



AFFIRMATIVE ACTION PLAN

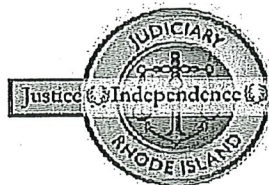
JULY 1, 2020

TO

JUNE 30, 2021

Submission Date: April 30, 2021

AFFIRMATIVE ACTION PLAN



RHODE ISLAND JUDICIARY

July 1, 2020 through June 30, 2021

Rhode Island Supreme Court
250 Benefit Street
Providence, RI 02903

Report Data FY2020
July 1, 2019 through June 30, 2020

Accepted and Approved by:

Paul A. Suttell

Chief Justice, Supreme Court

J. Joseph Baxter, Jr.

State Court Administrator

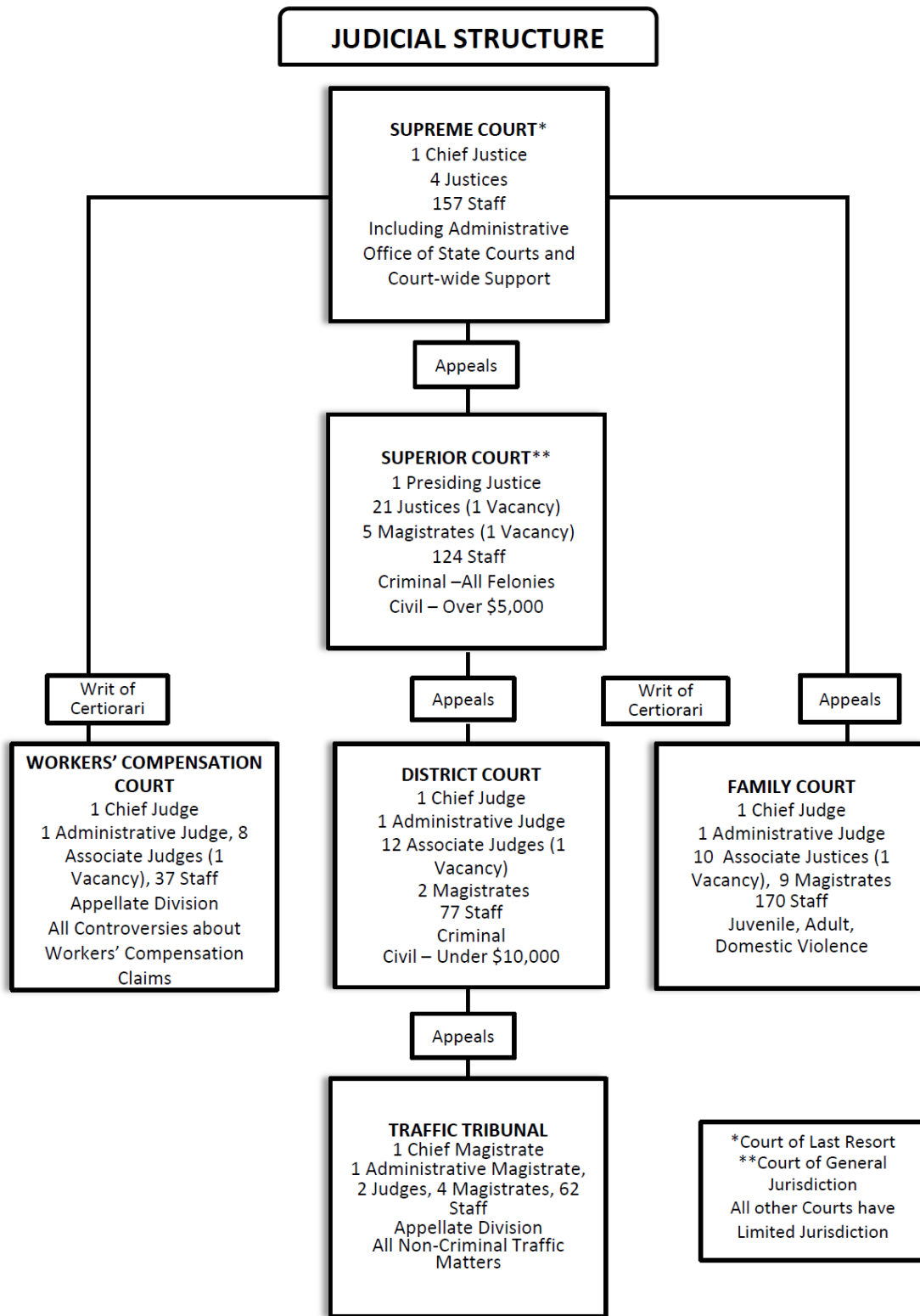
State Equal Opportunity Office Representative

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SECTION I

BRANCH ORGANIZATION AND STRUCTURE



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Supreme Court

Chief Justice: Paul A. Suttell

Associate Justices: Maureen McKenna Goldberg; Erin Lynch Prata;
William P. Robinson III; Melissa A. Long;

Licht Judicial Complex, 250 Benefit Street, Providence, Rhode Island 02903

Phone Number: (401) 222-3274

<u>DIVISION</u>	<u>DIVISION HEAD</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
Administrative Office	J. Joseph Baxter, Jr. State Court Administrator	250 Benefit Street Providence, RI 02903	222-3266
	Gail M. Valuk, Esq. Deputy State Court Administrator	250 Benefit Street Providence, RI 0293	222-3266
	Julie P. Hamil, Esq. General Counsel	250 Benefit Street Providence, RI 02903	222-3266
Community Outreach & Public Relations	Craig Berke Assistant State Court Administrator	250 Benefit Street Providence, RI 02903	222-4580
Appellate Screening	Martha F. Newcomb, Esq. Chief, Staff Attorney	250 Benefit Street Providence, RI 02903	222-8671
Administrative Asst./ Chief Justice	Meredith Renner Chief Supervisory Clerk	250 Benefit Street Providence, RI 02903	222-3074
Clerk's Office	Debra A. Saunders, Esq. Clerk	250 Benefit Street Providence, RI 02903	222-3272
Disciplinary Counsel	David D. Curtin, Esq. Chief Disciplinary Counsel	222 Quaker Lane Warwick, RI 02886	222-3270
Diversity Office	Dorca M. Paulino Diversity Coordinator	24 Weybosset Street Providence, RI 02903	222-8351
Domestic Violence Unit	Veronica Hobbs Executive Director Executive Administrator	1 Hill Street Pawtucket, RI 02860	729-4480
Employee Relations	Heather L. Martino Assistant State Court Administrator	250 Benefit Street Providence, RI 02903	222-2700
Facilities & Operations & Security	Stephen J. Kerr Assistant State Court Administrator	250 Benefit Street Providence, RI 02903	222-6700

Finance & Budget	Darlene L. Walsh Director of Finance	670 New London Avenue Cranston, RI 02920	275-6521
Law Clerk Department	Carol Bourcier-Fargnoli, Esq. Staff Attorney II	250 Benefit Street Providence, RI 02903	222-6536
Law Library	Colleen Hanna Chief Law Librarian	250 Benefit Street Providence, RI 02903	222-8649
Mandatory Continuing Legal Education	Donna Mesolessa Executive Director	250 Benefit Street Providence, RI 02903	222-8670
Judicial Planning	Jennifer M. Olivelli Assistant Administrator Policy and Programs	670 New London Avenue Cranston, RI 02920	275-2847
Judicial Records Center	Wendy Imondi Public Information Officer	5 Hill Street Pawtucket, RI 02860	721-2640
Judicial Technology Center	Peter Panciocco Assistant State Court Administrator	24 Weybosset Street Providence, RI 02903	222-8360

The Supreme Court consists of a Chief Justice and four (4) Associate Justices. In selecting Justices of the Supreme Court, the Judicial Nominating Commission publicly submits three (3) to five (5) names to the Governor. The Governor appoints a Justice from the names received and the Justice-designate must receive the advice and consent of both the Senate and House of Representatives.

As the court of last resort, the Supreme Court is the final interpreter of state law. The Supreme Court has final appellate jurisdiction over questions of law and equity, supervisory powers over other state courts and general advisory responsibility to the Legislative and the Executive branches of state government concerning the constitutionality of state laws. Regulating admission to the Rhode Island Bar and disciplining its members are also responsibilities of the Court.

The Supreme Court generally sits *en banc* (with all five members together) during the first two weeks of every month, except January and the summer months, to hear oral arguments. During oral argument weeks, the Court hears the cases that are scheduled for each day sequentially.

In full cases (also known as plenary cases) each side has thirty (30) minutes to verbally argue its position. The side challenging the lower court decision presents its oral argument first and may reserve ten (10) minutes for rebuttal. Each side argues motions, which generally involve fewer legal issues than plenary cases, for ten (10) minutes with no opportunity for rebuttal.

Once oral arguments have concluded, the Justices begin the task of making decisions and writing opinions. This process usually takes four (4) to six (6) weeks. Intensive research, and frequently, lengthy discussions precede the opinion writing process.

Between the time of oral arguments and the issuing of opinions, the Justices meet in private conferences, closed even to their staff, to discuss the cases and take preliminary votes on the outcome. Each

Justice discusses cases. One Justice is randomly assigned to write each opinion. If the proposed author is in the minority, a Justice from the majority will be assigned to write the majority opinion. The dissenting Justice drafts the dissenting and/or concurring opinions. Draft opinions are circulated privately among the Justices and revisions are made until an agreement is reached for a final draft.

