

# **Affirmative Action Plan**

## **Department of Administrative Services - 065**

Prepared by:

Dixie Block

July 1, 2005 to June 30, 2006

Submitted by:

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Lori McClurg, Director  
Department of Administrative Services

Approved:

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Charles Roberson  
Affirmative Action Specialist

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Date

# Table of Contents

<b>SECTION I</b>	Page
Table of Contents	2
Affirmative Action/Equal Employment Opportunity Policy	3
Workplace Harassment Policy	4
Drug-Free Work Place Policy	9
 <b>SECTION II</b>	
Internal Dissemination of Plan	13
External Dissemination of Plan	14
Affirmative Action Officer Duties	15
DAS Organizational Chart	16
EEO/AA Training	17
Discrimination Complaints	18
 <b>SECTION III</b>	
Workforce Analysis	19
Utilization Analysis/Comparative Analysis of DAS to Nebraska Workforce	20
Identification of Areas of Underutilization	21
Statement of Goals & Timetables for 2005-2006	22

## **AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The Department of Administrative Services (DAS), in compliance with the Civil Rights Act of 1964 and related federal and state statutes and guidelines, will continue its policy to provide equal employment opportunity in all personnel actions.

It is the policy of this agency to support, assure and promote equal employment opportunities to all persons without regard to race, sex, color, national origin, religion, age, marital status, political affiliation or beliefs, or any physical or mental disabilities. This policy and the commitment to provide equal employment opportunity includes but is not limited to hiring, placement, upgrading, transfers, discipline, training, recruitment, terminations, benefits and educational opportunities.

Any employee whose actions cause DAS to be in noncompliance with this policy shall be subject to disciplinary action up to and including termination. DAS will exercise zero tolerance for any acts of unlawful discrimination, racism or prejudice in the workplace.

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Lori McClurg, Director  
Department of Administrative Services

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Date

## **DAS WORK PLACE HARASSMENT POLICY**

It is hereby declared to be the policy of DAS that all women and men are to be treated fairly and equally, with dignity and respect. Any form of work place harassment is contrary to this Policy and shall be regarded as possible discrimination on the basis of race, color, religion, age, sex, disability or national origin and may be treated as a violation of Title 273, Chapter 13, 001.01, 001.10, of the State Classified System Personnel Rules and Regulations; Title 277, Chapter 2, 003, of the State Affirmative Action Program Rules and Regulations; Title VII, Section 703, of the Civil Rights Act of 1964, as amended. It shall be considered a violation of this Policy for any employee of DAS to engage in work place harassment or for any supervisory personnel within DAS to knowingly permit work place harassment of any DAS employee. For the purpose of this Policy, "work place harassment" shall be defined as sexual harassment or any inflammatory comments, jokes, printed material and/or innuendo based in whole or in part on gender, race, color, religion, age, disability or national origin, when:

1. Such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment; or
2. Such conduct interferes unreasonably with a person's work or employment opportunities.

For the purpose of this Policy, "sexual harassment" shall be defined as any unwelcome sexual advances, requests for sexual favors, and either verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made, either explicitly or implicitly, a term of an individual's employment or a condition to receipt of services by a recipient of the agency's services; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or agency decisions affecting an employee or a recipient of the agency's services; or
3. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or the receipt of services by a recipient of the agency's services, or of creating an intimidating, hostile or offensive environment.

### **Examples of Sexual Harassment**

Sexual harassment may include, but is not limited to such actions as any form of inflammatory comments, jokes, kidding, printed material and/or innuendo; subtle pressure for sexual activity; physical contact such as patting, pinching, or brushing against another's body; and demands for sexual favors. Requests for sexual activity accompanied by implied or overt promises or preferential treatment or threats concerning an individual's employment status may also be considered sexual harassment.

All employees shall be notified of the DAS policy regarding work place harassment and any person making a complaint of work place harassment shall be given a copy of this policy and explanation of the rights of individuals making such complaints.

Any individual who believes that he/she has been the subject of work place harassment is encouraged to report the alleged incident as soon as possible to a supervisor/manager, the DAS

Affirmative Action Officer (402)471-7389, or DAS HR Personnel Administrator (402)471-4605. All complaints shall be handled in a timely and confidential manner.

All complainants are advised that they may also contact the State Affirmative Action Office (471-3678), the Commission on the Status of Women (471-2039), Nebraska Equal Opportunity Commission (471-2024) or State Ombudsman (471-2035) for assistance in reporting complaints of work place harassment.

**Supervisors and managers are required to immediately report all cases of alleged work place harassment to the DAS Affirmative Action Officer at 471-7389, before taking any steps to conduct an investigation.**

Information concerning a complaint shall not be released to anyone who is not a party to or involved in the investigation. Complainants and other persons involved in the investigation of an allegation of work place harassment shall not be subjected to retaliation, coercion or intimidation, or fear of reprisal.

**Directives to Supervisors:**

Work place harassment can and does create a negative work environment that will affect productivity, efficiency, work attendance and turnover of staff. In addition, allegations of work place harassment that are not appropriately responded to by DAS may place the State of Nebraska in a position of potential liability to the victim of such harassment. Under the circumstances, it is essential that supervisory personnel take all work place harassment complaints seriously and that the agency act immediately to investigate and resolve all such complaints in accordance with the following procedures:

**Reporting of Complaint:**

1. Any supervisor who receives a complaint alleging work place harassment or who is otherwise aware of a situation involving work place harassment shall be required to **immediately** report that complaint or situation, in writing, to the Affirmative Action Officer.
2. Any failure by a supervisor to report such work place harassment complaints or situations shall be considered to be in violation of this Policy and shall subject the supervisor to appropriate corrective or disciplinary action.
3. Any supervisor receiving a complaint alleging work place harassment shall also be obligated to immediately notify the complainant of the DAS Policy concerning work place harassment and of the complainant's rights concerning the pursuit of such allegations, as set forth in this Policy. This notification shall be achieved by giving the complainant a copy of this Policy, including the section on "Complainant's Rights" as set forth in this Policy.
4. Except as otherwise provided by this Policy or as required by law, any supervisor receiving a complaint or report of work place harassment shall take proper care to protect the identity of the complainant(s) and of the accused party or parties, and shall endeavor to hold the allegations of work place harassment in confidence pending appropriate action by DAS.

## **Investigative Procedures:**

1. In the event that the Affirmative Action Officer receives a report of alleged work place harassment, the Affirmative Action Officer shall immediately take all necessary steps to ensure that the report is promptly and thoroughly investigated by DAS.
2. At the complainant's request, the Affirmative Action Officer may seek informal resolution of the complaint by bringing the offensive behavior to the attention of the accused party or parties and by securing agreement that the behavior will not be repeated. If such informal resolution is accomplished and no further investigation is required, then the Affirmative Action Officer shall submit a report to the agency head. If the offending party, or parties, denies the allegation or if an informal resolution of the matter cannot be achieved, then the Affirmative Action Officer shall complete the steps outlined below.
3. The Affirmative Action Officer shall be obligated to make certain that the complainant has been advised of the DAS Policy concerning work place harassment and of the complainant's rights concerning pursuit of such allegations as set forth in this Policy. Should the Affirmative Action Officer determine that the investigation would take longer than 20 workdays to complete, the Affirmative Action Officer shall confer with the complainant to update them regarding the status of the complaint and provide an estimated completion date.
4. Except as otherwise provided by this Policy, and except as may be reasonably necessary to successfully complete an investigation of work place harassment allegations, the Affirmative Action Officer shall take proper care to protect the identity of the complainant(s) and of the accused party or parties, and shall endeavor to hold the allegations or work place harassment in confidence.
5. Prior to the completion of the investigation, the Affirmative Action Officer shall consult with the DAS Director concerning the progress of the investigation.
6. Upon completion of the investigation, the Affirmative Action Officer shall prepare a report, in writing, stating the findings of the investigation and, where appropriate, recommendations regarding corrective action to be taken against the accused party or parties.
7. The Affirmative Action Officer shall submit to the DAS Director the written report and also notify the complainant of his/her findings.
8. Upon completion of any follow-up as considered necessary, the DAS Director shall render a final decision regarding the complaint and specify disciplinary action(s), if any, that is to be taken.
9. Documentation pertaining to the complaint and investigation, including the report of the Affirmative Action Officer, shall be maintained by DAS in a separate investigative file.

**Corrective Action:**

If, upon investigation, an allegation of work place harassment is found to be substantiated, the DAS Director shall take appropriate corrective action against the employee(s) found responsible for such work place harassment.

This corrective action may consist of verbal counseling of the employee(s) responsible for the work place harassment or may consist of disciplinary action imposed pursuant to Title 273, Chapter 13, of the State Classified System Personnel Rules and Regulations and in accordance with applicable labor contracts. Upon completion of the investigation, the complainant will receive a written report of whether corrective action was taken.

**Rights of Complainants:**

1. In the event that any employee of DAS or recipient of services provided by DAS believes that he/she has been or is being subjected to work place harassment, that party shall have the right to report such alleged work place harassment to the agency for purposes of prompt investigation and appropriate action.
2. Any employee or recipient of services who believes that he/she is being subjected to work place harassment is encouraged to directly inform the offending person(s) that such conduct is offensive and must stop.
3. If the aggrieved person does not wish to communicate directly with the offending person(s), or if direct communication has been ineffective, then the aggrieved person is encouraged to immediately report the alleged work place harassment to his/her supervisor, to the DAS Director or to the DAS Affirmative Action Officer.
4. In reporting allegations of work place harassment, complainants should take care to state specific facts including, wherever practical, the identity of the person(s) who committed such work place harassment; the date, time and place of the alleged harassment; what was done or said; and the identity of any witnesses who were present.
5. Any aggrieved person who is uncertain how to report complaints of alleged work place harassment may contact the State Affirmative Action Office (471-3678), Commission on the Status of Women (471-3039), Nebraska Equal Opportunity Commission (471-2024), or State Ombudsman (471-2035) for assistance in reporting such complaints.
6. Upon completion of that report, the Affirmative Action Officer shall consult with the complainant regarding the investigative findings. If the complainant so requests, a statement of whether corrective action was taken shall be provided to the complainant. If the complainant is dissatisfied with the agency's action in response to a complaint of work place harassment, the complainant may contact the State Affirmative Action Office for the purpose of requesting that office to conduct an independent investigation of the allegation of work place harassment. The Affirmative Action Office can be reached by telephone at (402) 471-3678 or by letter addressed to:

Administrator for Affirmative Action  
Affirmative Action Office  
P. O. Box 94905  
Lincoln, Nebraska 68509-4905

7. Persons who wish to report allegations of work place harassment also have the right, at any time, to file a complaint of work place harassment with the Nebraska Equal Opportunity Commission (NEOC) and/or the Federal Equal Employment Opportunity Commission (EEOC).
8. It is neither necessary nor required that an employee of DAS file a charge of workplace harassment with the Department before filing a formal complaint with the Nebraska Equal Opportunity Commission or with the Federal Equal Opportunity Commission. There is, of course, nothing to prevent an employee from filing formal charges with the Nebraska Equal Opportunity Commission and/or the Federal Equal Opportunity Commission while, at the same time, reporting the allegation of work place harassment to DAS.
9. Because of the legally mandated filing period restrictions imposed for filing formal charges of work place harassment with the Nebraska Equal Opportunity Commission and the Federal Equal Employment Opportunity Commission, it is recommended that any employee who feels that he/she has been harassed and who wishes to file such charges with the Nebraska Equal Opportunity Commission and/or Federal Equal Opportunity Commission take the necessary steps to file such charges as soon as possible.

If an employee or supervisor/manager would like to discuss a possible workplace harassment issue, they may contact:

Dixie Block, DAS Affirmative Action Officer: 471-7389.

Michael Carroll, DAS HR Personnel Administrator: 471-4605.

