

**State of Rhode Island**  
**Department of Labor and Training**

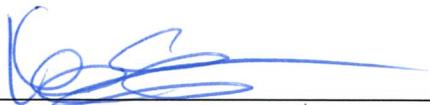
Non-Discrimination Plan for  
July 1, 2024, through June 30, 2025



Matthew D. Weldon, Director  
Rhode Island Department of Labor and Training  
1511 Pontiac Avenue  
Cranston, RI 02920

Submitted by:  Date: 2/12/2026

Matthew D. Weldon, Director

Approved by:  Date: 2/12/26

DEDI/ State Equal Opportunity Office

1/27/2026

Ms. Sharon Reynolds Ferland  
House Fiscal Advisor  
House of Representatives  
Rhode Island State House, Room 323  
82 Smith Street  
Providence, RI 02903

Dear Ms. Reynolds Ferland:

Please accept this submission, pursuant to § 28-5.1-3(b), on behalf of the Rhode Island Department of Labor and Training (“Department”).

The Department pledges that it will recruit, hire, train, and promote persons in all job classifications in accordance with State and federal law and without discrimination. The Department will provide reasonable accommodations based on disability as required by law. Moreover, the Department pledges to promote a non-discriminatory, non-retaliatory, harassment-free workplace. Any complaints with respect to discrimination, retaliation and/or harassment shall be handled in a professional manner, within a reasonable time, and in accordance with the Division of Human Resources’ policies and procedures.

If you have any questions regarding this submission, please feel free to reach out to me at your convenience.

Sincerely,



Matthew Weldon

Director of Labor and Training

1/27/2026

Mr. Keith W. Stokes  
Associate Director  
Division of Equity, Diversity & Inclusion (DEDI)  
One Capitol Hill  
Providence, RI 02908

Dear Mr. Stokes:

Please accept this submission, pursuant to § 28-5.1-3(b), on behalf of the Rhode Island Department of Labor and Training (“Department”).

The Department pledges that it will recruit, hire, train, and promote persons in all job classifications in accordance with State and federal law and without discrimination. The Department will provide reasonable accommodations based on disability as required by law. Moreover, the Department pledges to promote a non-discriminatory, non-retaliatory, harassment-free workplace. Any complaints with respect to discrimination, retaliation and/or harassment shall be handled in a professional manner, within a reasonable time, and in accordance with the Division of Human Resources’ policies and procedures.

If you have any questions regarding this submission, please feel free to reach out to me at your convenience.

Sincerely,



Matthew Weldon

Director of Labor and Training

## A. AGENCY ORGANIZATION AND STRUCTURE

The Department of Labor and Training (DLT) was established in 1939, pursuant to R. I. General Laws §§ 42-16.1-1 et seq. DLT is headquartered at Center General Complex, 1511 Pontiac Avenue, Cranston, RI. The Department's primary responsibility is the protection and advancement of Rhode Island's workforce. DLT helps connect people with meaningful employment through Local Career Centers when they are unemployed, underemployed, or simply want to change careers. Real Jobs RI bridges the gap between employees and employers who may need training prior to being hired or during their employment by creating sector-led workforce development partnerships. DLT provides income support through the Unemployment Insurance, Temporary Disability/Caregiver Insurance, Police and Fire Relief Fund, and Worker's Compensation programs to assist workers during difficult periods. The Department's goal is to facilitate a rapid return to work and to help Rhode Island employers remain competitive. Another function of the Department is to protect workers by enforcing rigorous safety regulations and to monitor wage standards and employment practices.

The key to making Rhode Island a better place to live and work is economic vibrancy. The Department provides grants, specialized employee training, tax credits, assistance during temporary slowdowns, effective recruiting, planning information, and instruction on regulatory compliance. The Department works to strengthen partnerships (Employer Services) between the business community and state and local workforce systems and to foster industry clusters to speed the development of promising growth sectors.

Additional information may be found on the Department's website at [www.dlt.ri.gov](http://www.dlt.ri.gov).

### OUTLINE OF AGENCY UNITS

**INCOME SUPPORT** – Oversees Unemployment and Temporary Disability Insurance and Workshare programs.

**Unemployment Insurance (UI)** provides temporary support to workers who lose their jobs through no fault of their own. Claims can be filed by telephone by contacting the UI Call Center or online at <http://www.dlt.ri.gov/ui/>.

**Temporary Disability Insurance/Temporary Caregivers Insurance (TDI/TCI)**  
TDI provides income support to eligible workers who sustain a wage loss resulting from a non-work-related illness or injury; TCI provides income support to eligible workers who are out of work to care for a seriously ill child, spouse, domestic partner, parent, parent-in-law, or grandparent, or to bond with a newborn child, newly adopted child, or new foster-care child.

**Workshare Program** — provides an alternative to traditional layoffs. During temporary business slowdowns, an employer reduces work hours for employees, who in turn become eligible for pro-rated Unemployment Insurance benefits.

**POLICE & FIRE RELIEF FUND** — If a police officer or firefighter, crash rescue person, or correctional officer receives a total disabling injury or dies in the performance of their duty, the Police and Fire Unit offers financial support to them and their dependents by providing a monthly annuity and/or tuition reimbursement at any Rhode Island college or university.