Decisions of the Court are made public when the Court files them with the Clerk's Office of the Supreme Court. The Clerk's Office then sends copies of the decision to the attorneys in the case and makes copies available to the public.

In addition to the jurisprudential responsibilities, the Chief Justice also serves as the executive head of the judicial system and has authority over the judicial budget. The Chief Justice appoints a State Court Administrator and staff to handle budgetary and administrative tasks. The Administrative Office of State Courts oversees all personnel matters, legal and fiscal concerns, purchasing and other administrative functions for the entire state court system.

The unified court system consists of six state-funded courts, each having their own Chief Judge or Presiding Justice and administrator to handle internal court management.

Superior Court

Presiding Justice: Alice B. Gibney • Phone Number: (401) 222-3212

Associate Justices: Robert D. Krause; Melanie W. Thunberg; Nettie C. Vogel;
 Stephen P. Nugent; Susan E. McGuirl; Daniel A. Procaccini; Jeffrey A. Lanphear;
 William E. Carnes, Jr.; Kristen E. Rodgers; Brian P. Stern; Sarah Taft-Carter;
 Brian VanCougghen; Luis M. Matos; Joseph A. Montalbano; Richard A. Licht;
 Maureen B. Keough; Melisa E. Darigan; Richard D. Raspallo; Linda Rekas Sloan;
 R. David Cruise, One (1) Vacancy

Magistrate: John F. McBurney, III; John J. Flynn; One (1) Vacancy

Special Magistrate: Patrick T. Burke **General Magistrate:** Patricia L. Harwood

Licht Judicial Complex, 250 Benefit Street, Providence, Rhode Island 02903
 Phone Number: (401) 222-3250

<u>DIVISION</u>	<u>DIVISION HEAD</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
Administrative Office	Marisa P. Brown Superior Court Administrator	250 Benefit Street Providence, RI 02903	222-3215
	Maureen McIntyre Project Manager	250 Benefit Street Providence, RI 02903	222-3215
	Dana L. Smith Principal Planning and Program Specialist	250 Benefit Street Providence, RI 02903	222-3292
	John Capaldi Arbitration Program Administrator	250 Benefit Street Providence, RI 02903	222-6147
	Mary Smith Asst. Administrator Management/Finance	250 Benefit Street Providence, RI 02903	222-6147
Case Scheduling Office	Ann Sherman Project Coordinator	250 Benefit Street Providence, RI 02903	222-3602
Providence & Bristol Counties	Henry S. Kinch, Jr. Clerk	250 Benefit Street Providence, RI 02903	222-3250
Kent County	Nancy Striuli Clerk	222 Quaker Lane Warwick, RI 02886	822-6900
Newport County	John Graziano Clerk	45 Washington Square Newport, RI 02840	841-8330
Washington County	Danielle Keegan Clerk	4800 Tower Hill Road Wakefield, RI 02879	782-4121

Jury Commissioner	Eugene McCaffrey	250 Benefit Street	222-3245
	Jury Commissioner/ Raymond E. Gallogly	Providence, RI 02903	
	Deputy Administrator/Clerk	250 Benefit Street	822-6865
		Providence, RI 02903	

The Superior Court is the trial court of general jurisdiction and has original jurisdiction over all civil actions at law involving title or interest in real estate, except landlord and tenant actions, equity proceedings, and all other civil matters involving claims in excess of \$10,000. The court retains its equity jurisdiction even during arbitration, notwithstanding agreements providing otherwise.

When the Superior Court's equity jurisdiction is invoked, the court has jurisdiction over all other actions, including legal claims arising out of the same transaction or occurrence pursuant to applicable rules. In all other actions at law, whenever the claim is greater than \$5,000 and does not exceed \$10,000, the Superior Court has concurrent jurisdiction with the District Court.

The Superior Court shares jurisdiction with the Probate Court over matters involving replacing, removing, and filling the vacancy of a trustee under a trust established by will or with respect to tax minimization or estate planning. The Superior Court also has concurrent jurisdiction with the Probate Court over the name changes of persons eighteen years or older who have been convicted of a misdemeanor or felony.

The Superior Court has original jurisdiction over all crimes and offenses, both felonies and misdemeanors, except as otherwise provided by law. Consequently, all indictments by grand juries charged by the Department of Attorney General are returned to this court.

The Superior Court also hears appeals from decisions of local Probate and Municipal Courts. In addition, criminal and civil cases tried in the District Court, except as specifically provided by statute, are also brought to the Superior Court on appeal for a trial de novo. Other types of appeals and statutory proceeding, such as redevelopment, land condemnation, zoning appeals, administrative appeals, and enforcement of arbitrator's awards, also fall under the jurisdiction of the Superior Court.

Finally, the Superior Court shares concurrent jurisdiction with the Supreme Court over writs of habeas corpus, writs of mandamus, and certain other prerogative writs. The Supreme Court hears appeals from the Superior Court.

Family Court

Chief Judge: Michael B. Forte • Phone Number: (401) 458-5300

Associate Administrative Justice: Stephen J. Capineri

Associate Justices: Lauren D’Ambra; Debra E. DiSegna;

Karen Lynch Bernard; Patricia Asquith; Sandra A. Lanni;

Lia N. Stuhlsatz; Feidlim Gill; Richard A. Merola;

Elizabeth Ortiz Whited; One (1) Vacancy

General Magistrate: Daniel V. Ballirano

Magistrates: Jeanne L. Shepard; Angela M. Paulhus;

Edward H. Newman; Armando O. Monaco II;

Paul J. Jones, Jr.; Andrea Iannazzi; Alberto Aponte Cardona;

Denise C. Finkelman

Garrahy Judicial Complex, One Dorrance Plaza, Providence, RI 02903

Phone Number: (401) 458-5310

<u>DIVISION</u>	<u>DIVISION HEAD</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
Administrative Office	Ronald Pagliarini Chief of Staff	One Dorrance Plaza Providence, RI 02903	458-5262
Juvenile Services	Kevin Richard Executive Assistant/ Policy & Programs	One Dorrance Plaza Providence, RI 02903	458-3250
Collections Division	Michael Venturino Executive Director	One Dorrance Plaza Providence, RI 02903	458-3100
Domestic Clerk’s Office	Rhonda Salome Department Head	One Dorrance Plaza Providence, RI 02903	458-3200
Juvenile Clerk’s Office	Candace Saugy Department Head	One Dorrance Plaza Providence, RI 02903	458-3290
Court Appointed Special Advocate Unit	Andrew Johnson Director/CASA/GAL	One Dorrance Plaza Providence, RI 02903	458-3330
Family Service	Amanda Venturino Department Head	One Dorrance Plaza Providence, RI 02903	458-5417
Mediation	Lori Giarusso Mediator	One Dorrance Plaza Providence, RI 02903	458-5031
Women’s Services	Linda Lynch Department Head	One Dorrance Plaza Providence, RI 02903	458-5026

The Family Court was created to focus attention on and address problems involving families and children. The goals of the Family Court are to assist, protect, and if possible, restore a family whose well-being or unity is threatened.

The Family Court also ensures that children within its jurisdiction receive the care, guidance, and control conducive to their best interests and welfare. If children are removed from their parents' custody, the court also seeks to provide them with the equivalent of high-quality parental care.

The Family Court has jurisdiction to hear all petitions for divorce and any motions in conjunction with divorce proceedings, such as property distribution, alimony, child support, and child custody. The Family Court also hears petitions for separate maintenance and complaints regarding support for parents and children.

The Family Court has jurisdiction over matters relating to delinquent, wayward, dependent, neglected, abused, mentally deficient, or disordered children. The Family court also hears and determines all petitions for guardianship of any child who has been placed in the care, custody, and control of the Department of Children, Youth, and Families. The court also has jurisdiction over adoptions, child marriages, paternity proceedings, matters involving domestic relations, juveniles and all matters relating to the enforcement of laws regulating childcare providers and child placing agencies. The Supreme Court handles appeals from Family Court.

District Court

Chief Judge: Jeanne E. LaFazia • Phone Number: (401) 458-5200

Administrative Judge: Elaine T. Bucci

Associate Judges: Pamela Woodcock-Pfeiffer; Mary McCaffrey;
Anthony Capraro; Joseph T. Houlihan; Colleen Hastings;
Christine S. Jabour; Stephen M. Isherwood; James J. Caruolo;
Brian A. Goldman; Christopher K. Smith, Jr.; Melissa R. Dubose;
One (1) Vacancy

Magistrate: Joseph P. Ippolito, Jr.; James Patrick O'Neill

Garrahy Judicial Complex, One Dorrance Plaza, Providence, Rhode Island 02903
Phone Number: (401) 458-5400 (Clerk' Office)

<u>DIVISION</u>	<u>DIVISION HEAD</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
Administrative Office	Stephen C. Waluk Administrator	One Dorrance Plaza Providence, RI 02903	458-5207
	Lorraine A. Alfonso Assistant Administrator	One Dorrance Plaza	458-5223
	Vacant Chief Clerk	One Dorrance Plaza Providence, RI 02903	458-5207
Pretrial Services	Carol Giordano Director	One Dorrance Plaza Providence, RI 02903	458-3277
Second Division	Maureen Palazzo Supervisory Clerk	45 Washington Square Newport, RI 02840	841-8350
Third Division	Dawn Bellamy Administrative Clerk	222 Quaker Lane Warwick, RI 02886	822-6750
Fourth Division	Donna Avella Supervisory Clerk	4800 Tower Hill Road Wakefield, RI 02879	782-4131
Sixth Division	Nicholas Cote Assistant Administrator/ Office Services	One Dorrance Plaza Providence, RI 02903	458-3146

The jurisdiction of the District Court includes small claims, violations of municipal ordinances and regulations, misdemeanors when the right to a jury trial in the first instance has been waived and is the initial appearance for felonies and bail hearings. If a defendant invokes the right to a jury trial, the case is transferred to the Superior Court. Appeals from District Court decisions go to the Superior Court for a trial de novo.