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Lori McClurg, Director  
Department of Administrative Services

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Date

**State of Nebraska**  
**Department of Administrative Services**  
**Human Resources Policies and Procedures Manual**

**DRUG AND ALCOHOL FREE WORK PLACE POLICY**

POLICY

**The State of Nebraska is committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive workforce. To this end, the State unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs. To ensure worker safety and workplace integrity, the State of Nebraska prohibits the manufacture, possession, distribution or use of controlled substances in the workplace by its employees or those who engage or seek to engage in business with the State.**

DAS employees are prohibited from unlawful manufacture, distribution, dispensation, possession or use of alcohol and/or controlled substance in the workplace. Workplace means all property including, but not limited to, the offices, facilities and surrounding areas, parking lots, storage areas, owned or leased vehicles and equipment wherever located, whether owned or leased and whether or not they are in the control of the State. Any employee found violating this policy and/or convicted of violating any criminal drug statute while on the work place will be subject to discipline up to and including termination and/or, may be required to successfully complete an approved drug/alcohol abuse program sponsored by a private or governmental institution.

**There will be no differentiation between someone who illegally uses drugs and someone who sells or distributes drugs. Any employee who gives, or in any way transfers, a controlled substance to another person or sells or manufactures a controlled substance while on the job, while representing DAS in an official capacity or while on the workplace will be subject to the consequences listed above.**

The term "controlled substance" means any drug listed in 21 U.S.C. 812, Neb. Rev. Stat. 28-401 et. seq. and other state or federal statutes or regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to: Heroin, Marijuana, Cocaine, PCP and Crack. They also include "prescription drugs" which have not been prescribed by a licensed physician.

A DAS employee will be required to report within five days any criminal drug statute arrest(s) or conviction to his/her immediate supervisor. The supervisor will immediately report such conviction to the Director of the agency. If the DAS Division is a grantee of Federal funds where this employee works, DAS shall notify the Federal granting agency within ten days after receiving notice of that employee's drug statute conviction.

## PROCEDURES

All newly hired temporary and permanent employees of DAS will receive a copy of this policy contained in the Department of Administrative Services – Human Resources Policies and Procedures Manual during New Employee Orientation. A signed statement of understanding and acknowledgement receipt for this policy will be maintained in the employee's personnel file located within DAS Human Resources.

All new hires will receive drug abuse awareness training during New Employee Orientation. Training will include:

- Review of the DAS drug free work place policy
- Health and safety dangers associated with drug and alcohol use.
- Dangers of drug abuse in the workplace
- Availability of counseling and treatment services

## Reasonable Cause Testing

DAS employees may be subject to drug and alcohol testing when there is reasonable cause or suspicion to believe the employee is using or under the influence of a controlled substance or alcohol while on duty or on the workplace.

Reasonable cause or suspicion exists when the actions or appearances of an employee are out of the ordinary and unusual to the normal behavior patterns of the employee. It is based on objective facts sufficient to lead a prudent person to conclude that a particular employee is unable to satisfactorily perform his/her duties due to drug or alcohol impairment. The conduct relied upon to form reasonable cause or suspicion must be based on specific and articulable observations, including but not limited to, observable signs of intoxication (such as bloodshot or watery eyes, slurred speech, appearance, unsteady body movement or breath odors); a work related accident or near accident which indicates employee fault; decreases in the quality or quantity of employee productivity, judgment, reasoning, concentration, marked changes in behavior, deviations from safe working practices, erratic conduct or credible information received from a reliable person with first hand knowledge are examples of reasonable belief situations.

Upon determination by DAS management that reasonable cause or suspicion exists to believe that an employee is under the influence of an intoxicating substance while on duty or on work premises, DAS management may direct the employee to undergo drug/alcohol testing. DAS management shall document the events surrounding this reasonable suspicion.

If an employee is referred for testing all efforts will be made to transport the employee with two members of DAS management to the nearest testing facility. The employee will be required to provide a blood, breath or urine sample. The sample will be tested qualitatively for at least the following substances:

THC  
Cocaine  
PCP  
Opiates  
Methamphetamine/amphetamine  
Alcohol

An employee that is required to submit a sample for testing after determination of reasonable cause or suspicion shall be informed verbally and then followed by a written directive, that he/she is being placed on unpaid investigatory suspension, pending the outcome of an investigation.

After the testing is complete the employee shall not be returned to work or allowed to drive home. DAS management will assist the employee in arranging for transportation home after the testing, preferably by cab, (at employee expense) or a ride through a family member or friend.

An employee who refuses to submit a sample under this policy will be placed immediately on unpaid investigatory suspension and will be subject to disciplinary action. Refusal by an employee to be tested, or confirmation by the lab of a specimen which has been adulterated shall be treated as a positive test. Employees suspected of being under the influence of drugs/alcohol and refuse to be escorted to be tested shall be given a directive not to drive home. Local law enforcement shall be notified if an employee suspected of being under the influence disregards a directive not to drive home and leaves in their vehicle.

If the investigation determines a negative test for alcohol/drugs, the employee will be reinstated back to work and all leave without pay, during the investigatory suspension, will be paid back to the employee and all records of this investigation will be purged.

## Testing Locations

The testing sites for DAS employees are:

### Lincoln based employees:

- A. Monday – Friday 7:30 AM to 4:30 PM  
Saint Elizabeth Company Care  
1000 W. “O” Street  
Lincoln, Ne 68528  
Phone: 402-475-6656
- B. Before 7:00 AM or after 4:30 PM and on weekends  
Nicholson & Associates

### Work locations outside Lincoln:

#### Omaha

Nicholson & Associates  
Pat Upson Business - 402-291-6657  
Cell - 402-669-9495  
Pager - 800-336-7032

#### Grand Island

Nicholson & Associates  
Larry Franssen Business – 308- 485-4199  
Cell – 308-390-2852

#### North Platte

Nicolson & Associates  
Mary Stewart Business – 308-534-5528  
Cell – 308-530-1101

#### Scottsbluff

Regional West Medical Center

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Lori McClurg, Director  
Department of Administrative Services

Date

## **Internal Dissemination of Policy and Plan**

Internal Dissemination of the Equal Employment Opportunity/Affirmative Action policy and plan shall include, but not be limited to, the following:

1. The DAS Affirmative Action Plan will be distributed electronically to all division administrators and personnel contacts after receipt of approval from the DAS-State Affirmative Action Specialist.
2. The Equal Employment Opportunity/Affirmative Action Policy will be included in the DAS Human Resources Policy and Procedures manual and available to all employees.
3. Meetings will be conducted as appropriate with management and supervisory staff to explain the intent of the policy, and to reiterate the Agency's commitment, as well as the expectations regarding each individual manager's/supervisor's responsibility for effective implementation of the plan.
4. The policy will be explained in new employee orientation, with each new hire receiving his/her own copy (electronically or hard copy) of the Equal Employment Opportunity Policy, the Workplace Harassment Policy, and the Drug/Alcohol Free Workplace Policy.
5. AA/EEO training will be available to all Agency employees at management's request.
6. The policy will be available on the State Personnel, HR Central web-site.
7. If requested the Agency will provide a copy of the Affirmative Action Plan to NAPE/AFSCME.
8. The Affirmative Action Plan will be available electronically to all Agency employees and upon request, in other accessible formats.

## **External Dissemination of Policy and Plan**

External Dissemination of the Equal Employment Opportunity/Affirmative Action policy and plan shall include, but not be limited to, the following:

1. Inform all recruiting sources that the DAS is an Equal Employment Opportunity employer and request that these sources actively recruit and refer protected group members to the Agency for employment.
2. All advertisements of employment positions shall clearly state that the State of Nebraska is an Equal Opportunity/ Affirmative Action Employer.
3. When recruiting externally, external positions announcements may be sent to special interest groups and organizations informing them of our Equal Opportunity/Affirmative Action Policy and encouraging them to refer qualified applicants for advertised openings.
4. Incorporate in all purchase orders, leases, and contracts covered by Executive Order 11246 as amended a statement that the agency is a EEO Employer, and that contractee's are obligated to adhere to federal, state and local laws regarding EEO/AA.

## **Responsibilities of the Affirmative Action Officer**

The responsibilities of the Affirmative Action Officer include:

- Write Affirmative Action Plan and compile and submit reports to the State Affirmative Action Office
- Collect and analyze employment data for reports to the State Affirmative Action Office in DAS State Personnel, and measure program progress through this data
- Support the development of Affirmative Action objectives and timetables
- Provide information and technical support as needed to managers in areas relating to Affirmative Action
- Provide for internal and external communication of Affirmative Action policies, plans, and procedures
- Work with management in identifying problem areas
- Develop goals, objectives and support programs to provide specific remedies to employment concerns and to insure ongoing equal employment opportunity
- Act as a contact person for any employee who has an EEO/AA concern
- Observe the work environment for any real or perceived barriers to equal opportunity and recommend corrective action
- Serve as the liaison for Minority Business Enterprise/Disadvantaged Business Enterprise/Women Business Enterprise programs and provide input in this area
- Perform other duties as necessary to develop and maintain an effective affirmative action program.

## **DAS Organizational Chart**

See following 21 pages:





## Department Workforce Analysis

Department of Administrative Services Agency Staff Totals as of March 31, 2005								
EEO Category	Total	Male	Female	Afr. Amer	Hisp	Other*	Disability	Age 40+
Executive/Managerial	<b>67</b>	<b>54</b>	<b>13</b>				<b>1</b>	<b>59</b>
Professional	<b>279</b>	<b>154</b>	<b>125</b>	<b>2</b>	<b>4</b>	<b>15</b>	<b>0</b>	<b>192</b>
Para-Professional	<b>25</b>	<b>4</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>15</b>
Technical	<b>20</b>	<b>7</b>	<b>13</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>15</b>
Skilled Craft	<b>67</b>	<b>58</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>51</b>
Office/Clerical	<b>58</b>	<b>21</b>	<b>37</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>35</b>
Service/Maintenance	<b>40</b>	<b>33</b>	<b>7</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>32</b>
Protective Services								
Total	<b>556</b>	<b>331</b>	<b>225</b>	<b>9</b>	<b>5</b>	<b>24</b>	<b>9</b>	<b>399</b>
Percent	<b>100</b>	<b>55.20</b>	<b>44.80</b>	<b>.72</b>	<b>1.43</b>	<b>5.38</b>	<b>.02</b>	<b>71.8</b>

- Includes Alaskan Native, Native American and Asian or Pacific Islander

## **2004-2005 Comparative Analysis**

See following 5 pages:



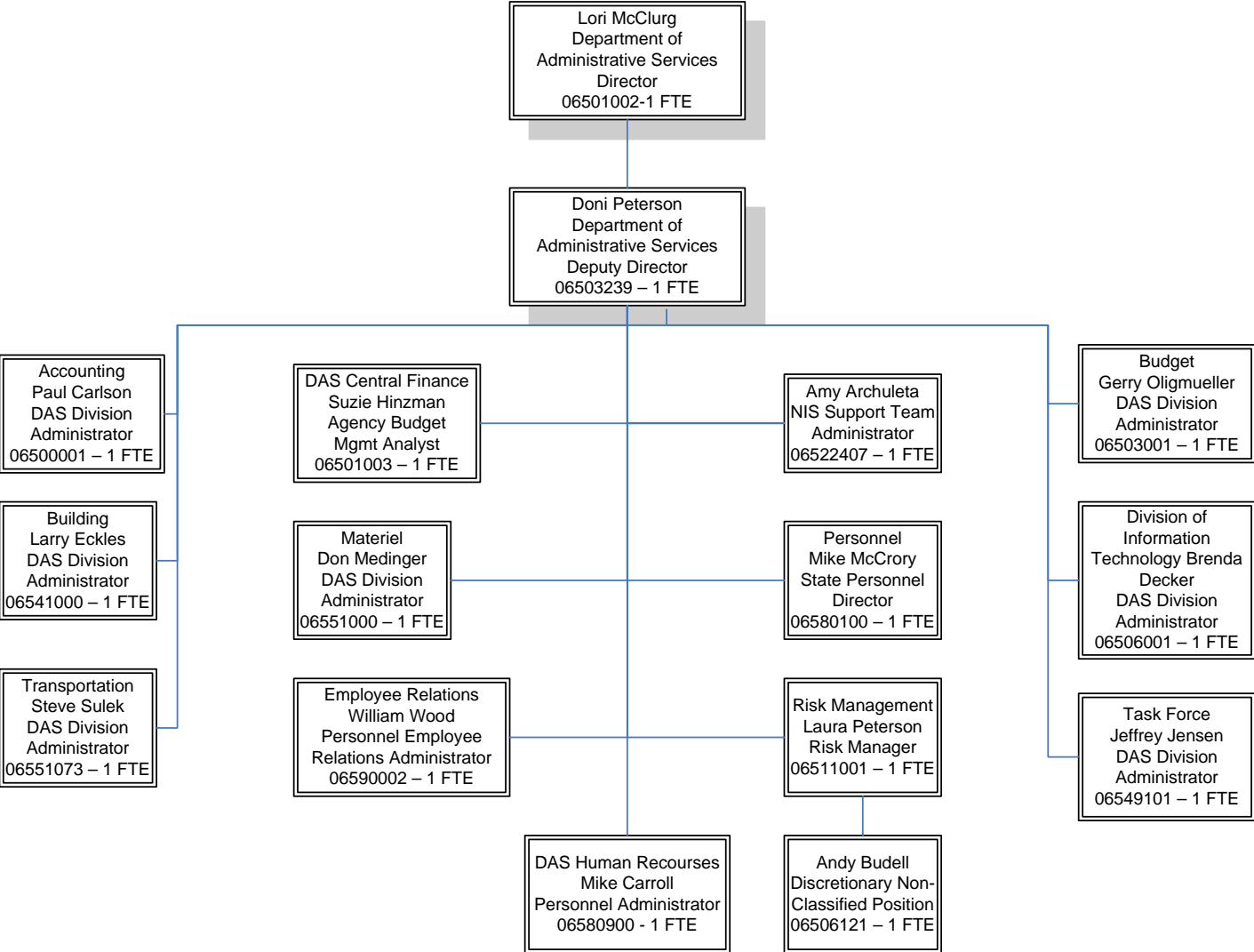
## Identification of Areas of Underutilization

<b>EEO Category</b>	<b>Underutilized Group</b>
Executive/Managerial	Females and all categories of minorities
Professional	Females, African Americans & Hispanics
Para-Professional	Females, African Americans, Hispanics & Other
Technical	Males
Skilled Craft	African Americans and Hispanics & Other
Office/Clerical	Woman & Hispanics
Service/Maintenance	Females, Hispanics and Other minorities

## Statement of Goals and Timetables for 2005-2006

<b>Goal #1 The Department will continue to focus on increasing minority representation in categories where underutilization exists.</b>		
<b>Action Steps</b>	<b>Individual Responsible</b>	<b>Target Date</b>
Each Division Administrator will be cognizant of opportunities to hire and promote minorities where vacancies exist.	Division Administrators, hiring managers and supervisors	On-going – will be evaluated March 2006
Division managers and supervisors will contact the DAS AA Officer for assistance when vacancies exist.	Hiring managers, supervisors and DAS AA Officer	On-going – will be evaluated March 2006
<b>Goal #2 The Department will continue to focus on increasing female representation where underutilization exists. Targeted categories are: Executive/Managerial, Professional and Service/Maintenance.</b>		
<b>Action Steps</b>	<b>Individual Responsible</b>	<b>Target Date</b>
Each Division Administrator will be cognizant of opportunities to hire and promote females where vacancies exist.	Division Administrators and hiring managers and supervisors	On-going – will be evaluated March 2006
Division managers and supervisors will contact the DAS AA Officer for assistance when vacancies exist.	Hiring managers supervisors and DAS AA Officer	On-going – will be evaluated March 2006
<b>Goal #3 Workplace Harassment Prevention Training for Employees will be offered to Divisions. Training will be provided when requested.</b>		
<b>Action Steps</b>	<b>Individual Responsible</b>	<b>Target Date</b>
Division Administrators and personnel contacts will identify training needs.	Division Administrator Personnel Contacts AA Officer	On-going
<b>Goal #4 Workplace Harassment Prevention Training for new supervisors and managers will be offered on a quarterly basis when there is sufficient numbers of individuals to be trained (10-15).</b>		
<b>Action Steps</b>	<b>Individual Responsible</b>	<b>Target Date</b>
Division Personnel Contacts will maintain a list of new supervisors requiring training in this area. Training will be scheduled quarterly as needed.	DAS Personnel Contacts AA Officer – HR Team	Quarterly – as needed