**WORKERS' COMPENSATION** — Provides benefits to workers injured on the job. The division monitors procedures and payments made by insurance carriers to employees, as well as collects and disseminates statistical data, responds to compliance/fraud issues, and conducts educational and procedural seminars.

**Arrigan Rehabilitation Center** — the Chief Judge Robert F. Arrigan Rehabilitation Center, located in Providence, provides broad-based rehabilitation programs for individuals in the Workers' Compensation system, including evaluations, therapy, counseling, and vocational services.

**WORKFORCE DEVELOPMENT** —The Workforce Services Division is the single point of contact for information on the wide range of employment and training services available to job seekers and employers. The programs seek to connect individuals to employment, workforce information, education, and training. The Workforce Development Services division is a partnership of federal, state, and local services and agencies. The unit furnishes administrative and technical support, ensuring that programs are administered according to laws and regulations, as well as agency goals and objectives.

**Local Career Centers** — employers, job seekers, and those with special needs can visit any one of the Local Career Centers throughout the state and receive seamless and comprehensive services. These career centers provide a full range of employment and training services to both job seekers and employers at no charge. Services are in Providence, West Warwick, and Woonsocket. The Local Career Centers are an innovative partnership of professional, labor, training, education, and economic development organizations. DLT is the primary partner offering employment services in each center.

**EXECUTIVE** — The Executive Division includes the Director's Office, Marketing/Communications, the Office of Legal Services, the Office of Community Engagement, and Operations Management. The Marketing/Communications Unit is responsible for the Department's internal and external communications including news releases, advertising, and promotion.

**OFFICE OF COMMUNITY ENGAGEMENT** — The Office of Community Engagement (OCE) leads the Department's commitment and strategy to be a diverse, equitable, and inclusive organization, both internally and externally, in serving the public. The mission of the OCE is to build meaningful, two-way relationships with community representatives to ensure that all DLT services and programs are accessible, inclusive,

and equitably distributed, with a focus on eliminating barriers and promoting access for marginalized populations. The full-time Equal Opportunity Officer sits in the OCE.

**GOVERNOR'S WORKFORCE BOARD (GWB)** — The Board serves as the federally mandated State Workforce Development Board and incorporates the role and responsibilities of the RI Human Resource Investment Council. The Board is formally established under RI Gen. Laws § 42-102 as the State's primary policy-making body on workforce development matters and oversees and coordinates both federal workforce development policy through implementation of the Workforce Investment and Opportunity Act (WIOA), as well as the State workforce development policy through the allocation of the Job Development Fund (JDF). The Board has the responsibility and authority to plan, coordinate, fund, and evaluate nearly all statewide workforce development activities and services as the primary advisor to the Governor in all matters related to the State's workforce development strategies.

Pursuant to authority granted by the U.S. Secretary of Labor, the Board also serves as the Local Workforce Development Board for the greater Rhode Island workforce area, which is comprised of 37 of Rhode Island's 39 cities and towns, excluding Providence and Cranston. In that role, the Board is responsible for all local board duties as defined under WIOA, including planning, regional labor market, and workforce research, convening system stakeholders, engaging employers, aligning services to promote career pathways, disseminating information on promising practices, coordinating with education, and training providers, and developing budgets for all workforce programs. The Local Area Advisory Committee of the Board, created as a condition to the Secretary's authority, oversees the Local Career Center (America's Job Center) system for the local area, manages the technology needs to improve access and communication among programs, conducts program oversight, negotiates local performance measures, selects operators and providers, and assesses physical and programmatic accessibility of the one-stop centers. The Local Area Advisory Committee also has initial input into the design, deliberation, and development of policies impacting the local area and crafting the local area WIOA plan.

**LABOR MARKET INFORMATION (LMI)** — The Labor Market Information (LMI) Unit is the central state resource for the collection, analysis, and dissemination of information pertaining to the Rhode Island labor market. LMI is responsible for a wide range of labor market analysis and research involving industry trends, occupational projections, wage rates, labor force movements, population shifts, and demographics.

LMI operates four federal/state programs in cooperation with the Bureau of Labor Statistics (BLS). These data collection programs include Local Area Unemployment Statistics (LAUS), Occupational Employment Statistics (OES), Current Employment Statistics (CES), and Quarterly Census of Employment & Wages (QCEW). Information gathered from these programs is the basis for most LMI products. LMI also extracts statistical information from Unemployment Insurance and Temporary Disability Insurance administrative records to assemble reports on the diverse activities of the Department.

**WORKFORCE REGULATION AND SAFETY** — Oversees Apprenticeship, Labor Standards, Professional Regulation and Occupational Safety.

**Apprenticeship** – works to promote apprenticeship programs, combining on-the-job training and classroom learning in various occupations.

**Professional Regulation** - responsible for testing and licensing technical professions, ensuring compliance with prevailing wage laws, and regulating and safeguarding apprenticeships in the licensed trades.

**Occupational Safety and Health** - enforces state safety standards by performing and reviewing inspections, issuing certificates of operation, and imposing standardized measures as established by the federal government.

**Labor Standards** - enforces laws on minimum wage, child labor, overtime, industrial homework, Sunday/holiday pay, and parental and family medical leave.