Violations and hearings on involuntary hospitalization under the mental health, drug abuse, and alcoholism laws fall under the District Court's jurisdiction. The District Court also hears appeals from the state tax administrator as well as several regulatory agencies and boards and has the authority to order

compliance with its subpoenas and rulings. The court's jurisdiction includes all actions between landlords and tenants and all other actions for possession of premises and estates.

The District Court also hears violations of state and local housing codes, except when a Municipal Court has been established to handle these matters. Decisions in these areas are subject to review by only the Supreme Court.

Workers' Compensation Court

Chief Judge: Robert M. Ferrieri • Phone Number: (401) 458-5000

Administrative Judge: Steven A. Minicucci

Associate Judges: George T. Salem, Jr.; Robert E. Hardman;
Michael J. Feeney; Alfredo T. Conte; Susan Pepin Fay;
Keith A. Cardoza, Jr.; Kevin B. Reall; One (1) Vacancy

Garrahy Judicial Complex, One Dorrance Plaza, Providence, RI 02903

Phone Number: (401) 458-5000

<u>DIVISION</u>	<u>DIVISION HEAD</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
Administrative Office	John F. McBurney IV Executive Director	One Dorrance Plaza Providence, RI 02903	458-5000
	Nicholas M. DiFilippo Administrator	One Dorrance Plaza Providence, RI 02903	458-5000
Medical Advisory Board	Sheila Mitchell Administrator	One Dorrance Plaza Providence, RI 02903	458-3460

The Workers' Compensation Court, established in 1991, is comprised of a Chief Judge and nine (9) Associate Judges. The court has jurisdiction over employers and employees relative to work injuries, whether traumatic or occupational in nature, resulting in disability, medical, and hospital expenses, scarring, loss of use, reinstatement, and related issues. The court also retains jurisdiction over disputes between an insurance carrier and an employer under a workers' compensation insurance contract.

The Workers' Compensation Court has adopted its own rules of procedure and has periodically amended them to address statutory changes, which have revised the court's jurisdiction. The rules are published for use by the Rhode Island Bar and the public.

Six (6) basic objectives underlie workers' compensation laws:

1. To provide sure, prompt and reasonable income and medical benefits to work accident victims or income benefits to their dependents, regardless of fault.
2. To provide a single remedy and reduce court delays, costs, and workloads arising out of personal injury litigation.
3. To relieve public and private charities of financial drains incident to uncompensated occupational disabilities.
4. To regulate payment of fees to lawyers, physicians, and expert witnesses.
5. To encourage maximum employer interest in safety and rehabilitation through an appropriate experience-rating mechanism.
6. To promote frank study of the causes of accidents (rather than concealment of fault), thereby reducing the number of preventable accidents and consequent human suffering.

Traffic Tribunal

Chief Magistrate: Domenic A. DiSandro III • Phone Number: (401) 275-2800

Administrative Magistrate: Joseph A. Abbate

Associate Judges: Lillian M. Almeida; Edward C. Parker

Magistrates: William T. Noonan; Alan R. Goulart; Erika Kruse Weller; Michael DiChiro, Jr.

670 New London Avenue, Cranston, Rhode Island 02920

Phone Number: (401) 275-2801

<u>DIVISION</u>	<u>DIVISION HEAD</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
Administrative Office	Dennis G. Gerstmeyer Administrator	670 New London Avenue Cranston, RI 02920	275-2816

The judicial process of the Traffic Tribunal begins when a ticket is issued by law enforcement. The ticket is a legal document charging the litigant with a violation and a legal summons for their appearance for the hearing. It states the offense, the date, time, and place when they should appear.

If eligible, the litigant may pay the summons by mail or may appear in court at a hearing to contest the charges. If the litigant pays at least 7 days before their court hearing, he or she will have no court cost assessed and does not have to appear in court.

If a motorist has a good driving record they may request that their summons be dismissed upon payment of costs by pleading guilty with a good driving record. The motorist must appear in court to request this procedure. "Good driving record" means no moving violations within the three (3)* years prior to the current violation. (*Certain restrictions apply. Refer to G.L. 1956 (2010 Reenactment) § 31.41.1-7. Commercial driver's license (CDL) holders cannot seek dismissal under this statute.)

If an out-of-state motorist, they must bring a certified copy of their driving record from their home state to their arraignment.

If a litigant fails to appear in court, the following may occur:

1. A default judgment may be entered for the fines and costs;
2. The Judge\Magistrate may enter sanctions in addition to the fine amounts and costs, as applicable;
3. The offender's license may be suspended or revoked;
4. The offender's registration may be suspended or revoked;

If a hearing is required or the litigant wishes to contest this violation, they must appear in court on the date cited for a first appearance hearing. At their first appearance, the litigant may plead "guilty" to the charge(s) or plead not guilty and request a trial. If the litigant pleads "not guilty" to the violation, they can provide evidence at the trial to prove that they were not guilty of the violation. On the trial date all witnesses should be present. The State has the burden of proving the offense by clear and convincing evidence. If, after trial, the litigant is found not to have violated the law, the matter will be dismissed. If the litigant is found guilty of the violation, a judgment is entered, and the defendant is ordered to pay fines, fees, costs, and assessments and to comply with any additional sanctions imposed, which may include license or registration suspension or revocation.

If the defendant is found guilty after trial or has pleads guilty of the violation, the full payment of any fines, court costs and fees are due immediately. The Judge/Magistrate may also impose additional sanctions as allowed by law, including license or registration suspension or revocation.

If the litigant plead guilty or is found guilty after trial and cannot pay on that day, they will be given a date to come back to court for an Ability to Pay hearing where they will provide information to the judge who will determine if and when they can pay. Any defendant, who receives proper notice, that do not appear for any scheduled court dates, are subject to having a default judgment entered against them and could be subject to fines being imposed and may ultimately have their license suspended as a result of their failure to appear.

Any person who receives a third (3rd) summons after two (2) guilty adjudications for traffic offenses within twelve-month (12) period of time cannot plea or dispose of the charge by mail but must appear in person before a judge at the traffic tribunal or municipal court.

Any aggrieved party has a right to appeal any final judgment of the Traffic Tribunal or Municipal Court to the Appellate Panel of the Traffic Tribunal. The appellant must file a Notice of Appeal within ten (10) days of the imposition of sentence or judgment. The cost to file an appeal is \$25 plus any technology surcharge or filing fees. All appeals will follow the rules and procedures provided by law.

The Appellate Panel will review the record to determine if the judgment entered is in accordance with law. There will not be a new trial or evidentiary hearing unless remanded back to the trial court for further hearing.

PART B

PLAN ADMINISTRATION

1. STATEMENT OF POLICY ON NON-DISCRIMINATION AND HARASSMENT

The Rhode Island Judiciary is committed to encouraging and sustaining a work environment free from prohibited discrimination and harassment, fostering equal employment opportunities, and promoting public confidence in the fairness and integrity of the judicial system and judicial process. Accordingly, all forms of workplace discrimination and harassment—including sexual and/or non-sexual discriminatory harassment, are deemed unlawful and will not be tolerated. The Judiciary has established an internal non-discrimination and harassment policy to take appropriate disciplinary or corrective actions against anyone who engages in discriminatory or harassing conduct.

2. STATEMENT OF POLICY ON EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

The Rhode Island Judiciary is actively committed to equal employment opportunity and affirmative action.

Employment

All employment decisions will promote the principles of equal opportunity. The Rhode Island Judiciary will post all vacancies and examination announcements on employee bulletin boards, on ApplyRI, and on the Judiciary's website under the *Employment Opportunities* section. Additionally, the Supreme Court Diversity Office will distribute vacancies on career management websites administered by colleges, universities, and service organizations. Community outreach partners and service organizations on the Judiciary's outreach list will also receive notices of vacancy announcements.

The following areas will be administered without regard to race, color, age, country of ancestral or national origin, genetic information, religion, disability status, military status, marital status, pregnancy status, political affiliation, whistleblower activity, status with regard to public assistance, sexual orientation, gender identification/expression, or any other protected class, category, or characteristic: hiring; salary/wages; layoffs; promotions; demotions; work assignments; leave; training; appointments; and discipline.

