80	1.70	0.00	0.10	0.50	UNK	33.50	1.40	2.20	0.80	0.00	0.10	0.30	UNK	
	Utilization %	-2.58	-0.97	3.32	-1.70	0.00	0.00	0.00	UNK	2.78	-0.47	-0.34	-0.80	0.00	0.00	0.63	UNK	

This table indicates that Hispanic males, Asian males, Hispanic females, Black females, and Asian females are underrepresented in this category.

NOTES:
 Percentages may not add to total due to rounding.
 Workforce data provided by Judicial Branch Report NH5301; CLS (Community Labor Statistics) data provided by EEO Census 2000 Data Tool.
 Where underutilization results in less than one half (.5) of one position (this calculation is performed by multiplying the Job Category total Workforce number # by the underutilization percentage for a particular cross-classified category), the category is reflected as adequately represented.

Judicial Workforce/Connecticut Workforce
 Utilization Analysis
 December 31, 2010

Job Categories		Race and National Origin																
		Male									Female							
		W	H	B	A	NH or /OPI	AI or AN	Two or more races	Unkn	W	H	B	A	NH or /OPI	AI or AN	Two or more races	Unkn	
Professionals	Workforce (Total # = 1,702)	# %	538 31.61	49 2.88	113 6.64	11 0.65	0 0.00	0 0.00	20 1.18	4 0.24	685 40.25	99 5.82	130 7.64	18 1.06	0 0.00	0 0.00	30 1.76	5 0.29
	CLS	# %	152,330 40.20	5,480 1.40	7,120 1.90	8,890 2.30	35 0.00	200 0.10	2,070 0.50	UNK UNK	173,995 45.90	7,815 2.10	11,960 3.20	6,290 1.70	75 0.00	400 0.10	2,195 0.60	UNK UNK
	Utilization	%	-8.59	1.48	4.74	-1.65	0.00	-0.10	0.68	UNK	-5.65	3.72	4.44	-0.64	0.00	-0.10	1.16	UNK

This table indicates that Asian males, American Indian or Alaskan Native males, White females, Asian females, and American Indian or Alaskan Native females are underrepresented in this category.

NOTES:

Percentages may not add to total due to rounding.

Workforce data provided by Judicial Branch Report NH5301; CLS (Community Labor Statistics) data provided by EEO Census 2000 Data Tool.

Where underutilization results in less than one half (.5) of one position (this calculation is performed by multiplying the Job Category total Workforce number # by the underutilization percentage for a particular cross-classified category), the category is reflected as adequately represented.

Judicial Workforce/Connecticut Workforce
 Utilization Analysis
 December 31, 2010

Job Categories		Race and National Origin																
		Male									Female							
		W	H	B	A	NH or /OPI	AI or AN	Two or more races	Unkn	W	H	B	A	NH or /OPI	AI or AN	Two or more races	Unkn	
Technicians	Workforce (Total # = 0)	# %	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	
	CLS	# %	13,980 35.90	780 2.00	880 2.30	485 1.20	0 0.00	55 0.10	314 0.80	UNK UNK	18,310 47.00	985 2.50	2,330 6.00	510 1.30	15 0.00	65 0.20	275 0.80	UNK UNK
	Utilization	%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

The Judicial Branch has no classifications that fit the Technicians job category.

NOTES:

Percentages may not add to total due to rounding.

Workforce data provided by Judicial Branch Report NH5301; CLS (Community Labor Statistics) data provided by EEO Census 2000 Data Tool.

Where underutilization results in less than one half (.5) of one position (this calculation is performed by multiplying the Job Category total Workforce number # by the underutilization percentage for a particular cross-classified category), the category is reflected as adequately represented.

Judicial Workforce/Connecticut Workforce
 Utilization Analysis
 December 31, 2010

Job Categories		Race and National Origin																
		Male									Female							
		W	H	B	A	NH or /OPI	AI or AN	Two or more races	Unkn	W	H	B	A	NH or /OPI	AI or AN	Two or more races	Unkn	
Protective Services: Sworn	Workforce (Total # = 1,033)	# %	482 46.66	93 9.00	151 14.62	3 0.29	4 0.39	3 0.29	27 2.61	11 1.06	143 13.84	42 4.07	58 5.61	0 0.00	0 0.00	1 0.10	11 1.06	4 0.39
	CLS	# %	19,815 65.70	2,115 7.00	3,295 10.90	215 0.70	4 0.00	40 0.10	385 1.10	UNK UNK	2,915 9.70	350 1.20	840 2.80	40 0.10	0 0.00	25 0.10	135 0.40	UNK UNK
	Utilization	%	-19.04	2.00	3.72	-0.41	0.39	0.19	1.51	UNK	4.14	2.87	2.81	-0.10	0.00	0.00	0.66	UNK

This table indicates that Asian males and Asian females are underrepresented in this category.

NOTES:

Percentages may not add to total due to rounding.

Workforce data provided by Judicial Branch Report NH5301; CLS (Community Labor Statistics) data provided by EEO Census 2000 Data Tool.

Where underutilization results in less than one half (.5) of one position (this calculation is performed by multiplying the Job Category total Workforce number # by the underutilization percentage for a particular cross-classified category), the category is reflected as adequately represented.