**BUSINESS AFFAIRS** — Responsible for maintaining a comprehensive financial management system covering all programs, grants, and contracts administered by the Department. Major activities include administrative and grant accounting, budgeting, procurement, mail room, and other office service operations.

**OFFICE OF LEGAL SERVICES** — The Office of Legal Services represents the Department in court proceedings and administrative hearings. It provides legal advice and counsel to staff on issues arising under state and federal law relating to DLT programs. The Legal Office also initiates the prosecution of unemployment compensation fraud, benefit overpayments, and workers' compensation lack of insurance. The Legal Office provides advice on DLT legal matters, renders written and oral legal opinions, appears before various courts, boards and commissions, and attends in an advisory position at board meetings.

**LABOR RELATIONS BOARD** — An autonomous Board created within the Department of Labor and Training that is empowered and directed to prevent any employer or public sector employee organization from engaging in any unfair labor practices.

**BOARD OF REVIEW** — Hears and renders decisions on appeals arising from the Department of Labor and Training (DLT), Unemployment Compensation and Temporary Disability Insurance divisions and from employers on certain contested tax status issues.

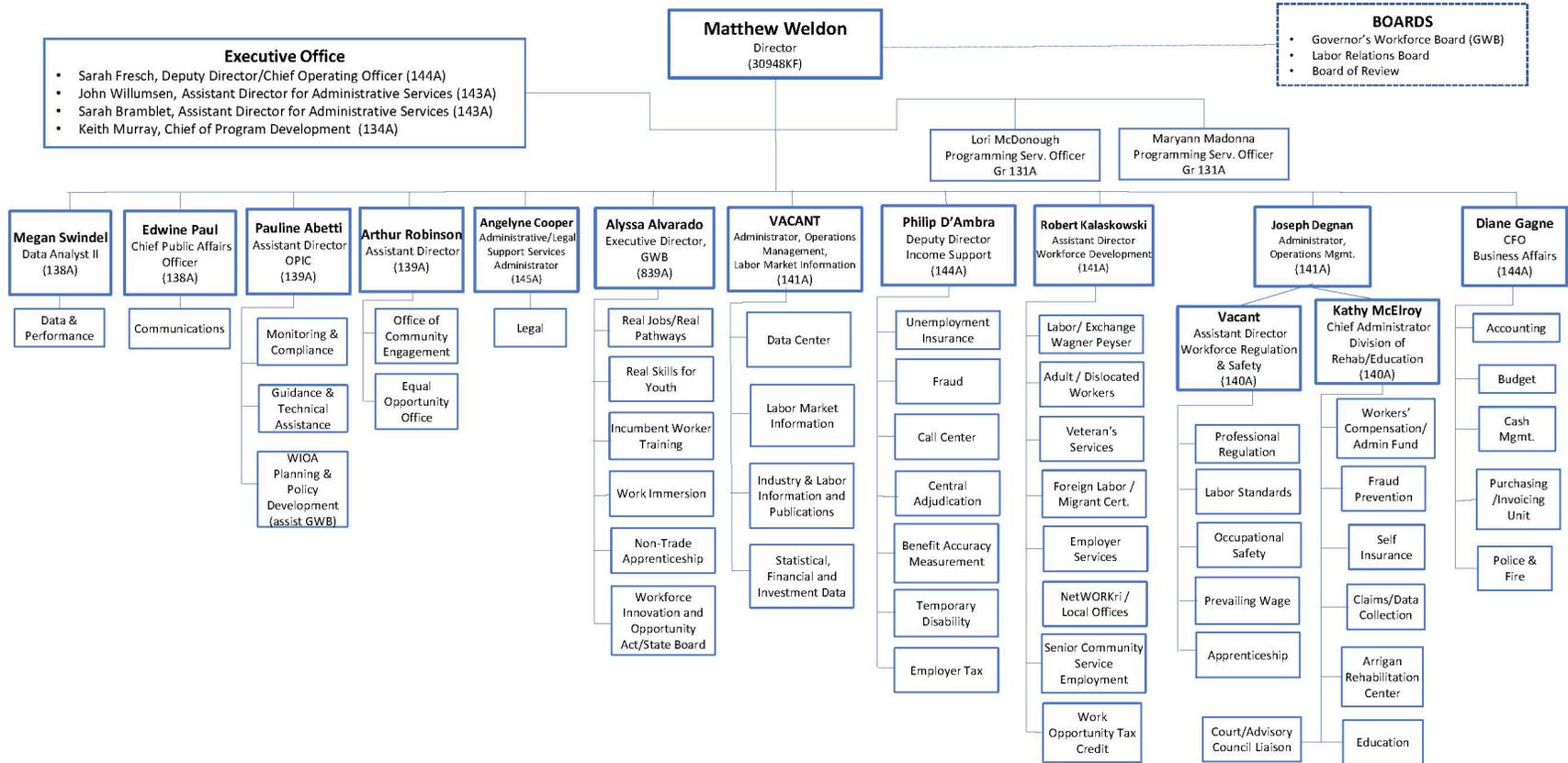
**HUMAN RESOURCES (Part of General Government Service Center, Department of Administration)** — Responsible for employee relations, labor relations, payroll, staff development, and training programs. Processes personnel actions; administers personnel policies; monitors position classification and compensation; prepares and monitors the annual internal equal opportunity plan; assists in preparing personnel service budgets; and maintains employee benefit programs.