Recruitment

The Rhode Island Judiciary will post all vacancy announcements, recruit, hire, train, and promote persons in all job classifications without regard race, color, age, country of ancestral or national origin, genetic information, religion, disability status, military status, marital status, pregnancy status, political affiliation, whistleblower activity, status with regard to public assistance, sexual orientation, gender identification or expression, or any other protected class, category, or characteristic. In addition to posting vacancy announcements online and in each state court building, the Judiciary has implemented an outreach program with the mission of increasing public awareness of career opportunities in the judicial branch of government. Dorca M. Paulino, Diversity Coordinator, led outreach efforts from July 1, 2019, to June 30, 2020. Consequently, the Judiciary partnered with middle schools, high schools, colleges, universities and service organizations to encourage candidates from underrepresented backgrounds to consider the Judiciary as a potential place of employment. Additional information regarding outreach programs and recruitment efforts can be found on the *Posting of Positions and Public Awareness* section (p.67).

Sexual Harassment

Harassment by supervisors or co-workers in employment or service delivery based on race, color, age, country of ancestral or national origin, genetic information, religion, disability status, military status, marital status, pregnancy status, political affiliation, whistleblower activity, status with regard to public assistance, sexual orientation, gender identification/expression, or any other protected class, category, or characteristic is an unlawful employment practice. Harassment is defined as verbal or physical interference of an individuals work performance, or creating an intimidating hostile or offensive working environment. Sexual harassment

includes unwanted sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. Harassment based on race or national origin includes ethnic, religious, or racial slurs and other verbal or physical conduct related to a person's race, religion, national origin, sexual orientation, gender identification, or expression. The Rhode Island Judiciary is committed to encouraging and sustaining an environment free from sexual harassment. The Employee Relations Office offered sexual harassment training to new hires and existing employees on September 20, 2019. Additional information regarding training participation can be found on pages 27 and 65.

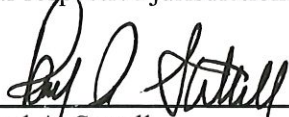
Program Coordinator

The Rhode Island Judiciary is committed to continue identifying and eliminating discrimination in past and current employment practices. Dorca M. Paulino has been designated as the Judiciary's Diversity Coordinator, a full-time position responsible for ensuring compliance with federal and state laws and regulations regarding equal employment opportunity. In this capacity, the Diversity Coordinator works with the Chief Judges and Administrators to support recruitment efforts and to serve Judiciary employees. The Diversity Coordinator leads community outreach efforts, manages the employment education program, the shadow program, and partners with middle schools, high schools, colleges, universities, and service organizations to educate the public about career opportunities across the Judiciary and about the required skills and qualifications necessary for appointment. Additional activities of the Diversity Coordinator include managing the cultural-awareness training program, gathering statistical data, serving as chair of Equal Employment Opportunity Advisory Committee, setting goals and timetables, monitoring the applicant pool, and working with the appropriate authorities to address inquiries regarding diversity and inclusion in the workplace.

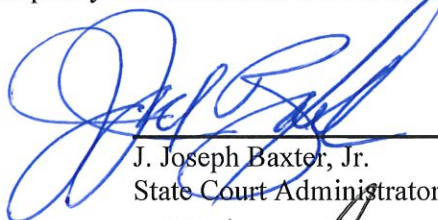
Americans with Disabilities Act Program Coordinator

Julie P. Hamil, Esquire is designated as the 504 Coordinator and the ADA Coordinator.

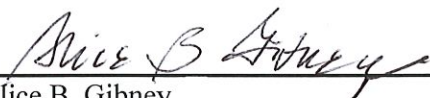
We, the undersigned, concur in the above-referenced policy statements and will ensure its implementation in our respective jurisdictions.



Paul A. Suttell
Chief Justice, Supreme Court



J. Joseph Baxter, Jr.
State Court Administrator



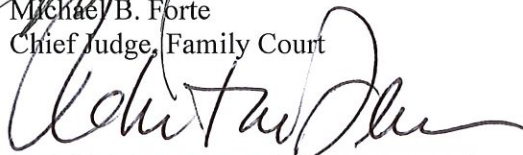
Alice B. Gibney
Presiding Justice, Superior Court



Michael B. Forte
Chief Judge, Family Court



Jeanne Lafazia
Chief Judge, District Court



Robert M. Ferrieri
Chief Judge, Workers' Compensation Court



Domenic A. DiSandro III
Chief Magistrate, Traffic Tribunal

**3. EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE
NAMES, TITLES, RACE, AND GENDER OF MEMBERS OF THE COMMITTEE:**

Dorca M. Paulino
Diversity Coordinator
Supreme Court
222-8351
F2

Oscar N. Gonzalez
Intake Social Worker
Family Court
401-458-5028
M2

Gabriela C. Caraballo
Deputy Clerk
Workers' Compensation Court
458-5000
F2

Alido A. Baldera
Chief Supervisory Clerk Assistant
District Court
458-5400
M2

John M. Ricci
Deputy Administrator
Traffic Tribunal
275-2854
M5

Maureen A. McIntyre
Project Manager
Superior Court
222-3215
F5

DUTIES/RESPONSIBILITIES

The mission of the Equal Employment Opportunity Advisory committee is to provide two-way communication and suggestions on various aspects of the equal opportunity program to the appointing authorities and the Equal Opportunity Coordinator. The functions of the committee are as follows: to advise but not perform; develop short-term objectives; identify areas of possible underutilization or discrimination; assist with preparing the affirmative action plan; monitor the progress of action goals and programs; make recommendations to improve, if necessary; review progress reports; and issue progress reports to the head of the Rhode Island Judicial branch of government. The chairperson will prepare an agenda for meetings, preside over committee meetings, and submit any committee reports to the head of the Judicial branch. The secretary will preside over meetings in the absence of the chairperson, record minutes of meetings, and prepare minutes for distribution.

**ADDITIONAL RESPONSIBILITIES OF THE EQUAL EMPLOYMENT OPPORTUNITY
ADVISORY COMMITTEE:**

1. To communicate and to promote the committee's mission by sharing, encouraging and engaging others in existing diversity and inclusion practices;
2. To support outreach efforts by providing suggestions and feedback;
3. To stimulate employee interest and participation in equal employment opportunity objectives;
4. To make recommendations to help enhance existing internal diversity practices; and
5. To review the outreach list and recommend potential community partners.

The Equal Employment Opportunity Advisory Committee met on January 28, 2020. The agenda items included reviewing the Judiciary's FY2018-FY2019 Affirmative Action Plan, discussing the activities of the employment education program, the shadow program, and the training program, and discussing recent outreach efforts. See page 119 of the Appendix for meeting minutes.

4. DIVISION HEADS, SUPERVISORS, PERSONNEL/EMPLOYEE RELATIONS OFFICERS

All appointing authorities, court administrators, division heads, supervisors, designated employees within each court, and the equal employment opportunity (EEO) program coordinator are directly responsible for successful application of this policy. All designated employees are responsible for working with the Judiciary's program coordinator in the development of goals and timetables for affirmative action, and for demonstrating positive results in the employment, appointment, and delivery of services to racial/ethnic minorities, women, veterans and persons with disabilities.

The Employee Relations Office has continued to collect and maintain hiring, promotion, and termination data, and makes it available to the EEO program coordinator for reporting to the appointing authorities, the Equal Employment Opportunity Advisory Committee, the Department of Justice Office of Civil Rights, and periodically to the State Equal Opportunity Office in the prescribed forms. By policy, the court administrators will ensure that every terminating/transferring employee in their respective courts receive an exit interview form and the means to submit that form to the State Equal Opportunity Office. All efforts will be documented by asking employees to acknowledge receipt of the exit interview forms and by recording these acknowledgments in the Employee Relations Office.

5. PROGRAM COORDINATOR

The preceding policy statement designates Dorca M. Paulino, Diversity Coordinator, as the EEO program coordinator. The signers acknowledge their responsibility for application of the policy, and the EEO program coordinator will assist them in that effort. The program coordinator shall distribute copies of the approved affirmative action plan to all signers so that a copy is available in each court administrative office. The program coordinator and the court administrators will identify and list public and employee posting locations where policy statements will be displayed. Employee posting locations will also display internal and State Equal Opportunity Office guidelines and complaint procedures. The members of the Equal Employment Opportunity Advisory Committee will assist in monitoring these displays.

6. AMERICANS WITH DISABILITIES ACT/504 COMPLAINT PROCEDURE

The Rhode Island Judiciary has developed a voluntary internal grievance procedure to address complaints alleging any action prohibited by the Americans with Disabilities Act of 1990 and/ or Section 504 of the Rehabilitation Act of 1973. Complaints should be addressed to the ADA/504 program coordinator. This complaint procedure will provide prompt and equitable resolution of complaints alleging any discrimination against persons on the basis of disability in employment matters and/or in the provision of services by the State court system or its personnel and which complaints allege acts or omissions prohibited by the Americans with Disabilities Act and/or Section 504 of the Rehabilitation Act of 1973.

Complainants seeking to file a grievance should submit the complaint in writing by completing the Judiciary's Americans with Disabilities Act Complaint Form. The form can be found on the Judiciary's website, on the appendix section of the Affirmative Action Plan, or it can be provided upon request. Complaints shall be submitted to the ADA/504 program coordinator within ten (10) business days after the complainant becomes aware of the alleged violation.