Judicial Workforce/Connecticut Workforce
 Utilization Analysis
 December 31, 2010

Job Categories		Race and National Origin																
		Male									Female							
		W	H	B	A	NH or /OPI	AI or AN	Two or more races	Unkn	W	H	B	A	NH or /OPI	AI or AN	Two or more races	Unkn	
Protective Services: Non-Sworn	Workforce # (Total # = 0)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	CLS #	1,430	130	125	40	0	15	24	UNK	995	95	120	15	0	4	20	UNK	
	%	47.40	4.30	4.10	1.30	0.00	0.50	0.70	UNK	33.00	3.20	4.00	0.50	0.00	0.10	0.70	UNK	
	Utilization %	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

The Judicial Branch has no classifications that fit the Protective Services: Non-Sworn job category.

NOTES:

Percentages may not add to total due to rounding.

Workforce data provided by Judicial Branch Report NH5301; CLS (Community Labor Statistics) data provided by EEO Census 2000 Data Tool.

Where underutilization results in less than one half (.5) of one position (this calculation is performed by multiplying the Job Category total Workforce number # by the underutilization percentage for a particular cross-classified category), the category is reflected as adequately represented.

Judicial Workforce/Connecticut Workforce
 Utilization Analysis
 December 31, 2010

Job Categories		Race and National Origin																
		Male									Female							
		W	H	B	A	NH or /OPI	AI or AN	Two or more races	Unkn	W	H	B	A	NH or /OPI	AI or AN	Two or more races	Unkn	
Administrative Support	Workforce (Total # = 1,041)	# %	66 6.34	11 1.06	6 0.58	1 0.10	0 0.00	0 0.00	5 0.48	0 0.00	689 66.19	104 9.99	118 11.34	7 0.67	1 0.10	2 0.19	27 2.59	4 0.38
	CLS	# %	115,070 26.20	9,510 2.20	11,605 2.60	3,055 0.70	80 0.00	210 0.00	2,430 0.60	UNK UNK	239,100 54.50	20,630 4.70	27,735 6.30	4,440 1.00	125 0.00	580 0.10	4,355 0.90	UNK UNK
	Utilization	%	-19.86	-1.14	-2.02	-0.60	0.00	0.00	-0.12	UNK	11.69	5.29	5.04	-0.33	0.10	0.09	1.69	UNK

This table indicates that Hispanic males, Black males, Asian males, males of two or more races, and Asian females are underrepresented in this category.

NOTES:

Percentages may not add to total due to rounding.

Workforce data provided by Judicial Branch Report NH5301; CLS (Community Labor Statistics) data provided by EEO Census 2000 Data Tool.

Where underutilization results in less than one half (.5) of one position (this calculation is performed by multiplying the Job Category total Workforce number # by the underutilization percentage for a particular cross-classified category), the category is reflected as adequately represented.

Judicial Workforce/Connecticut Workforce
 Utilization Analysis
 December 31, 2010

Job Categories		Race and National Origin																
		Male									Female							
		W	H	B	A	NH or /OPI	AI or AN	Two or more races	Unkn	W	H	B	A	NH or /OPI	AI or AN	Two or more races	Unkn	
Skilled Craft	Workforce (Total # = 10)	# %	8 80.00	1 10.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	1 10.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	
	CLS	# %	126,105 78.90	11,200 7.00	7,665 4.80	1,405 0.90	30 0.00	395 0.20	2,570 1.60	UNK UNK	7,105 4.40	1,385 0.90	1,120 0.70	560 0.40	0 0.00	30 0.00	300 0.10	UNK UNK
	Utilization	%	1.10	3.00	0.00	0.00	0.00	0.00	0.00	UNK	5.60	0.00	0.00	0.00	0.00	0.00	0.00	UNK

This table indicates no underrepresentation in this category.

NOTES:

Percentages may not add to total due to rounding.

Workforce data provided by Judicial Branch Report NH5301; CLS (Community Labor Statistics) data provided by EEO Census 2000 Data Tool.

Where underutilization results in less than one half (.5) of one position (this calculation is performed by multiplying the Job Category total Workforce number # by the underutilization percentage for a particular cross-classified category), the category is reflected as adequately represented.

Judicial Workforce/Connecticut Workforce
 Utilization Analysis
 December 31, 2010

Job Categories		Race and National Origin																
		Male					Female											
		W	H	B	A	NH or /OPI	AI or AN	Two or more races	Unkn	W	H	B	A	NH or /OPI	AI or AN	Two or more races	Unkn	
Service Maintenance	Workforce (Total # = 90)	# %	48 53.33	16 17.78	12 13.33	0 0.00	0 0.00	1 1.11	1 1.11	5 5.56	7 7.78	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	
	CLS	# %	158,175 37.80	35,380 8.50	24,300 5.80	5,430 1.30	75 0.00	660 0.20	5,845 1.50	UNK UNK	126,475 30.30	27,240 6.50	24,000 5.70	4,735 1.10	105 0.00	435 0.10	5,200 1.30	UNK UNK
	Utilization	%	15.53	9.28	7.53	-1.30	0.00	0.00	0.00	UNK	-24.74	1.28	-5.70	-1.10	0.00	0.00	-1.30	UNK

This table indicates that Asian males, White females, Black females, Asian females, and females of two or more races are underrepresented in this category.

NOTES:

Percentages may not add to total due to rounding.

Workforce data provided by Judicial Branch Report NH5301; CLS (Community Labor Statistics) data provided by EEO Census 2000 Data Tool.

Where underutilization results in less than one half (.5) of one position (this calculation is performed by multiplying the Job Category total Workforce number # by the underutilization percentage for a particular cross-classified category), the category is reflected as adequately represented.