**DEPARTMENT OF INFORMATION TECHNOLOGY (Department of Administration)**

Develops and maintains DLT applications and implements technologies to support all the business units and their functions mentioned above. This includes systems design, programming, maintenance, and support. Mainframe, mid-range, server, and desktop hardware platforms are installed, operated, and maintained. Network administration and security functions are also supported. This includes email, internet, and secure data transmission.

## DLT ORGANIZATIONAL CHART

RI Department of Labor & Training  
Organizational Chart  
February 2026



## **DEPARTMENT OF LABOR AND TRAINING STATEMENT ON NON-DISCRIMINATION**

It is the policy of this Department to promote fair and equitable treatment of all employees and applicants, and to fully comply with federal and state law. Therefore, the Department will strive to ensure that all employees adhere to the following directives.

The Department of Administration supports non-discrimination and fairness. The Department pledges that it will recruit, hire, train, and promote persons in all job classifications without regard to race, color, sex, religion, sexual orientation, gender identity or expression, age, national origin, disability, or veteran status.

All employees and applicants have a right to equal consideration and non-discrimination in all terms, conditions, or privileges of employment, including but not limited to; recruitment, hiring, certification, appointments, working conditions, work assignments, promotions, benefits, compensation, training, transfers, layoffs, recall from layoffs, disciplinary actions, terminations, demotions, or requests for leave. The Department will not discriminate against such requests based on race, color, religion, age, sex, national origin, disability, veteran status, sexual orientation, or gender identity or expression. The Department is committed to employ qualified members of both protected and non-protected groups.

All employees have a right to a workplace free from harassment by supervisors or co-workers based on race, color, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, or any other protected status. Harassment is defined as verbal or physical conduct, interfering with an individual's work performance, or creating an intimidating, hostile, or offensive working environment.

Sexual harassment includes unwanted verbal or physical conduct of a sexual nature as well as sexual advances or requests for sexual favors. Any form of harassment is unlawful, lowers the morale and efficiency of the employees, and will not be tolerated.

Employees and applicants have a right to reasonable accommodations based on disability. Such accommodations include but are not limited to, making facilities accessible, job restructuring, and acquisition of special equipment.

The Americans with Disabilities Act/504 Coordinator for the Department of Administration is Lynne Dupont, Deputy Personnel Administrator, Disability Management Unit in the Division of Human Resources

A handwritten signature in black ink, appearing to read 'M. White', is written above a solid horizontal line.

Director, Department of Labor and Training

Date: 2/12/2026

## **B. POLICY ON SERVICE DELIVERY**

The Department is committed to providing fair, courteous, and equitable service to the public. The Department will make every effort to provide interpretive services to the non-English speaking public. As per Rhode Island General Law 28-5.1 of the State of Rhode Island, all Divisions of the Department of Labor and Training shall render services to all persons without discrimination based on race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, or disability. Each Division is further responsible for making sure that discrimination does not exist in any programs and activities it assists. This includes grants, contracts, and all areas when the state dollars are spent.

If any person feels that he/she has been discriminated against, he/she may contact the Division of Equity, Diversity and Inclusion (DEDI)/State Equal Opportunity Office, One Capitol Hill, Providence, Rhode Island 02908-5865. The telephone number is 401-222-3090 or [ooo.compliance@doa.ri.gov](mailto:ooo.compliance@doa.ri.gov).



---

Director, Department of Labor and Training

Date: 2/12/2026

### **C. POLICY STATEMENT FOR INDIVIDUALS WITH DISABILITIES AND VETERANS**

The Department of Labor and Training is fully committed to meeting the specialized requirements to employ and advance individuals with disabilities and veterans in accordance with the Americans with Disabilities Act of 1990, RI General Law 28-5.1, Executive Order 92-2 and the Vietnam Era Veterans Readjustment Assistance Act of 1974.

It is the policy and practice of the Department of Labor and Training to provide equal opportunity for every employee. The Department encourages qualified individuals with disabilities, disabled veterans, and qualified veterans to participate fully in all employment opportunities. This policy applies to all decisions about recruitment, hiring, compensation, benefits, transfers, promotions, layoffs, and other conditions of employment.

Accordingly, all employment decisions shall be consistent with the principles of fairness

The Department will communicate to all employees and applicants its obligation to employ qualified individuals with disabilities, and covered veterans, in such a way as to ensure understanding and acceptance.

Bryana Del Santo of the Equal Opportunity Office is designated as the 504 Coordinator for the Department of Labor and Training. This entails coordination of all divisions in the implementation of all Federal rules and regulations affecting the Department in terms of compliance with the mandates of Section 504 of Title V of the Rehabilitation Act of 1973.



---

Director, Department of Labor and Training

Date: 2/12/2026

**D. COMPLIANCE WITH GUIDELINES ON DISCRIMINATION BECAUSE OF RELIGION OR NATIONAL ORIGIN**

The Department will fully comply with all laws and executive orders. The Department will strive to fulfill requests for religious accommodation through voluntary substitutions, flexible work schedules, changes in job assignments, or transfers. The Department offers employees four “personal days” of paid leave per year that may be used to accommodate religious holidays or obligations.