Upon request, alternative means of filing complaints shall be made available for persons seeking such accommodation on the basis of a disability. Complaints filed by alternative means must include the name, address, telephone number, email address, and brief description of the alleged violation including the date(s) and parties involved.

An investigation, as may be appropriate, will follow the filing of a complaint. The investigation will be conducted by the ADA/504 program coordinator, or his/her designee, in consultation with the State Court Administrator for Employee Relations, and the Judicial Equal Opportunity Officer, and other court personnel, as warranted. This procedure contemplates informal but thorough investigation affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. Mediation may be offered to the complainant at this level.

At the conclusion of the investigation, the ADA/504 program coordinator shall prepare a report that will make a written determination as to the validity of the complaint and a description of the resolution, if any. The ADA/504 program coordinator will forward a copy of the report to the complainant within fifteen (15) business days after the complaint was received, unless further time is necessary or the deadline is extended by all parties and in writing.

If the response by the ADA/504 program coordinator does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision to the State Court Administrator within fifteen (15) business days after receipt of the report. Within (15) business days after receipt of the appeal, the State Court Administrator or his/her designee will investigate the complaint and respond in writing with a final determination and resolution of the complaint. Alternative accessible formats shall be made available upon request for persons seeking an accommodation.

The ADA/504 program coordinator will maintain the files and records relating to the complaints filed. Complaints will remain confidential except to the extent necessary to conduct a review of the facts and to the extent authorized by law.

7. DISSEMINATION OF PLAN & POLICY

INTERNAL AND EXTERNAL DISSEMINATION

The EEO program coordinator shall distribute copies of the approved affirmative action plan to all signers so that a copy is available in each court administrative office. The program coordinator and the court administrators will identify and list public and employee posting locations where policy statements will be displayed. Employee posting locations will also display internal and State Equal Opportunity Office guidelines and complaint procedures. The members of the Equal Employment Opportunity Advisory Committee will assist in monitoring these displays. Internally, the Judiciary will disseminate the affirmative action plan by maintaining a copy on the Judiciary's intranet under the "Diversity Tab." Externally, the Judiciary has provided instructions to make members of the public aware of how they can obtain a copy of the plan. The instructions can be found on <https://www.courts.ri.gov>, under the "Employment Opportunities" tab.

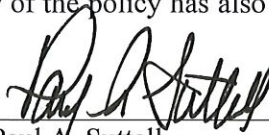
8. POLICY STATEMENTS

a. POLICY TO HANDLE COMPLAINTS OF ALLEGED DISCRIMINATION

Supervisors, appointing authorities, and the Judiciary's Employee Relations Office and the Diversity Office will accept from both employees and applicants in the Rhode Island Judiciary, complaints of discrimination that are based on race, color, age, religion, country of ancestral origin or national origin, genetic information, disability status, military status, marital status, pregnancy status, political affiliation, whistleblower activity, status with regard to public assistance, sexual orientation, gender

identification or expression, sexual harassment, or any other protected class, category or characteristic. Individuals seeking to file a discrimination complaint will be afforded the option to file a verbal or a written complaint. Written complaints may be submitted by completing the *Judiciary's Non-Discrimination and Harassment Complaint Form* attached on page 100 of the Appendix.

Employee posting locations will also display internal and State Equal Opportunity Office guidelines and complaint procedures. Members of the Equal Employment Opportunity Advisory Committee will assist in monitoring these displays. A copy of the policy has also been posted on the Judiciary's intranet.




Paul A. Suttell
Chief Justice, Supreme Court

b. POLICY ON CONTRACTS

The Rhode Island Judiciary is subject to Item 27 of the Judiciary's General Conditions of Purchase (Appendix A of Judicial Purchasing Rules and Regulations), which shall require all vendors sign contracts containing an Equal Opportunity Clause.

The Clause shall state that the parties agree to adhere to Federal Executive Orders 11246, 11375, 11625, and 11830, and Chapter 5.1 of Title 28 of the General Laws of Rhode Island.

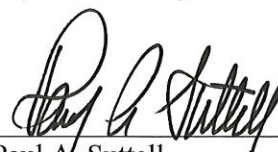


Paul A. Suttell
Chief Justice, Supreme Court

c. POLICY ON SERVICE DELIVERY

The Rhode Island Judiciary shall render services to the citizens of Rhode Island without discrimination based on race, color, age, religion, country of ancestral origin or national origin, genetic information, disability status, military status, marital status, pregnancy status, political affiliation, whistleblower activity, status with regard to public assistance, sexual orientation, gender identification or expression, sexual harassment, or any other protected class, category or characteristic. Further, the Judiciary shall ensure that discrimination does not exist in any programs, activities, and subsequent treatment provided by the Judiciary.

If anyone feels that they have been discriminated against, they may contact **J. Joseph Baxter, Jr., State Court Administrator, 250 Benefit Street, Providence, RI 02903, (401) 222-3263 (v), (401) 222-3269(tty).**



Paul A. Suttell
Chief Justice, Supreme Court

d. POLICY STATEMENT FOR INDIVIDUALS WITH DISABILITIES, DISABLED VETERANS AND COVERED VETERANS

It has been and will continue to be the policy of the Rhode Island Judiciary to comply with Section 504 of the Rehabilitative Act of 1973, with the Americans with Disabilities Act of 1990, with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and with RI General Law 28-5-1, Executive Order 92-2 to take affirmative action to employ, promote, and otherwise treat qualified individuals with disabilities and veterans at all job levels. This policy includes the equal treatment of qualified individuals with disabilities, disabled veterans, injured veterans, recently separated veterans, covered veterans, Vietnam era veterans, and any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. All employment decisions will be considered with the principles of equal opportunity with respect to recruitment, hiring, training, promotion, compensation, and other terms and conditions of employment.

As executive head of the Rhode Island Judiciary (G.L. 1956 8-15-2), I, Paul A. Suttell, Chief Justice of the Supreme Court, shall be responsible for the implementation of this program. I designate Dorca M. Paulino, EEO Program Coordinator, to coordinate the aforementioned programs in collaboration with Julie P. Hamil, 504 Coordinator and ADA Coordinator. Through this policy, individuals who identify as disabled, disabled veterans and veterans will be afforded the opportunity to request reasonable accommodations in the workplace when necessary.

Within the Judiciary, the policy will attract all applicants and employees who meet the aforementioned criteria to identify themselves so that they may benefit from this policy. This will be accomplished by posting the policy in all judicial facilities, including the policy in the judiciary's intranet, and by holding special meetings with executive and supervisory personnel to ensure understanding and commitment to the policy. Periodic meetings or trainings will be offered to educate all employees of any changes in said policy.

Externally, the Judiciary implemented the policy by taking the following actions:

1. Making special efforts to maintain contacts with service organizations dealing in the area of individuals with disabilities, veterans and disabled veterans;
2. Stating in recruiting advertisements and outreach efforts our intent to comply with this policy;
3. Partnering with local community organizations to educate individuals with disabilities, veterans and disabled veterans about how to navigate the ApplyRI system; and
4. Creating a platform to facilitate communication between the Judiciary and external service organizations dealing in the area of individuals with disabilities, veterans and disabled veterans.

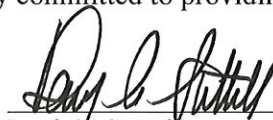
Additionally, the following actions will be taken continuously:

1. Review positions and job descriptions to ensure that they are job-related and that they do not discriminate, either overtly or covertly, toward the individuals with disabilities, veterans and disabled veterans;
2. Ascertain that recruitment, promotions, and training are readily available to individuals with disabilities, veterans and disabled veterans;
3. Provide internal training to ensure individuals with disabilities who require reasonable accommodations understand their employment rights under the American with Disabilities Act and how to seek enforcement; and
4. Monitor job sites to ensure the physical environment will be accessible to individuals with disabilities.

In an effort to reinforce said policy, the Judiciary's EEO Program Coordinator will:

1. Serve as liaison between the Judiciary and enforcement agencies;
2. Lead the Affirmative Action Plan development and implementation process;
3. Create modes of internal and external communication; and
4. Work with the ADA/504 Coordinator to assure compliance with said policy.

The Rhode Island Judiciary is unyieldingly committed to providing equal opportunity to all.



Paul A. Suttell
Chief Justice, Supreme Court

e. COMPLIANCE WITH GENDER DISCRIMINATION

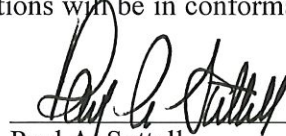
The Rhode Island Judiciary will not discriminate in employment on the basis of gender. The Rhode Island Judiciary is committed to identifying and eliminating past and present effects of discrimination in employment. To promote equal opportunity, the Judiciary recognizes the need to take affirmative action to identify classifications with the under-representation of females; to set goals and timetables for increasing the employment of underrepresented groups; and to develop an affirmative action plan for implementing those reasonable goals through outreach, recruitment, training, and other special activities and commitments. In addition to posting vacancy announcements on the Rhode Island Department of Labor and Training website and the Rhode Island Judiciary website, and sharing job postings with community partners on the Judiciary's outreach referral list, opportunities for employment are posted in all court buildings, and job search engines administered by colleges, universities, and service organizations.