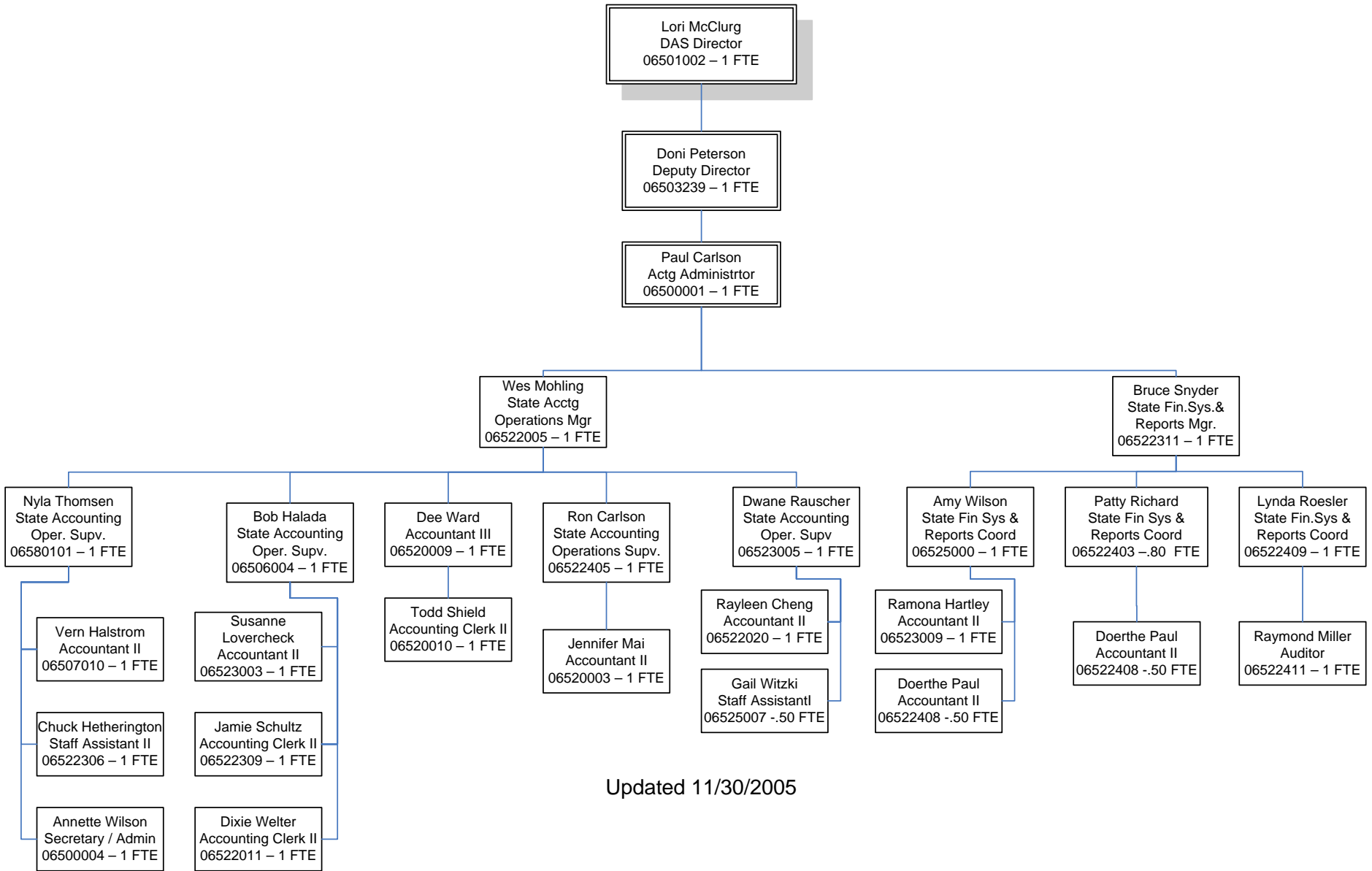
# Department of Administrative Services



Updated 10/31/2005

# Department of Administrative Services

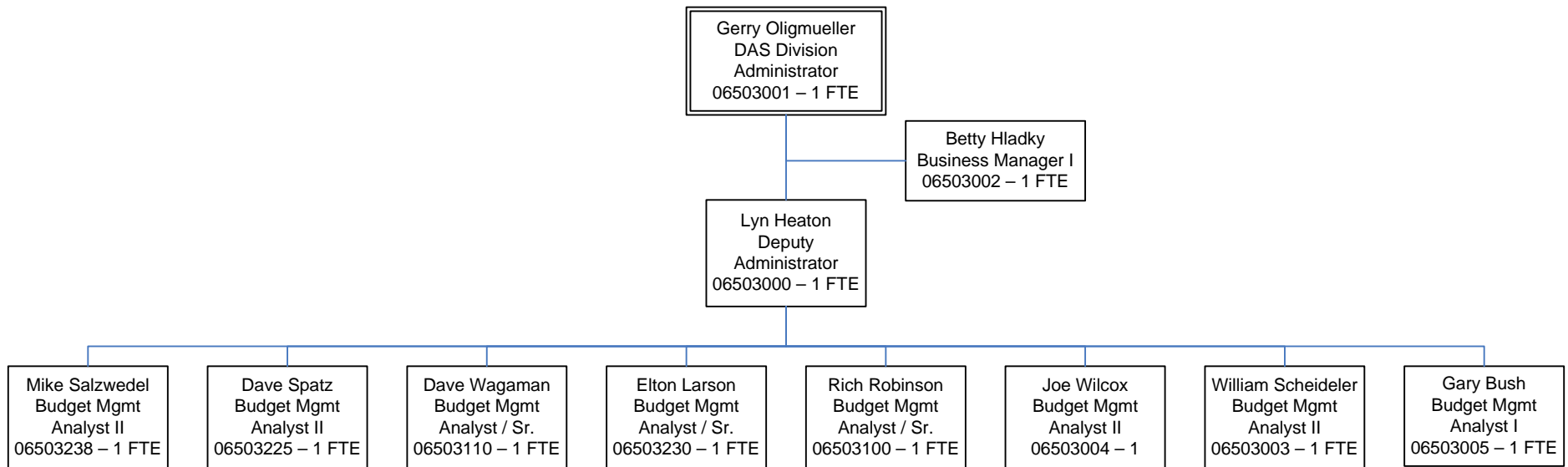
## Accounting



Updated 11/30/2005

# Department of Administrative Services

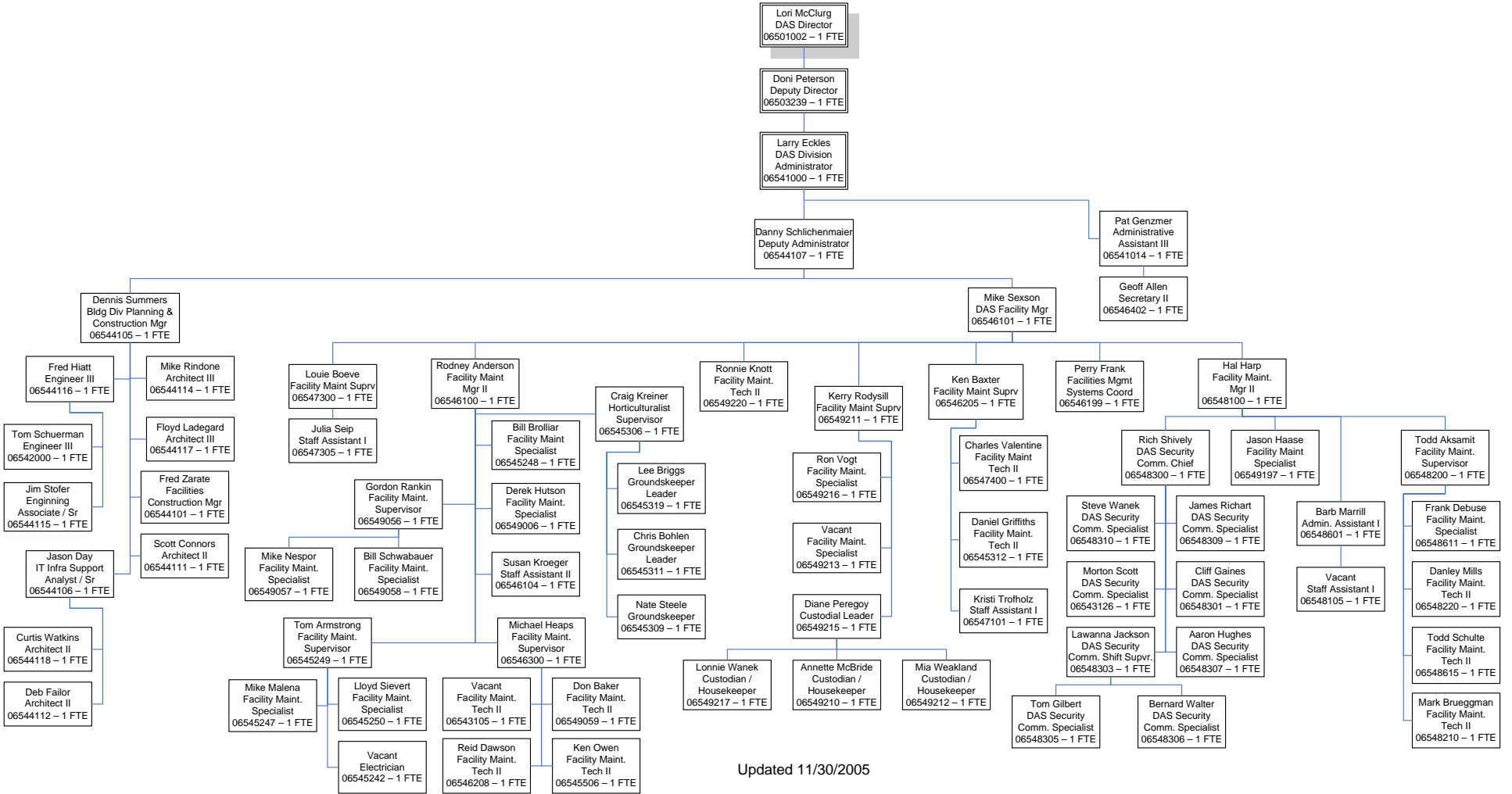
## Budget Division



Updated 11/30/2005

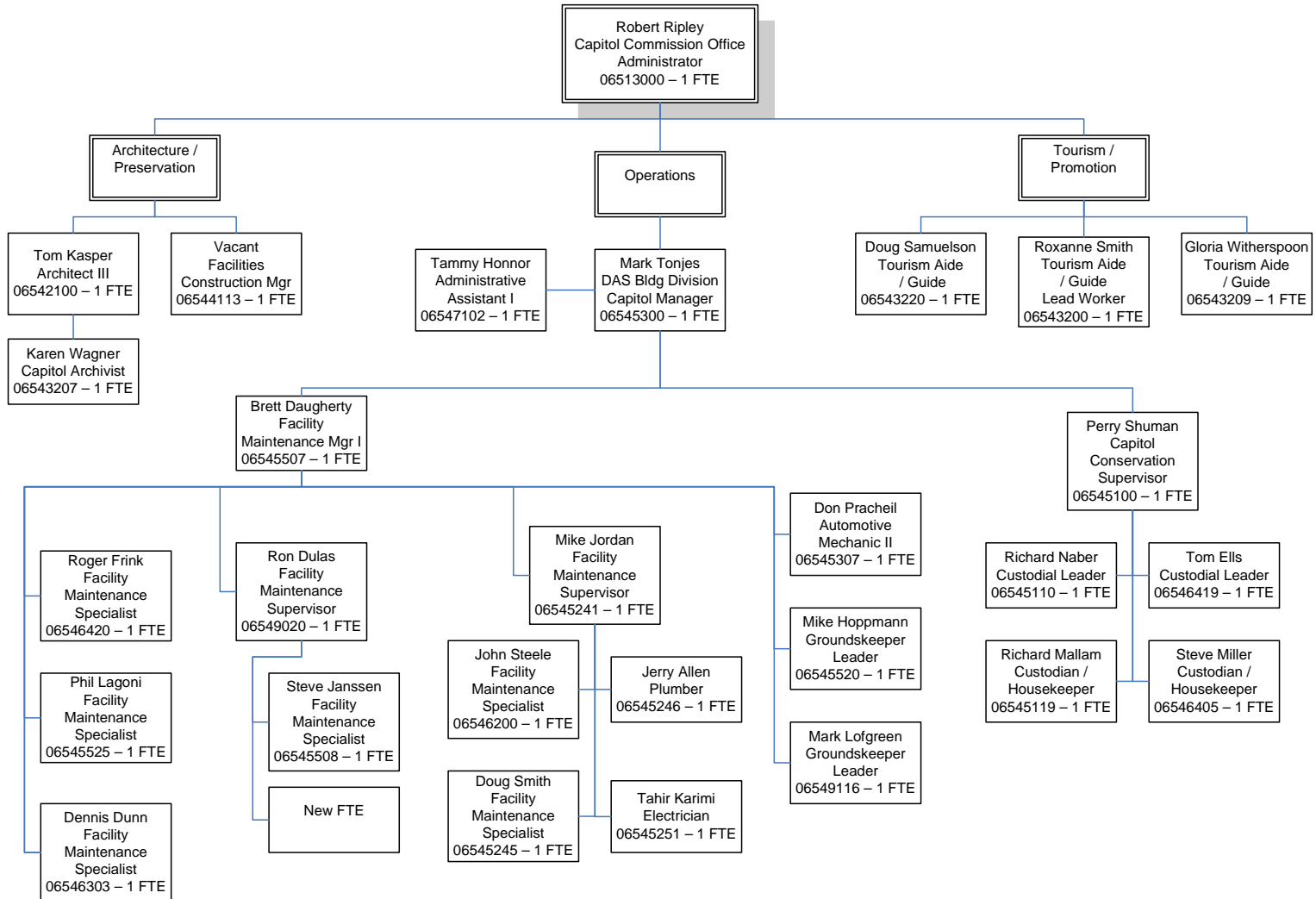
# Department of Administrative Services

## Building Division



Updated 11/30/2005

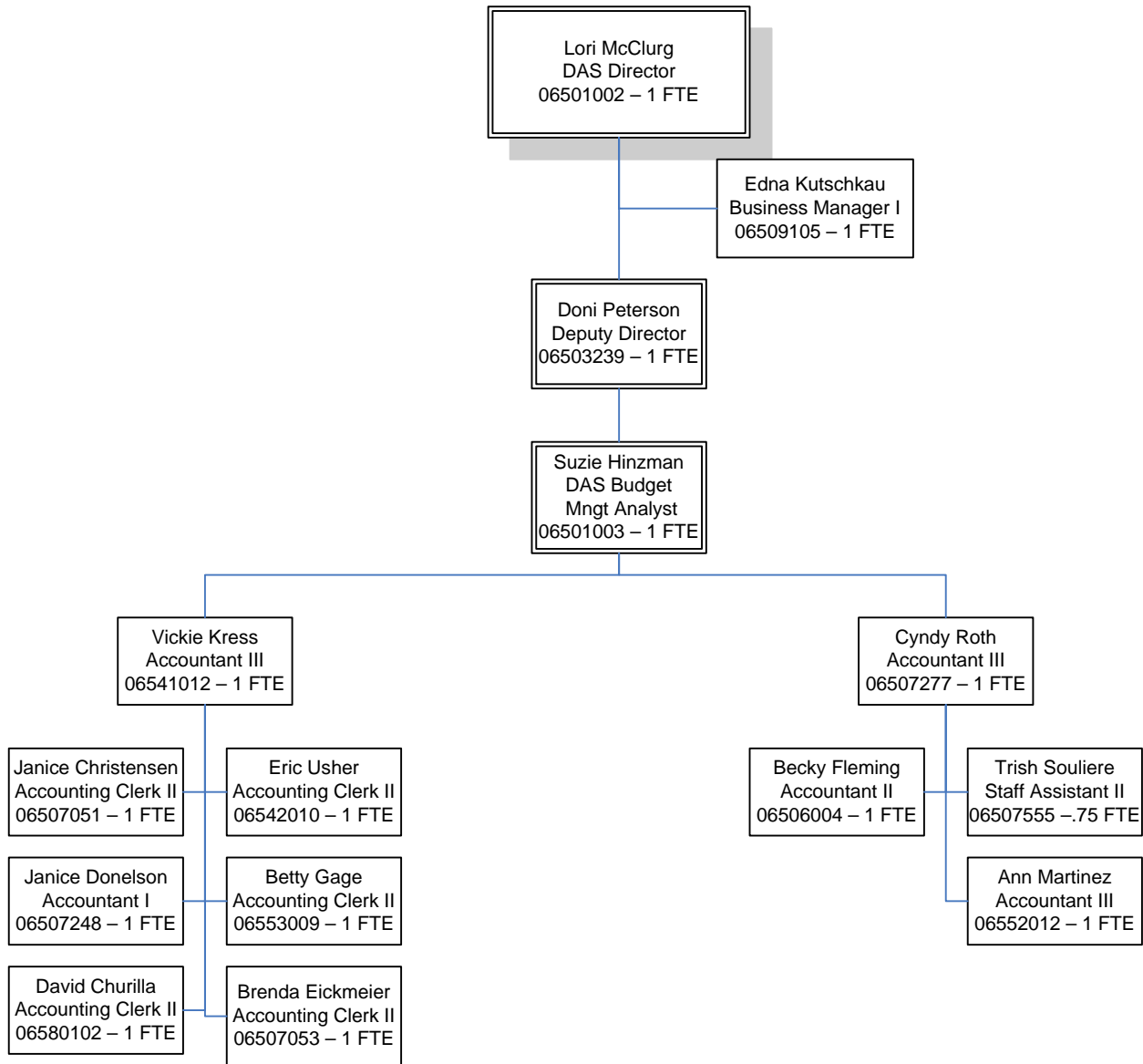
# Department of Administrative Services Capitol Commission