The Department does not discriminate against any qualified person in any facet of hiring or employment because of their religion or national origin.



---

Director, Department of Labor and Training

Date: 2/12/2026

**E. RETALIATION OR COERCION STATEMENT**

An employee or agent of State Government who shall discriminate against an individual through the use of retaliation, coercion, intimidation, threats, or other such action because such individual has filed a complaint, testified or participated in any way in any investigation proceeding or hearing regarding discrimination in employment or public service or because such individual has opposed any act made unlawful under the Americans with Disabilities Act (ADA) of 1990 or Rhode Island Fair Employment Practices Act or any rules and regulations issued pursuant to either, shall be subject to disciplinary action. Said action may include suspension from employment or dismissal where the discrimination is found to be willful or repeated.



---

Director, Department of Labor and Training

Date: 2/12/2026

## **F. COMPLIANCE WITH SEX DISCRIMINATION GUIDELINES**

In our efforts to comply with federal law, state law, and executive orders on discrimination based on sex, the department will comply with the following procedures and practices:

1. Candidates from both sexes will be recruited for all jobs.
2. Advertisements will not express a preference for applicants of a particular sex when placed for recruitment of personnel.
3. No distinction based on sex will be made in employment opportunities, wages, hours of work, employee benefits, or any other condition of employment.
4. Mandatory or optional ages for retirement will be equal for both males and females.
5. Appropriate physical facilities will be provided for both sexes. See the above comment. Lack of facilities will not be used to reject applicants of either sex.
6. Pregnancy leaves of absence for female employees are granted on an individual basis, depending on an individual's physical condition, under the Department's leave of absence policy. Parental leave is afforded to all employees for the purpose of child-raising in accordance with Personnel Rule 5.0661 (d) and State and Federal FMLA provisions.
7. Where seniority lists or lines of progression are used, they shall not be based on an employee's sex.
8. Salaries and wage schedules will not be based on an employee's sex.
9. All employees, regardless of their sex, will have equal opportunity to participate in training programs sponsored by the Department.
10. The Department recognizes its obligation to provide a work atmosphere free of harassment and intimidation. Any forms of sexual harassment, such as unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature, will not be tolerated. Violations of this policy will be handled appropriately as part of the department's disciplinary procedures and its posted policy letter in support of the federal guidelines on sexual harassment.



Director, Department of Labor and Training

Date: 2/12/2026

## **G. AMERICANS WITH DISABILITIES/504 COMPLAINT PROCEDURE ATTESTATION**

The Department of Labor and Training has adopted an internal procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Americans with Disabilities Act of 1990.

Complaints should be addressed to Bryana Del Santo who has been designated to coordinate ADA/504 Compliance efforts.

**A complaint should be filed in writing or verbally. They should contain the name and address of the person filing the complaint and a brief description of the alleged violations of the regulation.**

A complaint should be filed within 180 days after the complainant becomes aware of the alleged violation.

An investigation, as may be appropriate, will follow the filing of a complaint. The investigation will be conducted by Bryana Del Santo. These rules contemplate informal but thorough investigations affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by Bryana Del Santo and a copy forwarded to the complainant no later than 90 days.

The ADA/504 Coordinator will maintain the files and records relating to the complaints filed.



Director, Department of Labor and Training

Date: 2/12/2026

## **AGENCY DATA OVERVIEW**

**APPLICANTS & HIRES DATA BY EEO JOB CATEGORY**  
**07/01/2024 - 06/30/2025**

	TOTAL CANDIDATES	FEMALE							MALE							**DISABLED	VETERAN
		BLACK OR AFRICAN AMERICAN (NHL*)	HISPANIC OR LATINO	ASIAN (NHL*)	AMERICAN INDIAN OR ALASKA NATIVE (NHL*)	WHITE (NHL*)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDERS (NHL*)	TWO OR MORE RACES (NHL*)	BLACK OR AFRICAN AMERICAN (NHL*)	HISPANIC OR LATINO	ASIAN (NHL*)	AMERICAN INDIAN OR ALASKA NATIVE (NHL*)	WHITE (NHL*)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDERS (NHL*)	TWO OR MORE RACES (NHL*)		
<b>APPLICANTS</b>																	
Administrative Support	0																
Officials/Administrators	556	30	68	14		154	1	24	27	23	7		140		10	26	32
Paraprofessionals	292	21	109	6	3	59		7	4	28			28		10	12	5
Professionals	2747	148	488	43	10	829		171	87	136	19	5	528	1	49	95	138
Protective Services	0																
Service Maintenance	0																
Skilled Craft	0																
Technicians	136	5	14	1		37		10	3	4	2		44		1	7	8
<b>TOTAL</b>	<b>3731</b>	<b>204</b>	<b>679</b>	<b>64</b>	<b>13</b>	<b>1079</b>	<b>1</b>	<b>212</b>	<b>121</b>	<b>191</b>	<b>28</b>	<b>5</b>	<b>740</b>	<b>1</b>	<b>70</b>	<b>140</b>	<b>183</b>
<b>HIRES</b>																	
Administrative Support	0																
Officials/Administrators	7					3		1					2		1	0	0
Paraprofessionals	4	1	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Professionals	48	3	8	0	0	20	0	2	3	2	0	0	8	0	0	0	2
Protective Services	0																
Service Maintenance	0																
Skilled Craft	0																
Technicians	5	0	0	0	0	3	0	0	0	0	0	0	1	0	0	1	0
<b>TOTAL</b>	<b>64</b>	<b>4</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>26</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>2</b>