Paul A. Suttell
Chief Justice, Supreme Court

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

The Rhode Island Judiciary will not discriminate in employment based on religion, national origin, or ancestry. In response to an employee's request for religious accommodation, the Rhode Island Judiciary, through the following alternatives, will provide reasonable accommodations for religious practices as follows: permitting, with supervisory approval, voluntary substitution; creating a flexible work schedule; and considering changes in job assignments or the possibility of transfers. For represented employees, religious accommodations will be in conformance with the appropriate labor agreement provisions.



Paul A. Suttell
Chief Justice, Supreme Court

g. PROHIBITION AGAINST RETALIATION

Retaliation in any form against anyone who complains of discrimination or harassment, who cooperates with or assists in the investigation of such complaints, or who otherwise opposes any practice forbidden under this policy, is expressly prohibited and may result in disciplinary action against the retaliator(s). *See* RIGL §§ 28-5-1, et seq., 28-50-3. Retaliation may include, but is not limited to, interference through intimidation, including threats, coercion, penalties, adverse actions, reprisals, or other unlawful conduct, with an individual's or groups' work environment, with any term or condition of an individual's or group's employment, or with any of an individual's or group's rights or privileges secured under the law.

PART C

PROGRAM STATISTICS

AGENCY: Judicial

DATE: June 30, 2020

DISCIPLINARY ACTION

DISCIPLINARY ACTION TAKEN	1 Black or African American (NHL+)		2 Hispanic or Latino		3 American Indian or Alaska Native (NHL+)		4 Asian (NHL+)		5 White (NHL+)		6 Native Hawaiian or Other Pacific Islander (NHL+)		7 Two or More Races (NHL+)		Disabled		Veterans	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Suspension (Indefinitely)																		
Suspension (Specified Time)							1		2									
Loss of Pay									1									
Written Reprimand		1							1	3								
Duty On Off Days																		
Oral Reprimand				1					2	3								
Termination									1	2					1			
Other (Explain)																		
TOTAL		1		1				1	4	11					1			

APPLICANT DATA

AGENCY: Judicial DATE: June 30, 2020

Classification	Position Number	EEO Category	Union	Non-Union	List	No List	Applicants				Hire	Promotion	Transfer Within	Terminations	Grade	
							White Male	Minority	Female	Disabled						Veterans
A																
Administrative Manager-Division Unit	460	A		X		X	46	38	109	3	10	M5			8834A	
Associate Justice	142	A		X		X								M5	8805A	
Associate Justice	4	A		X		X								F5	8810A	
Deputy Administrator Clerk	400	A		X		X			1				F5		8834A	
Deputy Disciplinary Counsel	1	A		X		X							F5		8831A	
Principal Assistant Administrator	465	A		X		X	23	47	111	2	1	F5			8825A	
Supreme Court Justice	432	A		X		X								M5	8808A	
				7		7	69	85	221	5	11	2	1	4		
B																
Classification	Position Number	EEO Category	Union	Non-Union	List	No List	White Male	Minority	Female	Disabled	Veterans	Hire	Promotion	Transfer Within	Terminations	Grade
Chambers Law Clerk	922	B		X		X			1			F5				8823A
Chambers Law Clerk	894	B		X		X			1			F5				8823A
Chambers Law Clerk	919	B		X		X	1					M5				8823A
Chambers Law Clerk	893	B		X		X			1			F5				8823A
Chambers Law Clerk	917	B		X		X	1					M5				8823A
Chambers Law Clerk	920	B		X		X	1					M5				8823A
Chambers Law Clerk	921	B		X		X	1					M5				8823A
Law Clerk	87	B		X		X			1			F5				8823A
Law Clerk	70	B		X		X			1			F5				8823A
Law Clerk	71	B		X		X			1			F5				8823A
Law Clerk	72	B		X		X	1					M5				8823A
Law Clerk	606	B		X		X			1			F5				8823A
Law Clerk	626	B		X		X			1			F5				8823A
Law Clerk	74	B		X		X			1			F5				8823A
Law Clerk	605	B		X		X			1			F5				8823A
Law Clerk	75	B		X		X	1					M5				8823A
Staff/Attorney II	939	B		X		X	13	2	15		1	F5				8830A

B		Position Number	EEO Category	Union	Non-Union	List	No List	White Male	Minority	Female	Disabled	Veterans	Hire	Promotion	Transfer Within	Terminations	Grade
Classification		934	B	X			X			1				F5			4429A
Administrative Clerk I													F5				8823A
Chambers Law Clerk		923	B		X		X			1							8823A
Chambers Law Clerk		926	B		X		X	1					M5				8823A
Clinical Social Worker		524	B	X			X			1				F5			J324
Clinical Social Worker		523	B	X			X			1				F5			J324
Coordinator Special Projects		463	B	X			X			1				F5			4427A
Deputy Chief Investigator		5	B	X			X	1					M5				4426A
Law Clerk		76	B		X		X			1			F5				8823A
Law Clerk		77	B		X		X			1			F5				8823A
Law Clerk		78	B		X		X			1			F5				8823A
Law Clerk		79	B		X		X	1					M5				8823A
Law Clerk		80	B		X		X		1				F1				8823A
Law Clerk		81	B		X		X			1			F5				8823A
Law Clerk		82	B		X		X			1			F5				8823A
Law Clerk		83	B		X		X	1					M5				8823A
Law Clerk		84	B		X		X			1			F5				8823A
Law Clerk		85	B		X		X			1			F5				8823A
Law Clerk		65	B		X		X			1			F5				8823A
Monitoring and Evaluation Specialist		458	B		X		X	1						M5			8823A
Project Coordinator		464	B	X			X			1				F5			4426A
Project Manager		36	B		X		X			1				F5			8830A
Project Manager II		4	B		X		X			1				F5			8832A
Staff Attorney III		318	B		X		X	14	2	12			F5				8832A
Staff Attorney V		518	B		X		X			1				F5			8836A
Supervising Coordinator		522	B	X			X			1				F2			8829A

B		Position Number	EEO Category	Union	Non-Union	List	No List	White Male	Minority	Female	Disabled	Veterans	Hire	Promotion	Transfer Within	Terminations	Grade
Law Clerk	44	B		X			X									F5	8823A
Law Clerk	37	B		X			X									F5	8823A
Law Clerk	40	B		X			X									F5	8823A
Law Clerk	67	B		X			X									F5	8823A
Law Clerk	626	B		X			X									F5	8823A
Law Clerk	606	B		X			X									F5	8823A
Law Clerk	46	B		X			X									F5	8823A
Law Clerk	43	B		X			X									M5	8823A
Law Clerk	36	B		X			X									M5	8823A
Law Clerk	39	B		X			X									M5	8823A
Law Clerk	42	B		X			X									M5	8823A
Law Clerk	86	B		X			X									M5	8823A
Law Clerk	33	B		X			X									M5	8823A
Law Clerk	65	B		X			X									M5	8823A
Law Clerk	66	B		X			X									M5	8823A
Law Clerk	605	B		X			X									M5	8823A
Law Clerk Chambers	889	B		X			X									F5	8823A
Law Clerk Chambers	886	B		X			X									F5	8823A
Law Clerk Chambers	918	B		X			X									F5	8823A
Law Clerk Chambers	74	B		X			X									F5	8823A
Law Clerk Chambers	937	B		X			X									F5	8823A
Law Clerk Chambers	888	B		X			X									F5	8823A
Law Clerk Chambers	895	B		X			X									M5	8823A
Law Clerk Chambers	896	B		X			X									M5	8823A
Law Clerk Chambers	936	B		X			X									M5	8823A

B		Position Number	EEO Category	Union	Non-Union	List	No List	White Male	Minority	Female	Disabled	Veterans	Hire	Promotion	Transfer Within	Terminations	Grade
Classification																	
Senior Administrative Aide		327	B	X		X										F5	4421A
Senior Administrative Aide		20	B	X		X										M5	4421A
Senior Management Analyst		321	B	X		X										M5	4423A
Senior Monitoring and Evaluation Specialist		71	B	X		X										M5	8825A
Staff Attorney III		261	B		X											M5	8832A
C																	
Classification																	
Customer Service Clerk I		404	C	X		X		1						M5			4420A
Project Coordinator		60	C	X		X		1						M5			4426A
Project Coordinator		622	C	X		X		1						M5			326A
Senior Project Manager		66	C		X	X		1						M5			8823A
D																	
Security Officer		796	D	X		X		29	20	11	1	6	M5				4419A
E																	
Administrative Assistant		411	E	X		X		1						M5			J320
Assistant Intake Supervisor		377	E		X	X		1						M5			8828A
Coordinator of Special Projects		1	E		X	X										F2	8827A
Deputy Clerk		217	E	X		X		2	2	16				F5			4420A
Deputy Clerk		884	E	X		X		6	8	25				F1			4420A
Deputy Clerk		455	E	X		X		9	6	16		2		F5			4420A
Deputy Clerk I		283	E	X		X		6	6	13		1		F5			J324A
Deputy Clerk I		286	E	X		X		6	6	13		1		M1			J324A
Seasonal Administrative Assistant		73	E		X	X				1			F5				420H
Special Assistant		321	E		X	X										F5	8829A
				6	4	0	10	31	28	84		4	1	7		2	