Updated 11/30/2005

# Department of Administrative Services

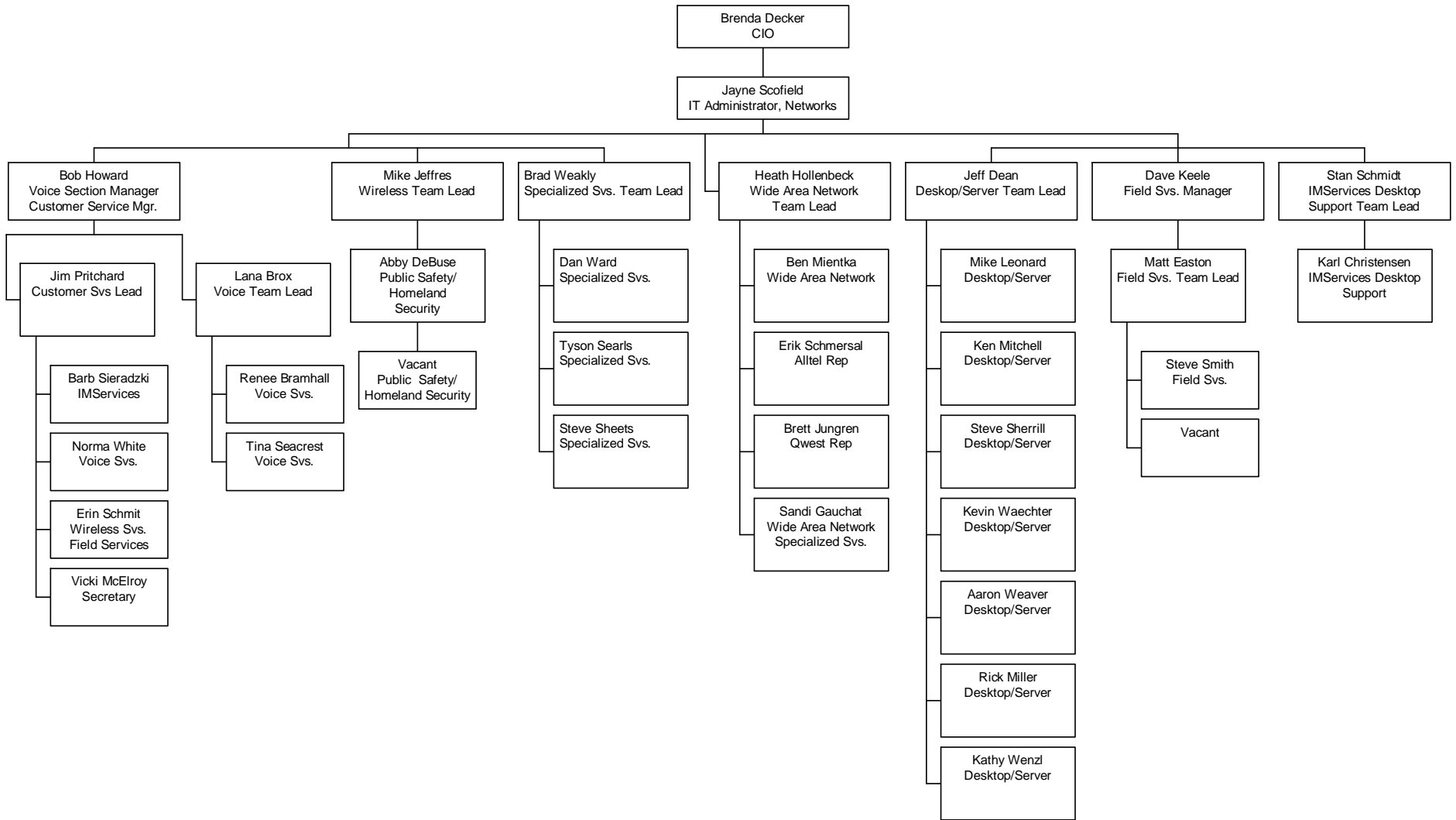
## Central Finance



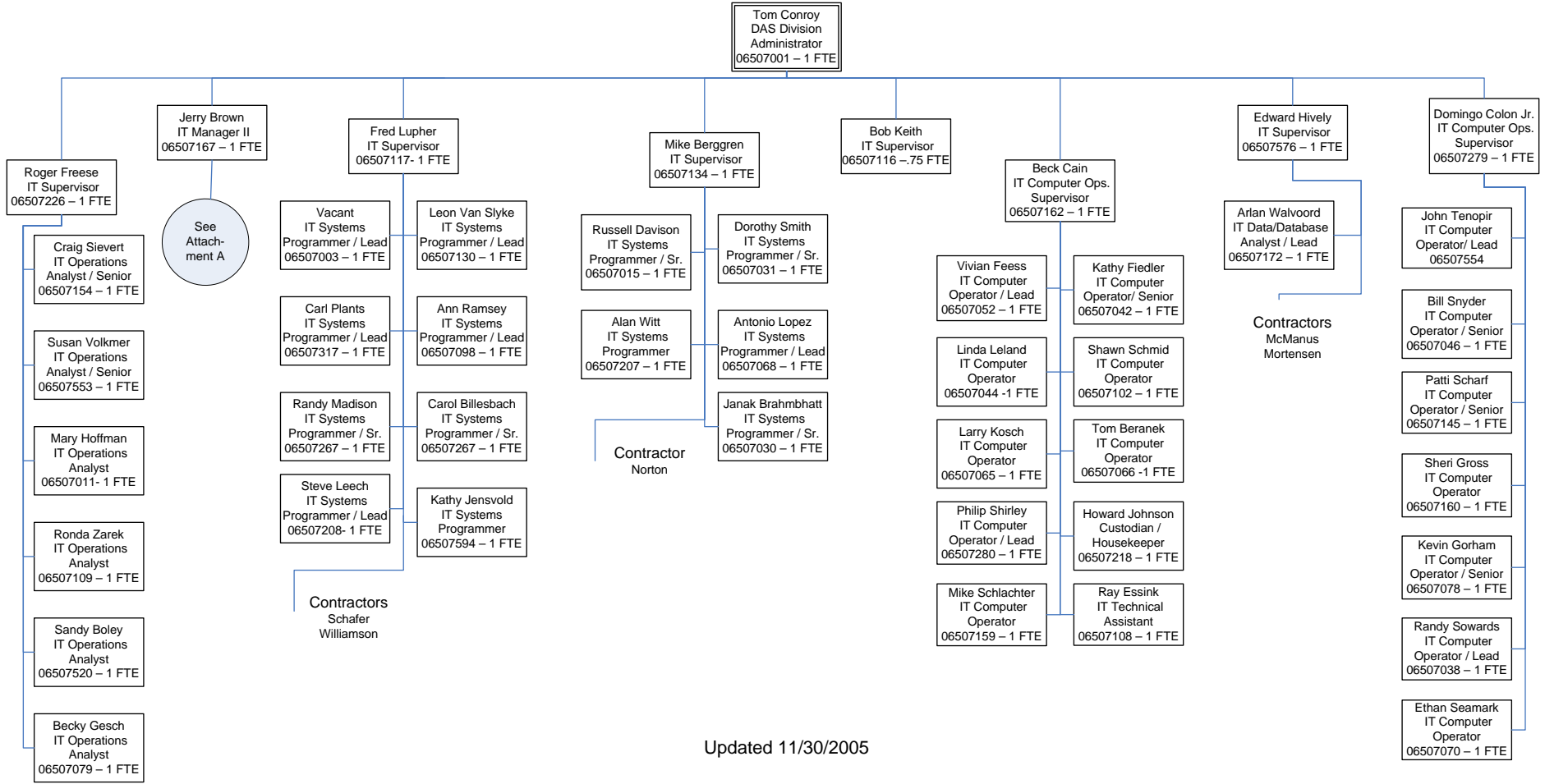
Updated 12/31/2005

# Division of Communications

(August 22, 2005)