\*Based on applicant and employee self-identification

\*\* Include disabled in appropriate job categories

**PROMOTION & TERMINATION DATA BY EEO JOB CATEGORY\***

**07/01/2024 - 06/30/2025**

TOTAL EMPLOYEES	BLACK OR AFRICAN AMERICAN (NHL*)	HISPANIC OR LATINO	ASIAN (NHL*)	AMERICAN INDIAN OR ALASKA NATIVE (NHL*)	WHITE (NHL*)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDERS (NHL*)	TWO OR MORE RACES (NHL*)	DISABLED	VETERANS
-----------------	----------------------------------	--------------------	--------------	---	--------------	---	--------------------------	----------	----------

**PROMOTION**

OFFICIALS/ADMINISTRATORS	7		1			6				
PROFESSIONALS	21	4	5			12				
TECHNICIANS	0									
FACULTY	0									
PROTECTIVE SERVICES	0									
PARA-PROFESSIONALS	1		1							
ADMINISTRATIVE SUPPORT	0									
SKILLED CRAFT	0									
SERVICE/MAINTENANCE	0									
<b>TOTAL</b>	<b>29</b>	<b>4</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**TERMINATION**

OFFICIALS/ADMINISTRATORS	7					7				
PROFESSIONALS	10	1	1			8				
TECHNICIANS	0									
FACULTY	0									
PROTECTIVE SERVICES	0									
PARA-PROFESSIONALS	2		2							
ADMINISTRATIVE SUPPORT	0									
SKILLED CRAFT	0									
SERVICE/MAINTENANCE	0									
<b>TOTAL</b>	<b>19</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*Based on applicant and employee self-identification



## **H. SELF-EVALUATION OF HIRING, PROMOTIONS, TERMINATIONS, AND WORKFORCE COMPOSITION**

The Department of Labor and Training (DLT) upholds its policies and practices that ensure commitment to recruitment, hiring, training, and promoting persons in all job classifications in accordance with State and federal law and without discrimination.

### **Employment Recruitment and Selection Process**

The DLT has continued to share job openings, encouraged continuing education and opportunities for advancement. The DLT has successfully developed and disseminated a department wide survey that assessed staff perception of DLT's culture of public service. This survey was completed by 270 employees. The DLT Marketing and Communications department has supported and promoted the recognition of awareness months and events by promoting in the newsletter. The DLT continues to utilize the monthly newsletter to recognize and celebrate, division and staff accomplishments, contributions, and milestones.

### **Posting of Positions**

All postings are made online via the government jobs website. Information is disseminated to the Community Partners, which is a group of about 30 community-based organizations. The Office of Community Engagement also attends various events and fairs to share employment information.

Currently, the DLT is working in collaboration with its Equal Opportunity Advisory Committee to review and/or develop strategies to ensure equity and fairness amongst candidates. Our department would like the opportunity to strengthen our connection and communication with the state's Department of Administration and its Talent Development Division.

The Department requests the positions through the "Personnel Action Request" process, where the classification and unit location are submitted. Human Resources reviews the posting and once approved, they post it to the Apply RI website, and any current employee or member of the public can apply for the position. Human Resources will first review the applications and then the agency forms a hiring committee to review applications and schedule interviews. If a collective bargaining unit has a contract with a seniority provision, Human Resources will only send the applications that meet the seniority requirements.

### **Transfer and Promotion Practices**

The DLT does not have a transfer or promotion process that differs from the above (all positions are posted on ApplyRI).

All positions are posted via the ApplyRI website for the public and current employees to apply to. The candidates are selected by the Talent Management division within Human

Resources at the Department of Administration.

Employees who wish to enhance their work potential can participate in additional training programs offered through the Office of Learning and Development. Learning opportunities are available to assist employees with acquiring new skills and knowledge to aid them in advancement. Management should encourage employees wishing to improve their education and skills to participate in these programs and, whenever possible, units should fund job related training courses. The Department will encourage the training of personnel within the agency by the development of approved training courses and programs or, if such is not feasible, DLT will encourage employees to enroll in approved job-related courses at institutions of higher learning.

During 2018, the Rhode Island Learning Center was launched, and the Office of Learning and Development continues to work to provide training courses to improve skills for state employees. Information on Learning and Development opportunities can be obtained from the Division of Human Resources.

The State must also adhere to any processes for transfers and promotions detailed in its collective bargaining agreements.

### **Technical Compliance**

All posters are posted and visible in DLT offices. The Department of Labor and Training ensures compliance with all applicable federal and state posting requirement requirements.

### **Terminations**

Terminations follow the progressive discipline process outlined in the employee handbook. This process is overseen by Human Resources, so it is conducted in a fair manner. All discipline is documented in writing.

### **Workforce Composition**

For those who are interested in a comparison of the Department of Labor and Training's Workforce composition to that of the Rhode Island Census Demographic Data, information can be accessed through the U.S. Census Bureau QuickFacts: Rhode Island - <https://www.census.gov/quickfacts/fact/table/RI/PST045223>.