F		Position Number	EEO Category	Union	Non-Union	List	No List	White Male	Minority	Female	Disabled	Veterans	Hire	Promotion	Transfer Within	Terminations	Grade
Administrative Assistant		455	F	X			X	19	44	117	1	1	F5				4429A
Administrative Clerk of Office Services		847	F	X			X	4	3	17				F5			4427A
Associate Executive Assistant		31	F		X		X	33	29	100	6	12	F5				8826A
Associate Executive Assistant		461	F		X		X	50	62	163	6	12		F5			8826A
Court Reporter		29	F	X			X	1	4	11			F5				127A
Electronic Court Reporter		239	F	X			X	7	17	36			M5				119A
General Operations Assistant		306	F	X			X	1	3	13				F5			J314
General Operations Assistant		82	F	X			X	3	3	14		1		F5			J314
General Operations Assistant		186	F	X			X	3	3	14		1		F5			J314
General Operations Assistant		510	F	X			X	3	3	14		1	M5				J314
General Operations Assistant		385	F	X			X			1				F5			J314
Program Coordinator		466	F	X			X	1						M5			8819A

F	Classification	Position Number	EEO Category	Union	Non-Union	List	No List	White Male	Minority	Female	Disabled	Veterans	Hire	Promotion	Transfer Within	Terminations	Grade
	Administrative Clerk I	933	F	X			X			1				F5			4429A
	Associate Executive Assistant	462	F		X		X	1						M5			8826A
	Associate Executive Assistant	47	F		X		X			1				F5			8826A
	Data Entry Operator	7	F	X			X			1			F5				J312
	Data Entry Operator -Seasonal	8	F		X		X			1			F5				420H
	Deputy Clerk I	198	F	X			X	4	6	13				M5			4424A
	Deputy Clerk I	229	F	X			X	6	5	10				F5			4424A
	Deputy Clerk I	418	F	X			X	6	5	10				F5			4424A
	Deputy Clerk I	459	F	X			X	1						M5			4425A
	Deputy Clerk Interpreter	936	F	X			X	1	34	30		1		F2			4420A
	Deputy Clerk I	316	F	X			X			1				F5			4424A
	General Operations Assistant	344	F	X			X	35	71	163	6	5		F5			4414A
	General Operations Assistant	375	F	X			X	31	93	185	3	7	F5				4414A
	General Operations Assistant	376	F	X			X	31	93	185	3	7	F5				4414A
	General Operations Assistant	370	F	X			X	36	81	159	5	3	F5				4414A
	General Operations Assistant	254	F	X			X	37	92	195	4	5	F2				4414A
	General Operations Assistant	506	F	X			X			1			F5				J314
	General Operations Assistant	394	F	X			X		1	1				F2			4414A
	Information Systems Specialist	68	F	X			X	8	14	12		1	M2				4419A
	Principal Assistant Administrator	525	F		X		X	1						M5			8825A
	Project Specialist	2	F	X			X			1			F5				J321
	Seasonal Special Assistant	505	F		X		X			1			F5				220H
	Senior Operations Clerk	6	F	X			X		1	1				F1			4418A
	Special Assistant	69	F		X		X	1						M5			8829A
	Special Assistant	467	F		X		X			1				F5			8829A
	Special Assistant	68	F		X		X	1						M5			8829A
	Sr. Administrative Aide -Grand Jury	327	F	X			X	2	4	11				F5			4421A

F		Position Number	EEO Category	Union	Non-Union	List	No List	White Male	Minority	Female	Disabled	Veterans	Hire	Promotion	Transfer Within	Terminations	Grade
Administrative Clerk I	935	F	X			X	X			1				F5			4429A
Assistant Clerk	392	F	X			X	X									F5	4418A
Assistant Supervisory Clerk	10	F	X			X	X									F5	4422A
Court Reporter	29	F	X			X	X									F5	127A
Court Reporter	20	F	X			X	X									F5	127A
Customer Services Clerk	920	F	X			X	X									F5	4418A
Data Entry (Seasonal)	321	F		X			X									M5	420H
Deputy Clerk	267	F	X			X	X									F5	4420A
Deputy Clerk	885	F	X			X	X									M5	4420A
Deputy Clerk	451	F	X			X	X		1					F2			4420A
Deputy Clerk I	316	F	X			X	X									F4	4424A
Deputy Clerk I	229	F	X			X	X									F5	4424A
Deputy Clerk I	418	F	X			X	X									F5	4424A
Deputy Clerk I	321	F	X			X	X									F5	4424A
Deputy Clerk I	283	F	X			X	X									M5	1324
Deputy Clerk I	351	F	X			X	X									M5	4424A
Electronic Court Reporter	239	F	X			X	X									F5	119A
General Operations Assistant	510	F	X			X	X									F5	1314
General Operations Assistant	394	F	X			X	X									F5	1314
General Operations Assistant	385	F	X			X	X									F5	1314
General Operations Assistant	186	F	X			X	X									M5	1314
General Operations Assistant	837	F	X			X	X		1					F6			4414A
Project Manager	437	F		X			X									F5	8830A
Seasonal Administrative Assistant	521	F		X			X									F5	420H
Seasonal Administrative Assistant	474	F		X			X									F5	420H
Seasonal Court Interpreter	871	F		X			X									F5	270H
Seasonal Court Interpreter	909	F		X			X									M2	270H
Seasonal Court Liaison	514	F		X			X									F5	419H
Seasonal Court Liaison	514	F		X			X			1			F5				419H
Seasonal Laborer	477	F		X			X									F4	420H
Seasonal Laborer	898	F		X			X									F5	420H
Seasonal Laborer	52	F		X			X									M2	420H
Seasonal Operations Clerk	480	F		X			X									F5	273H
Seasonal Operations Clerk	480	F		X			X			1			F5				273H
Seasonal Special Assistant	505	F		X			X									F5	222H
Supervising Coordinator	498	F		X			X			1			F5				8829A
				50	25	75	327	673	1,490	34	57	18	27			30	

H	Classification	Position Number	EEO Category	Union	Non-Union	List	No List	White Male	Minority	Female	Disabled	Veterans	Hire	Promotion	Transfer Within	Terminations	Grade
	Assistant Building and Grounds Coordinator	14	H	X			X									M5	322A
	Assistant Building and Grounds Officer	14	H	X			X	64	30	14	1	9		M2			322H
	Facilities and Operations Officer	67	H	X			X		1					M2			320H
	Maintenance Technician	65	H	X			X	20	18	5		3	M5				312A
	Seasonal Laborer	52	H		X		X	23	44	27	2	2	M2				420H
	Seasonal Laborer	56	H		X		X	23	44	27	2	2	M1				420H
	Seasonal Laborer	51	H		X		X	14	5	3		1	M5				420H
	Seasonal Laborer	898	H		X		X	4	12	20		1	F5				420H
	Seasonal Laborer	901	H		X		X	4	12	20		1	F5				420H
	Seasonal Laborer	56	H		X		X									M5	420H
	Seasonal Laborer	51	H		X		X									M7	420H
				4	7		11	152	166	116	5	19	6	2		3	
Totals				75	104		180	650	977	1,978	45	98	60	51		69	

EEO Category
A - Officials/Managers/Administrators
B - Professionals
C - Technicians
CF - Faculty
D - Protective Services

EEO Category
E - Paraprofessionals
F - Administrative Support
G - Skilled Craft
H - Service Maintenance

Race/Ethnic Code
1 - Black or African Amerik 0
2 - Hispanic or Latino
3 - American Indian or Alaskan Native (Not Hispanic or Latino)
4 - Asian American (Not Hispanic or Latino)
5 - White (Not Hispanic or Latino)
6 - Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
7 - Two or More Races (Not Hispanic or Latino)

Gender Code
F -Female
M -Male
D -Disabled

Veteran Code
V -Veteran

APPLICANT FLOW DATA

AGENCY: Judicial

DATE: June 30, 2020

	TOTAL APPLICANTS	MALE						FEMALE						**DISABLED	VETERANS	
		BLACK OR AFRICAN AMERICAN (NHL*)	HISPANIC OR LATINO	ASIAN (NHL*)	AMERICAN INDIAN OR ALASKA NATIVE (NHL*)	WHITE (NHL*)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (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 ISLANDER (NHL*)
APPLICANTS																
OFFICIALS/ADMINISTRATORS	305	10	3	1		69	1	17	35	5	2	151		11	5	11
PROFESSIONALS	96		1			38	1	3				53				1
TECHNICIANS	4					4										
FACULTY																
PROTECTIVE SERVICES	57	5	6		1	31	3	2	1			6		2	1	6
PARA-PROFESSIONALS	120	6	1			29		6	8	1		63		6		4
ADMINISTRATIVE SUPPORT	1,941	32	58	10	6	327	18	133	299	29	12	941	1	75	34	57
SKILLED CRAFT																
SERVICE/MAINTENANCE	374	35	34		6	152	31	20	19	1	2	56		18	5	19
TOTAL	2,897	88	103	11	13	650	54	181	362	36	16	1,270	1	112	45	98
HIRES																
OFFICIALS/ADMINISTRATORS	2					1						1				
PROFESSIONALS	32					10		1				21				
TECHNICIANS																
FACULTY																
PROTECTIVE SERVICES	1					1										
PARA-PROFESSIONALS	1											1				
ADMINISTRATIVE SUPPORT	18		1			2			1			14				
SKILLED CRAFT																
SERVICE/MAINTENANCE	6	1	1			2						2				
TOTAL	60	1	2			16		1	1			39				
PROMOTIONS																
OFFICIALS/ADMINISTRATORS	1											1				
PROFESSIONALS	10					1			1			8				
TECHNICIANS	4					4										
FACULTY																
PROTECTIVE SERVICES																
PARA-PROFESSIONALS	7	1				2		1				3				
ADMINISTRATIVE SUPPORT	27					7		1	3			15	1			1
SKILLED CRAFT																
SERVICE/MAINTENANCE	2		2													
TOTAL	51	1	2			14		2	4			27	1			1
TERMINATIONS																
OFFICIALS/ADMINISTRATORS	4					2						2				
PROFESSIONALS	30					16						14			1	
TECHNICIANS	0															
FACULTY																
PROTECTIVE SERVICES																
PARA-PROFESSIONALS	2								1			1				
ADMINISTRATIVE SUPPORT	30		2			5				2		21				
SKILLED CRAFT																
SERVICE/MAINTENANCE	3					2	1									
TOTAL	69		2			25	1		1	2		38			1	