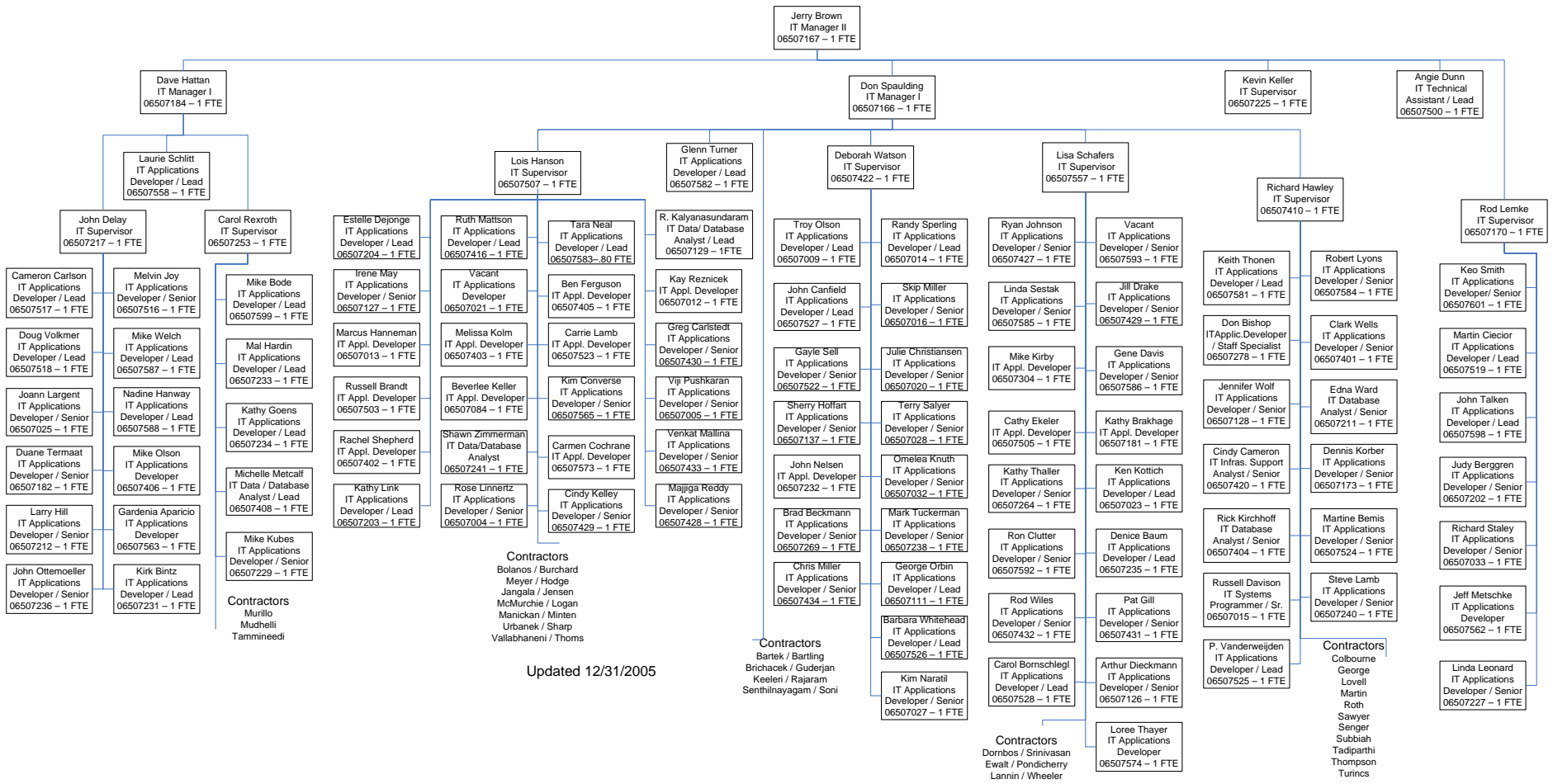


# DOIT Enterprise Computing Services



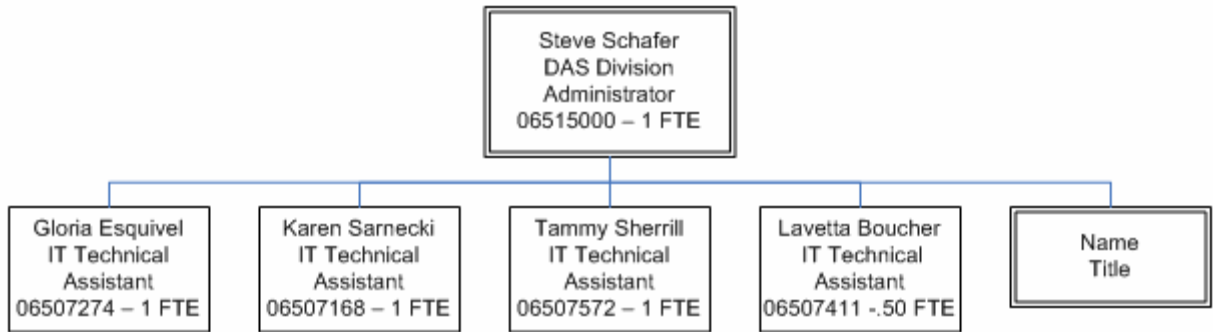
Updated 11/30/2005

**Enterprise Computing Services  
Attachment A**



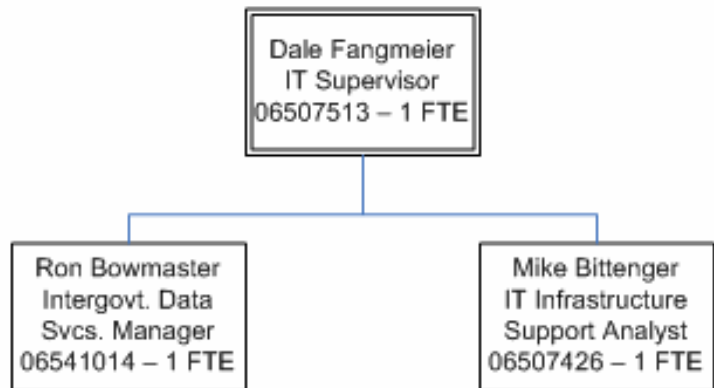
Updated 12/31/2005

DOIT  
IT Financial Services



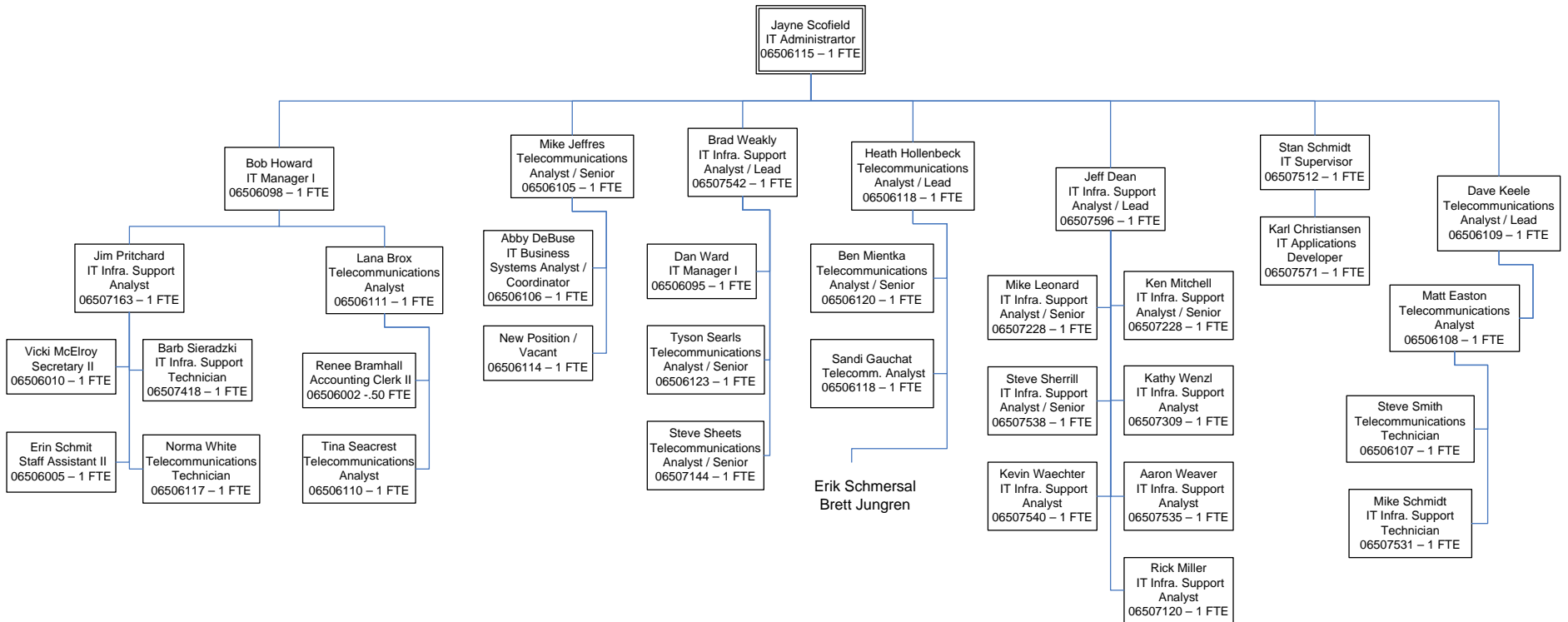
Updated 1/31/2006

DOIT  
Intergovernmental Data Services



Updated 1/31/2006

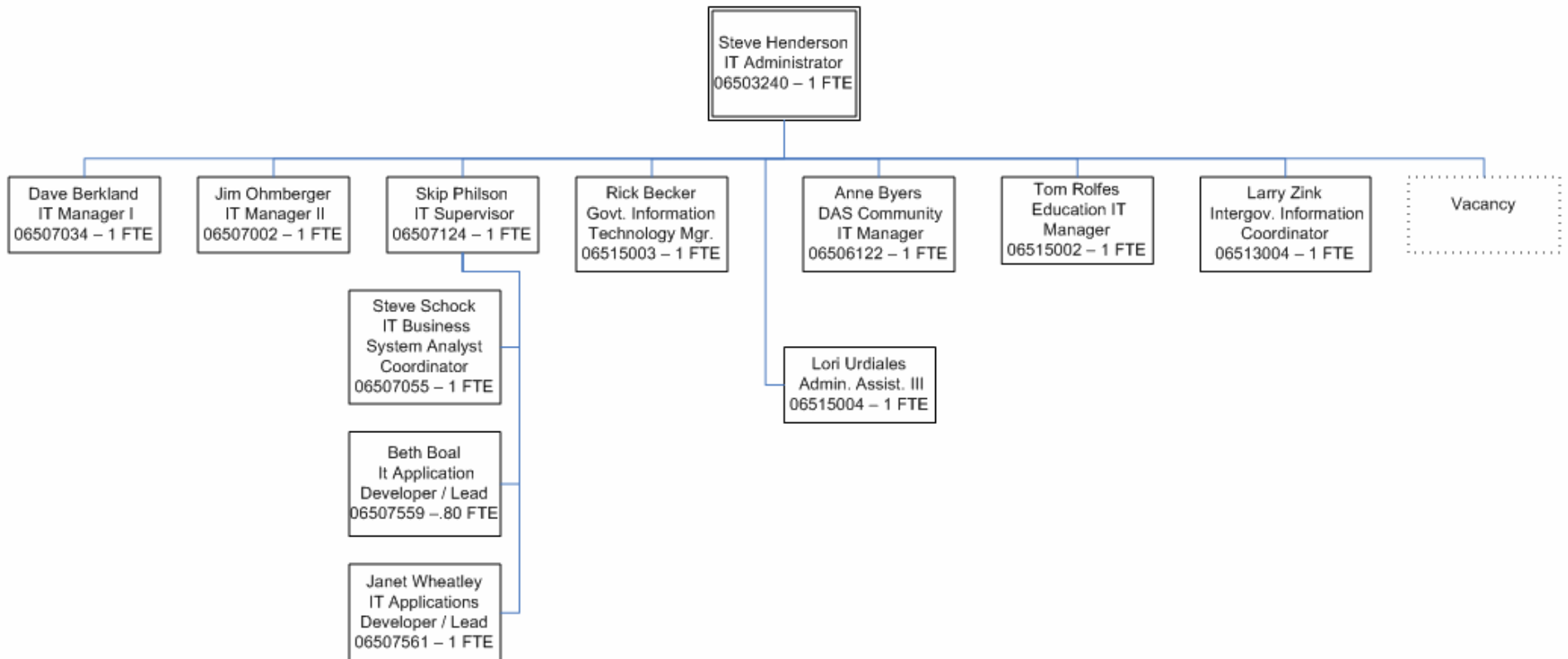
# DOIT Network Services



Updated 11/30/2005

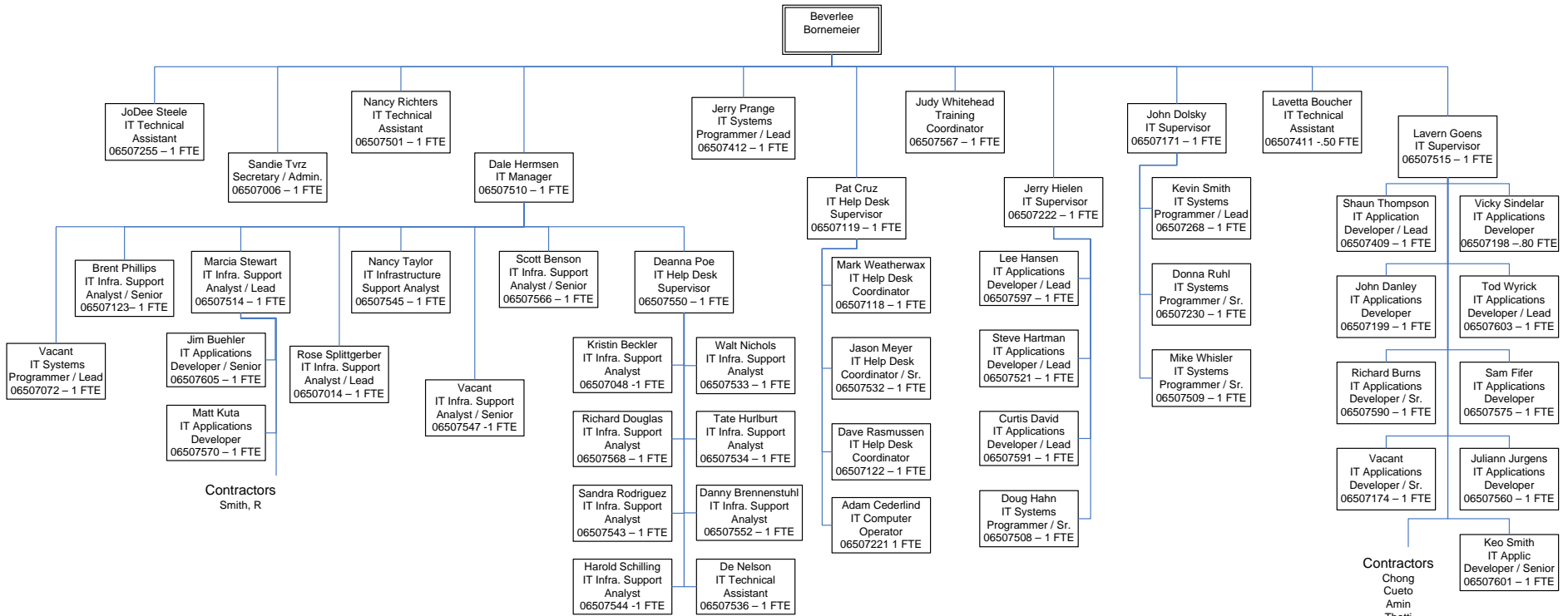