## **APPENDIX DESCRIPTION OF JOB CATEGORIES**

### **OFFICIALS AND ADMINISTRATORS:**

Occupations in which employees set broad policies, exercise overall responsibility for the execution of these policies or, direct individual departments or social phases of the agency's operations, or provide specialized consultation on a regional, district, or area basis. Includes: Department heads, Bureau Chiefs, Division Chiefs, Directors, Deputy Directors, Controllers, Wardens, Superintendents, Sheriffs, Police and Fire Chiefs and Inspectors, Examiners (Bank, Hearing, Motor Vehicle, Warehouse), Inspectors (Construction, Building, Safety, Rent-and- Housing, Fire, A.B.C. Board, License, Dairy, Livestock, Transportation), Assessors, Tax Appraisers and Investigators, Coroners, Farm Managers and kindred workers.

### **PROFESSIONALS:**

Occupations require specialized and theoretical knowledge, which is usually acquired through college training or work experience and other training that provides comparable knowledge. Includes: Personnel and Labor Relations workers, Social Workers, Doctors, Psychologists, Registered Nurses, Economists, Dieticians, Lawyers, Systems Analysts, Accountants, Engineers, Employment and Vocational Rehabilitation Counselors, Teachers or Instructors, Police & Fire Captains and Lieutenants, Librarians, Management Analysts, Airplane Pilots and Navigators, Surveyors & Mapping Scientists, and kindred workers.

### **TECHNICIANS:**

Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or equivalent on-the-job training. Includes: Computer Programmers, Drafters, Survey and Mapping Technicians, Licensed Practical Nurses, Photographers, Radio Operators, Technical Illustrators, Highway Technicians, Technicians (Medical, Dental, Electronic, Physical Sciences), Police and Fire Sergeants, Inspectors (Production or Processing Inspectors, Testers and Weighers) and kindred workers.

### **PROTECTIVE SERVICE WORKERS:**

Occupations in which workers are entrusted with Public Safety, Security, and Protection from destructive forces. Includes: Police Patrol Officers, Firefighters, Guards, Deputy Sheriffs, Bailiffs, Correctional Officers, Detectives, Marshals, Harbor Patrol Officers, Game and Fish Wardens, Park Rangers (except Maintenance), and kindred workers.

**PARAPROFESSIONALS:**

Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience that is normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Includes: Research Assistants, Medical Aids, Child Support Workers, Policy Auxiliaries, Welfare Service Aids, Recreation Assistants, Homemakers Aides, Home Health Aides, Library Assistants and Clerks, Ambulance Drivers and Attendants, and kindred workers.

**ADMINISTRATIVE SUPPORT:**

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information, and other paperwork required in an office. Includes: Bookkeepers, Messengers, Clerk Typists, Stenographers, Court Transcribers, Hearing Reporters, Statistical Clerks, Dispatchers, License Distributors, Payroll Clerks, Office Machine and Computer Operators, Telephone Operators, Legal Assistants, Sales Workers, Cashiers, Toll Collectors and kindred workers.

**SKILLED CRAFT WORKERS:**

Occupations in which workers perform jobs that require special manual skills, and a thorough and comprehensive knowledge of the processes involved in the work, which is acquired through on-the-job training and experience or apprenticeship or other formal training programs. Includes: Mechanics and Repairers, Electricians, Heavy Equipment Operators, Stationary Engineers, Skilled Machining Occupations, Carpenters, Compositors and Typesetters, Power Plant Operators, Water and Sewage Treatment Plant Operators, and kindred workers.

**SERVICE/MAINTENANCE:**

Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene, and safety of the general public or which contribute to the upkeep and care of a group may operate machinery. Includes: Chauffeurs, Laundry and Dry-Cleaning Operatives, Truck Drivers, Bus Drivers, Garage Laborer, Custodial Employees, Gardeners and Groundskeepers, Refuse Collectors and Construction Laborers, Park Ranger Maintenance, Farm Workers (except Managers), Craft Apprentices/Trainees/Helpers and kindred workers.

## **Racial / Ethnic Designations Minority Group**

An employee may be included in the group to which they appear to belong, identify with, or are regarded in the community as belonging. However, no person should be counted in more than one racial/ethnic group.

**BLACK OR AFRICAN AMERICAN** (Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.

**HISPANIC OR LATINO**: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**NATIVE AMERICAN OR ALASKA NATIVE** (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

**ASIAN** (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**WHITE** (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**NATIVE HAWAIIAN OR PACIFIC ISLANDER** (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**TWO OR MORE RACES** (Not Hispanic or Latino): All persons who identify with more than one of the above five races.

**Standards adopted by the United States Equal Employment Opportunity Commission and the Office of Federal Contract Compliance Program**

## **PRIVATE EMPLOYMENT, STATE AND LOCAL GOVERNMENTS, EDUCATIONAL INSTITUTIONS**

### **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN:**

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment on the basis of race, color, religion, sex, or national origin.

The law covers applicants to and employees of most private employers, state and local governments, and public or private educational institutions. It also covers employment agencies, labor unions, and apprenticeship programs.

### **AGE:**

The Age Discrimination in Employment Act of 1967, as amended, prohibits age discrimination and protects applicants and employees 40 years of age or older from discrimination on account of age in hiring, promotion, discharge, compensation, terms, conditions, or privileges of employment. The law covers applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies, and labor organizations.

### **SEX (WAGES):**

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act (see above), the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment. The law covers applicants to and employees of most private employers, state and local governments, and educational institutions. Labor organizations cannot cause employers to violate the law. Many employers not covered by Title VII because of size are covered by the Equal Pay Act.

### **DISABILITY:**

The Americans with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship. The law covers applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies, and labor organizations.

## **EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS**

### **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN:**

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex, or national origin and requires equality of opportunity in all aspects of employment.

### **INDIVIDUALS WITH DISABILITIES:**

On September 24, 2013, the U.S. Department of Labor's Office of Federal Contract Compliance Programs published a Final Rule in the *Federal Register* that makes changes to the regulations implementing Section 503 of the Rehabilitation Act of 1973, as amended (Section 503) at 41 CFR Part 60-741. Section 503 prohibits federal contractors and subcontractors from discriminating in employment against individuals with disabilities (IWDs). These employers must take intentional action to recruit, hire, promote, and retain these individuals. The new rule strengthens the provisions of the equal opportunity regulations to aid contractors in recruiting and hiring IWDs and improving job opportunities for individuals with disabilities. The new rule also changes the nondiscrimination provisions of the regulations to bring them into compliance with the ADA Amendments Act of 2008. The new Section 503 regulations became effective on March 24, 2014.

### **Highlights of the New Regulations**

**Utilization goal:** The new regulations establish a nationwide 7% utilization goal for qualified IWDs. Contractors apply the goal to each of their job groups or to their entire workforce if the contractor has 100 or fewer employees. Contractors must conduct an annual utilization analysis and assessment of problem areas and establish specific action-oriented programs to address any identified problems.

**Data collection:** The new regulations require that contractors document and update annually several quantitative comparisons for the number of IWDs who apply for jobs and the number of IWDs they hire. Having this data will assist contractors in measuring the effectiveness of their outreach and recruitment efforts. The data must be maintained for three years to be used to spot trends.

**Invitation to Self-Identify:** The new regulations require that contractors invite applicants to self-identify as IWDs at both the pre-offer and post-offer phases of the application process, using language prescribed by OFCCP. The new regulations also require that contractors invite their employees to self-identify as IWDs every five years, using the prescribed language. This language is posted in the Self-Identification Form below.

**Incorporation of the EO Clause:** The new regulations require that specific language be used when incorporating the equal opportunity clause into a subcontract by reference. The mandated language, though brief, will alert subcontractors to their responsibilities as Federal contractors.

**Records Access:** The new regulations clarify that contractors must allow OFCCP to review documents related to a compliance check or focused review, either on-site or off-site, at OFCCP's option. In addition, the new regulations require contractors, upon request, to inform OFCCP of all formats in which it maintains its records and provide them to OFCCP in whichever of those formats OFCCP requests.

**ADAAA:** The new regulations implement changes necessitated by the passage of the ADA Amendments Act (ADAAA) of 2008 by revising the definition of "disability" and certain nondiscrimination provisions.

**COVERED VETERANS AND DISABLED VETERANS:**

38 U.S.C. 4212 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, prohibits job discrimination and requires intentional action to employ and advance employment-qualified covered veterans.

Covered veterans means any of the following:

- 1) Disabled veterans.
- 2) Veterans who served on active duty in the Armed Forces during a war or in a campaign or expedition for which a campaign badge has been authorized.
- 3) Veterans who, while serving on active duty with the Armed Forces, participated in a United States military operation for which an Armed Forces Service Medal (AFSM) was awarded pursuant to Executive Order 12985; and
- 4) Recently separated veterans.

Applicants and employees of companies with a federal government contract or subcontract are protected under the abovementioned authorities. Any person who believes a contractor has violated its nondiscrimination or equal opportunity obligations under Executive Order 11246, as amended, Section 503 of the Rehabilitation Act or 38 U.S.C. 4212 of the Vietnam Era Veterans Readjustment Assistance Act should immediately contact:

The Office of Federal Contract Compliance Programs (OFCCP)  
Employment Standards Administration, U.S. Department of  
Labor,  
200 Constitution Avenue, N.W., Washington, D.C. 20230, (202)

523-9368, or an OFCCP regional or district office, listed in most  
directories under U.S. Government, Department of Labor.

### **RACE, COLOR, NATIONAL ORIGIN, SEX:**

In addition to the protection of Title VII of the Civil Rights Act of 1964, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color, or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities that receive Federal assistance.

If you believe you have been discriminated against in a program of any institution that receives Federal assistance, you should immediately contact the Federal agency providing such assistance.

### **INDIVIDUALS WITH DISABILITIES:**

Section 504 of the Rehabilitation Act of 1973 is a national law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any Federal department or agency, including the U.S. Department of Health and Human Services (DHHS).

These organizations and employers include many hospitals, nursing homes, mental health centers and human service programs.

Section 504 forbids organizations and employers from excluding or denying individuals with disabilities an equal opportunity to receive program benefits and services. It defines the rights of individuals with disabilities to participate in, and have access to, program benefits and services.