# DOIT

## Planning & Project Management



Updated 1/31/2006

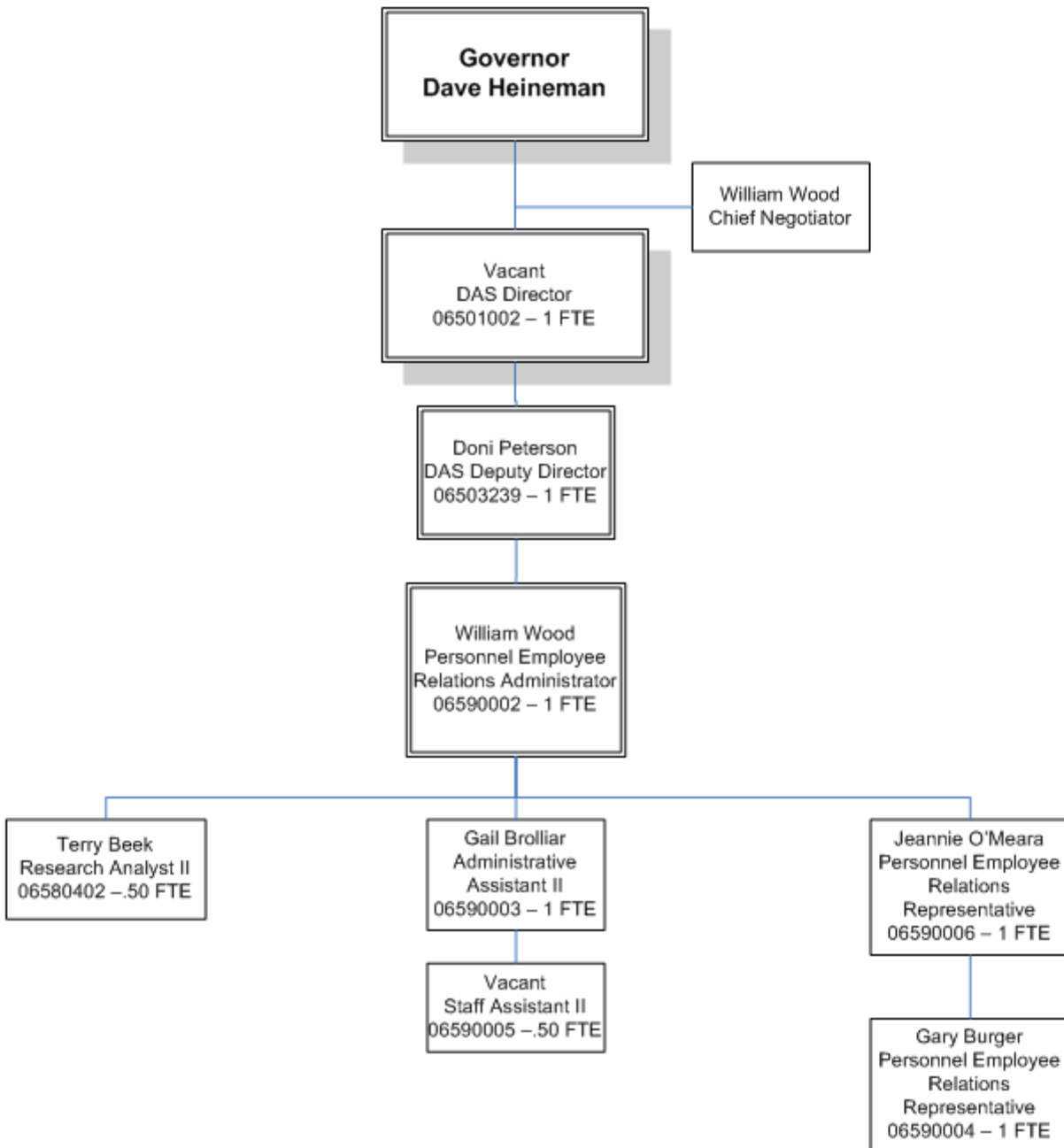
# DOIT Technology Support Services



Updated 12/31/2005

# Department of Administrative Services

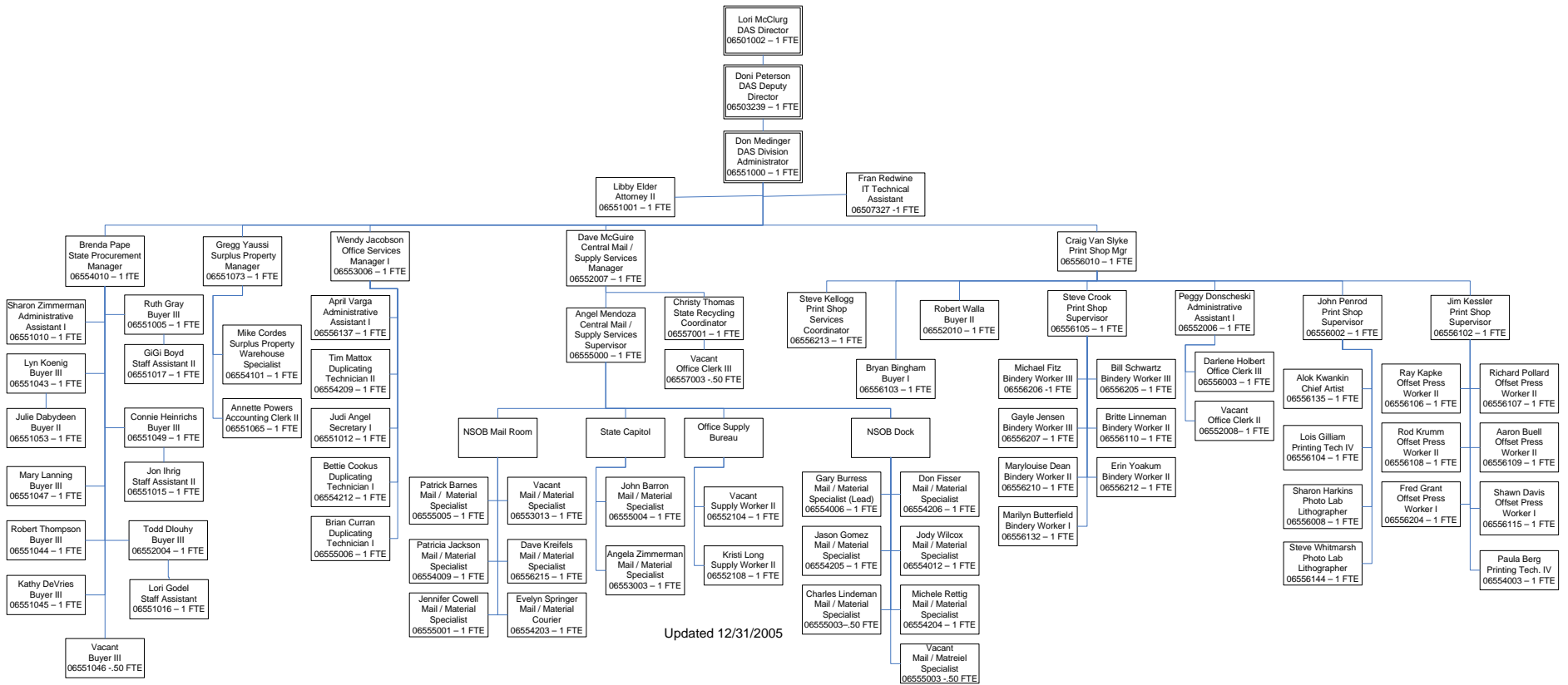
## Employee Relations



Updated 1/31/2006

# Department of Administrative Services

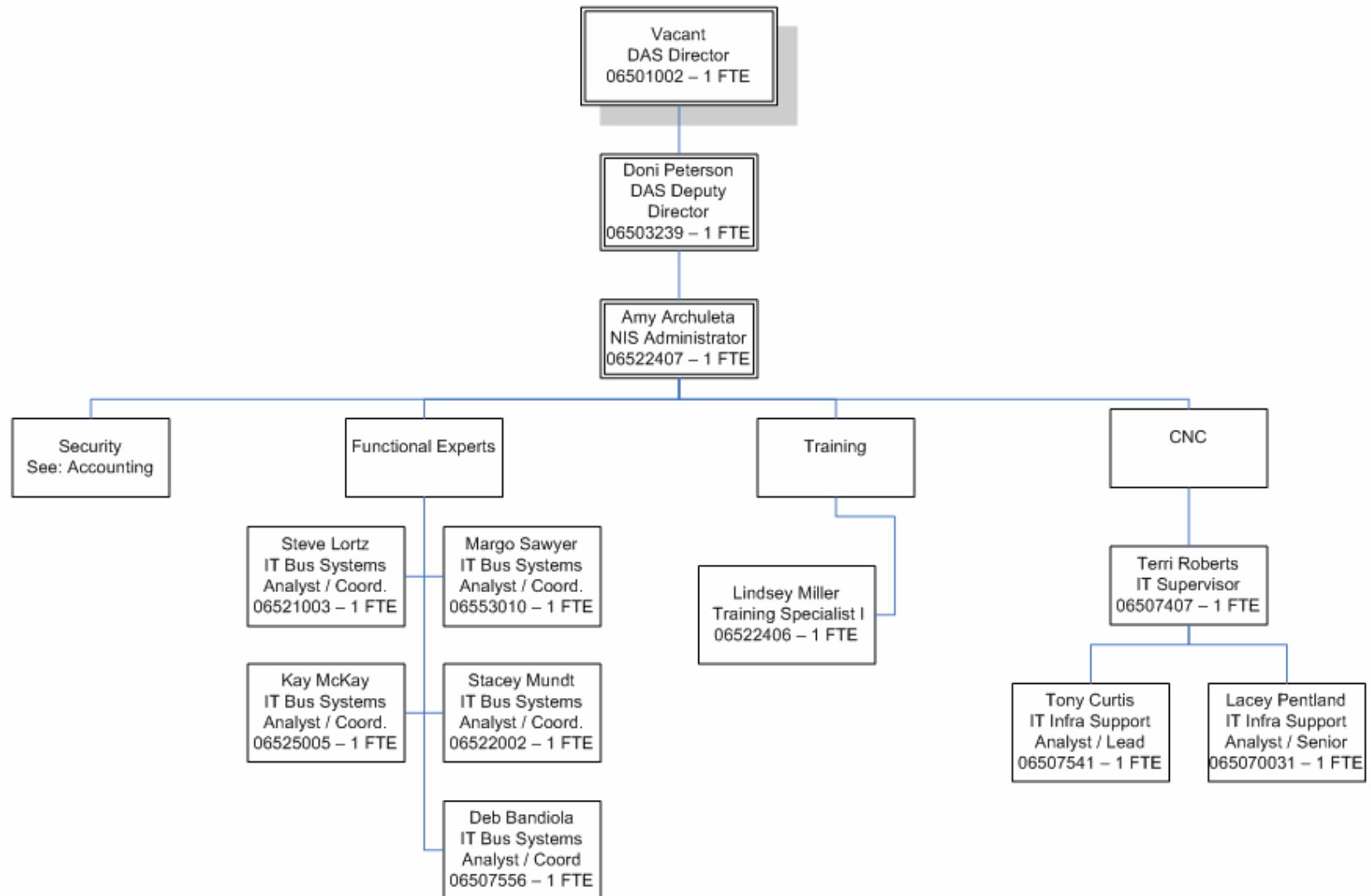
## Matériel



Updated 12/31/2005

# Department of Administrative Services

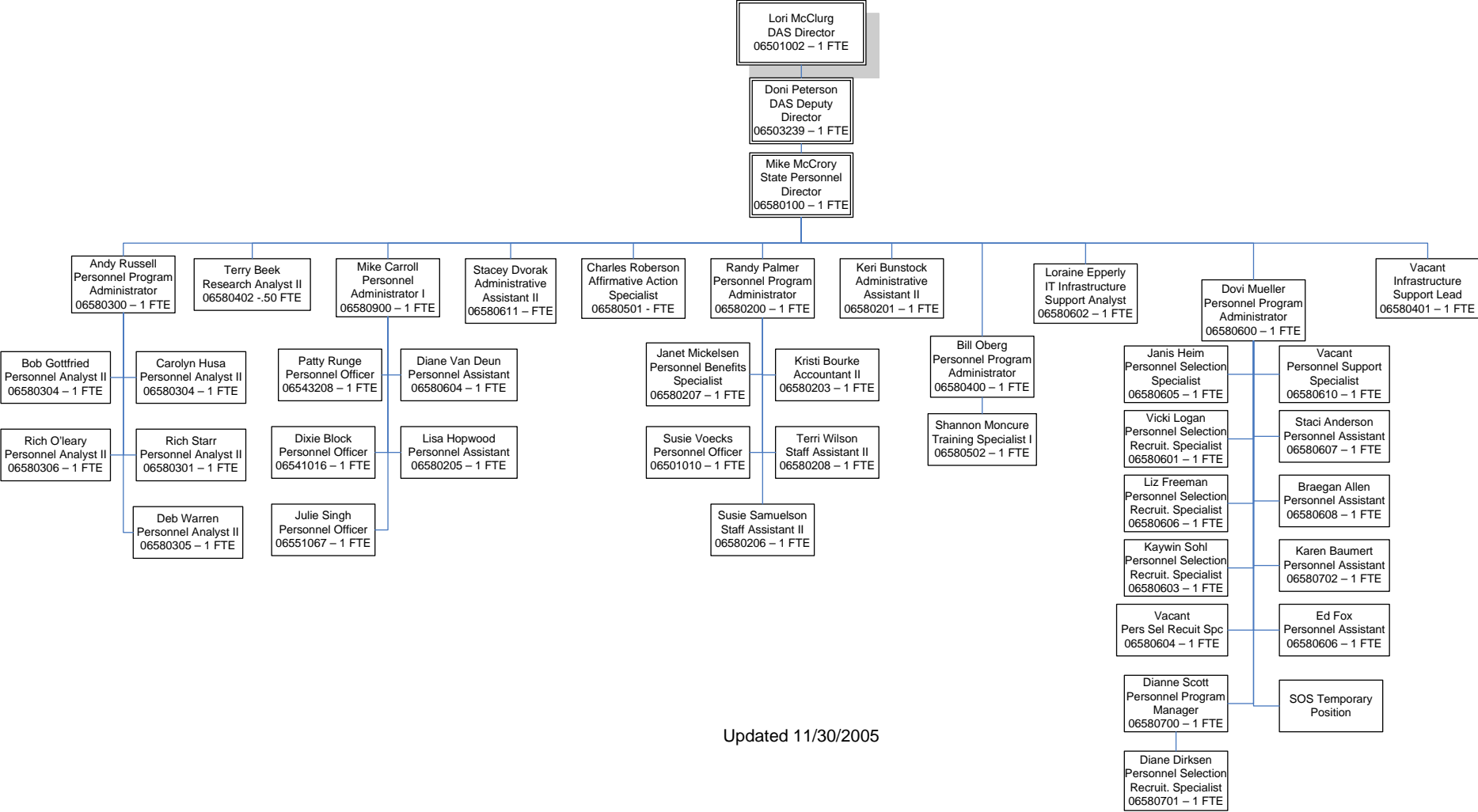
## Nebraska Information System Organization



Updated 1/31/2006

# Department of Administrative Services

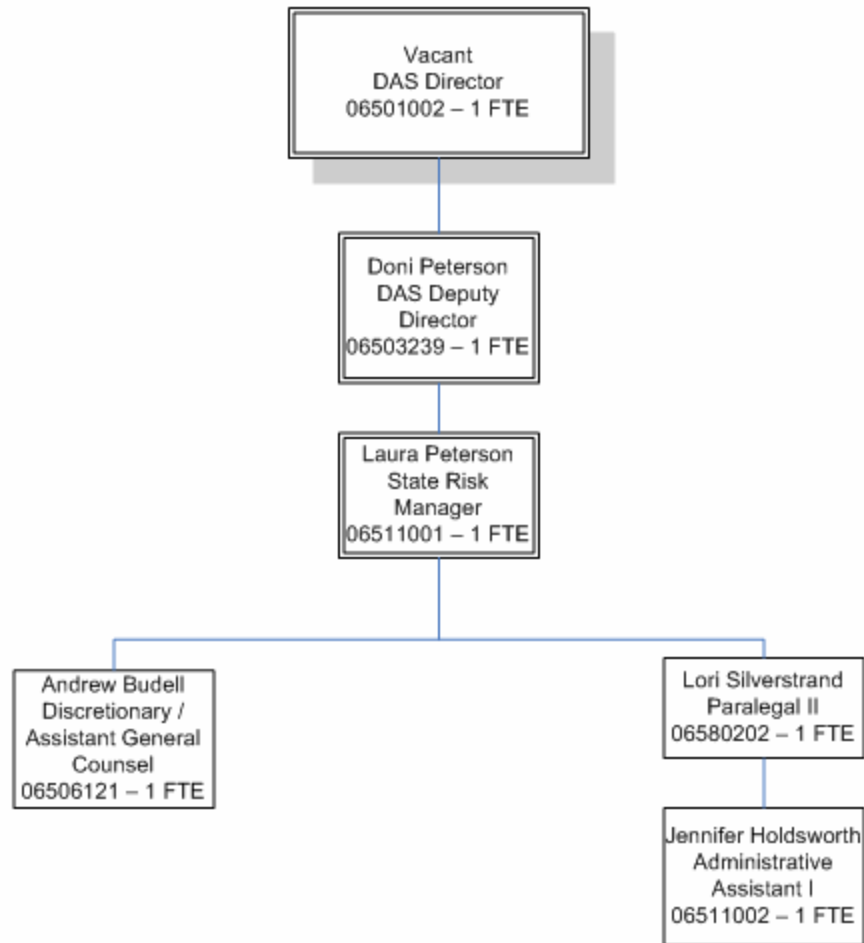
## State Personnel



Updated 11/30/2005

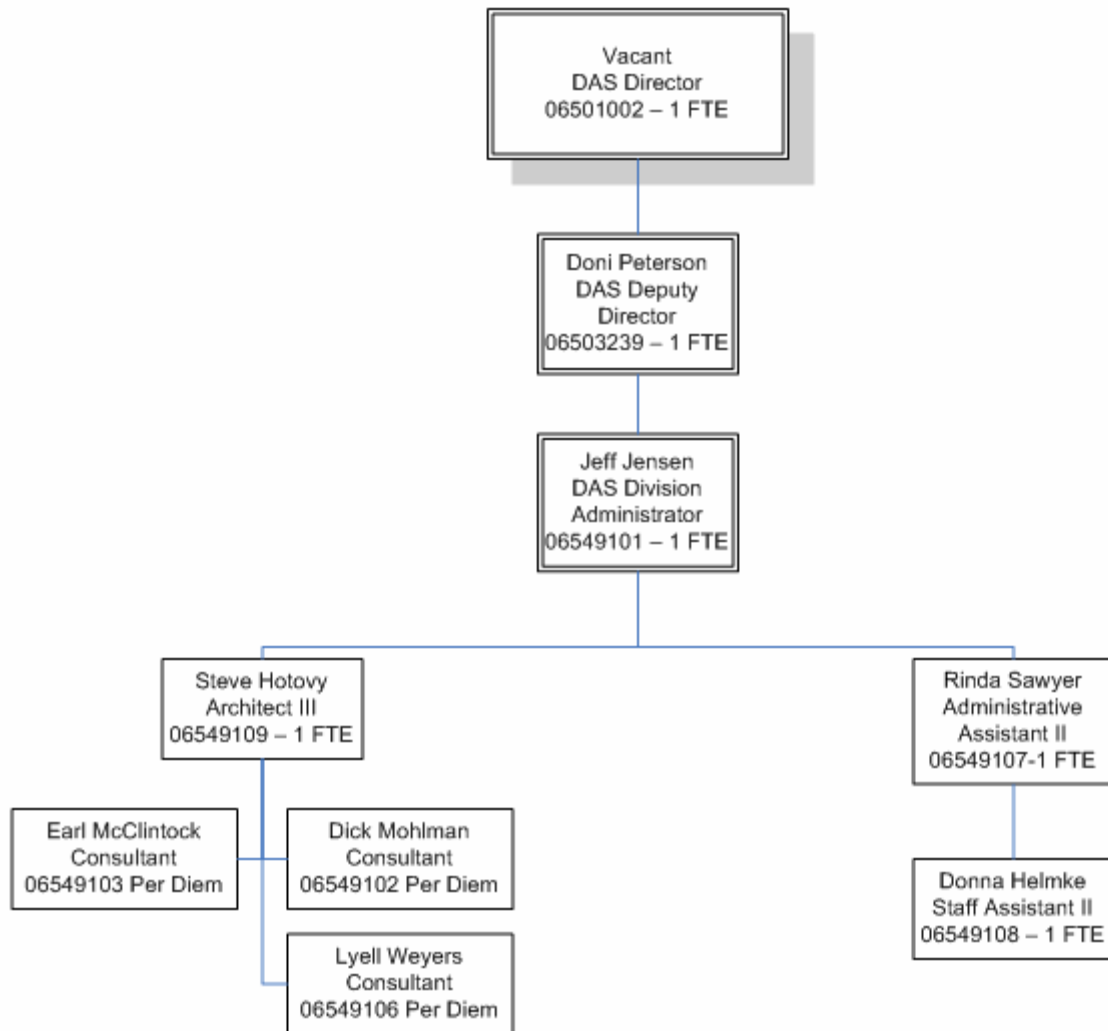
# Department of Administrative Services

## Risk Management



Updated 1/31/2006

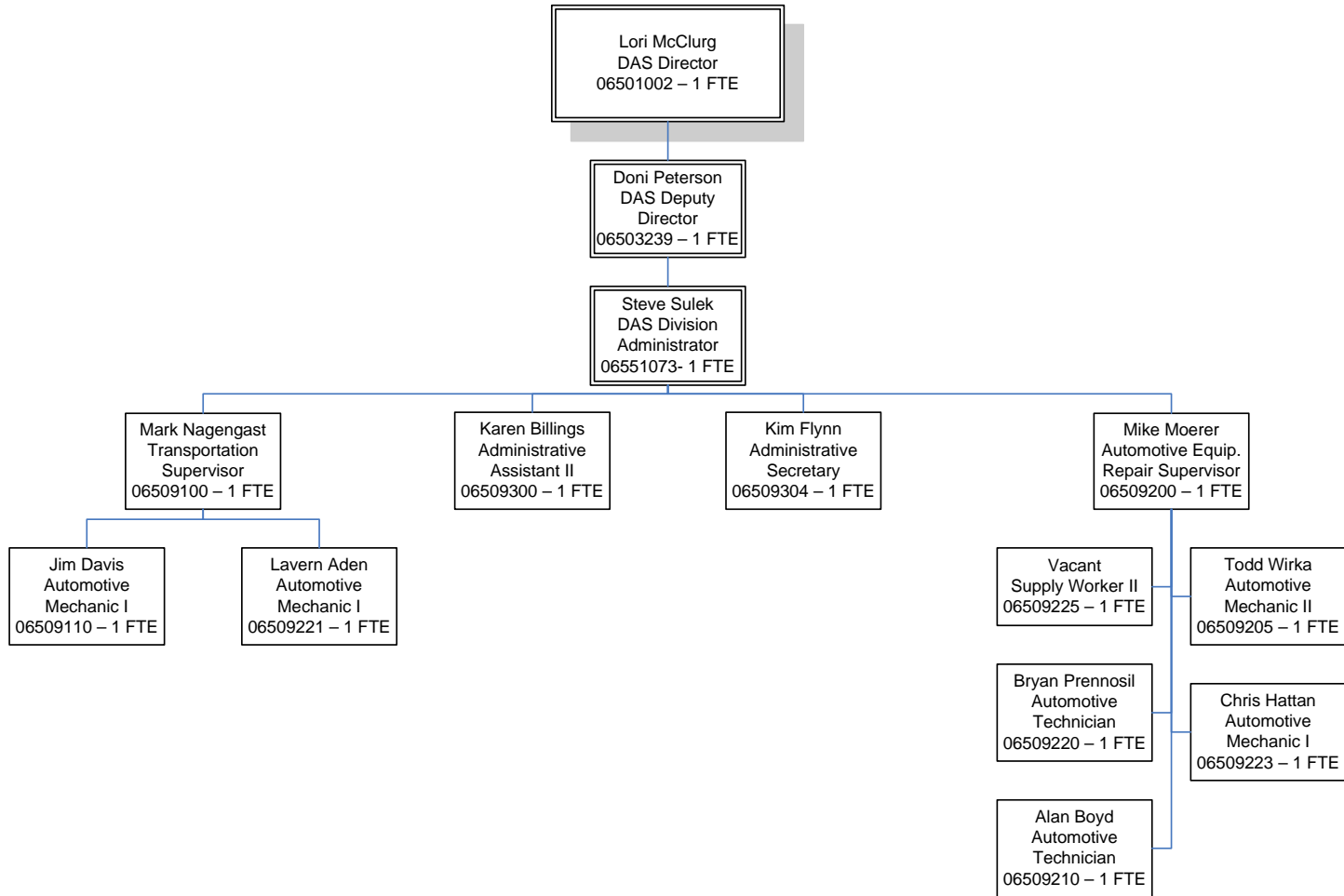
# Department of Administrative Services Task Force



Updated 1/31/2006

# Department of Administrative Services

## Transportation Services Bureau



Updated 11/30/2005