*Not Hispanic or Latino

AGENCY: Judicial

DATE: June 30, 2020

APPLICANT REFUSAL OF POSITIONS OFFERED

EEO Job Categories	Total Applicants	Number Disabled	Number Veterans	Number Minority	Number Female	Male							Female											
						1 Black %	2 Hispanic or Latino %	3 Asian %	4 Asian %	5 White %	6 NDIS %	7 Two or More Races %	1 Black %	2 Hispanic or Latino %	3 Asian %	4 Asian %	5 White %	6 NDIS %	7 Two or More Races %					
Officials/Managers/Administrators						#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Professionals						#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Faculty						#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Technicians						#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Protective Services						#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Para-Professionals						#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Administrative Support						#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Skilled Craft						#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Service Maintenance						#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Totals	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Total Percent:
 Minority: #DIV/0!
 Female: #DIV/0!
 Disabled: #DIV/0!
 Veterans: #DIV/0!

Race/Ethnicity Description:
 1 Black or African American (Not Hispanic or Latino)
 2 Hispanic or Latino
 3 American Indian or Alaska Native (Not Hispanic or Latino)
 4 Asian (Not Hispanic or Latino)
 5 White (Not Hispanic or Latino)
 6 Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
 7 Two or More Races (Not Hispanic or Latino)

*There were no refusal of positions offered between July 1, 2019, and June 30, 2020.

JOB GROUP ANALYSIS SUMMARY

AGENCY: Judicial DATE: June 30, 2020

EEO Job Categories	Total Employees	Total Minorities	Disabled Veterans	Male							Female											
				1 Total Males	2 Hispanic or Latino	3 Asian (NHL)	4 Black (NHL)	5 White (NHL)	6 Two or more races (NHL)	7 Total Males Bores (NHL)	1 Total Females	2 Hispanic or Latino	3 Asian (NHL)	4 Black (NHL)	5 White (NHL)	6 Two or more races (NHL)	7 Total Females Bores (NHL)					
Officials/Managers, Administrators	131	8	7	4	5.33%	1	1%	4	7.84%	44	86.27%	2	3.57%	1	1.79%	53	94.6%					
Professionals	161	21		1	1.96%	2	4%	4	7.84%	44	86.27%	110	6	5.45%	7	6.36%	1	0.9%	96	87.3%		
Technicians	20	3		2	15.38%					11	84.62%	7				6	85.7%	1	14.3%	6	85.7%	
Protective Services	8	0								6	100.00%	2				2	100.0%					
Para-Professionals	41	2								14	93.33%	26	1	3.85%		25	96.2%					
Administrative Support	320	47								52	91.23%	263	16	6.08%	20	7.60%	4	1.5%	221	84.0%	1	0%
Service Maintenance	13	5								8	61.54%											
GRAND TOTAL	694	86	13	230	4.35%	10	4.35%	5	2.17%	205	89.13%	464	25	5.39%	28	6.03%	6	1.29%	403	86.85%	1	0%

- Race/Ethnic Code**
- 1- Black or African American (Not Hispanic or Latino)
 - 2- Hispanic or Latino
 - 3- American Indian or Alaska Native (Not Hispanic or Latino)
 - 4- Asian (Not Hispanic or Latino)
 - 5- White (Not Hispanic or Latino)
 - 6- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
 - 7- Two or More Races (Not Hispanic or Latino)

- 5.04%
- 5.48%
- 0.14%
- 1.39%
- 0.14%
- 0.06%
- 0.72%
- 1.87%

- Black (NHL)
- Hispanic
- American Indian (NHL)
- Asian (NHL)
- Native Hawaiian/Pacific Islander (NHL)
- Two or more races (NHL)
- Disabled
- Veterans

JOB GROUP ANALYSIS SUMMARY

EEO JOB CATEGORY: Officials, Managers & Administrators

DATE: June 30, 2020

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	DISABLED	VETERANS	TOTAL/MALE							FEMALE							
						1	2	3	4	5	6	7	1	2	3	4	5	6	7	
						Black (NSEL)	Hispanic or Latino	ASIAN (NSEL)	Asian (NSEL)	White (NSEL)	NIJOPI (NSEL)	Two or More Races (NSEL)	Black (NSEL)	Hispanic or Latino	ASIAN (NSEL)	Asian (NSEL)	White (NSEL)	NIJOPI (NSEL)	Two or More Races (NSEL)	
Administrative Associate Justice	8806F	1				1				1										
Administrative Clerk	8846A	3				2				2							1			
Administrative Judge	8805F	2															2			
Administrative Magistrate	8810F	1				1				1										
Administrative Manager	8834A	1	1		1	1														
Administrator	8811A	1			1	1				1										
Administrator/Arbitrator Program	8839A	1				1				1										
Administrator Clerk (Family Court)	8844A	1				1				1										
Administrator I	8846A	2			1	2				2										
Assistant State Court Administrator/Community Relations	8842A	1				1				1										
Assistant State Court Administrator/Employee Relations	8846A	1											1							
Assistant State Court Administrator/Facilities	8844A	1				1				1										
Assistant State Court Administrator/Finance & Budget	8846A	1				1				1										
Assistant State Court Administrator/Judicial Technology	8846A	1				1				1										
Associate Executive Assistant	8826A	1											1							
Associate Judge	8810F	7	1			6				5							1			
Associate Judge (District Court)	8810F	11	2		2	6				5			1				4			
Associate Jury Commissioner	8833A	1				1				1										
Associate Justice	8805F	27	2			13				12			1				13			
Associate Justice (Supreme Court)	8805F	3			1	2				2							1			
Bar Administrator	8826A	1																		1
Chief Disciplinary Counsel	8844A	1				1				1										

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	DISABLED	VETERANS	TOTAL/MALE	1 Black (NIL)	2 Hispanic or Latino	3 ASIAN (NIL)	4 Asian (NIL)	5 White (NIL)	6 NHOOP (NIL)	7 Two or More Races (NIL)	TOTAL FEMALE	1 Black (NIL)	2 Hispanic or Latino	3 ASIAN (NIL)	4 Asian (NIL)	5 White (NIL)	6 NHOOP (NIL)	7 Two or More Races (NIL)						
Chief Judge	8807F	3				2					2			1					1								
Chief Justice	8809F	1				1					1																
Chief Magistrate	8805A	1				1					1																
Chief Staff Attorney	8835A	1												1								1					
Chief Supervisory Clerk	8838A	1												1								1					
Clerk/Magistrate	8803F	1				1					1																
Clerk of the Supreme Court	8844F	1																				1					
Clerk Providence County	8839A	1				1					1																
Clerk Washington County	8832A	1												1								1					
Deputy Administrator	8837A	2				2					2																
Deputy Administrator (State Courts)	8845A	1												1													
Deputy Administrator Clerk	8834A	4				2					2			2								2					
Deputy Director	8832A	1												1								1					
Deputy Director of Community Affairs	8834A	2				2																					
Deputy Executive Assistant Communications	8841A	1												1													
Director of Consumer Protection Education Program	8835F	1												1													
Director of Inter-governmental Relations	8840A	2				1					1			1								1					
Diversity Officer	8854A	1	1											1													
Executive Administrative Assistant	8830A	1												1													
Executive Assistant (Judicial)	8836A	1				1					1																
Executive Director	8836A	1				1					1																
Executive Director/Executive Administrator	8831A	2												2													
General Chief Clerk	8835A	1				1					1																
General Counsel	8838A	1												1													
General Magistrate	8803F	1												1													
Judge (Traffic Tribunal)	8803F	2				1					1			1								1					
Jury Commissioner	8837A	1				1					1																

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	DISABLED	VETERANS	TOTAL/MALE	1 Black (NHL)	2 Hispanic or Latino	3 Asian (NHL)	4 Asian (NHL)	5 White (NHL)	6 NODPI (NHL)	7 Two or More (NHL)
Law Librarian	8836A	1									1		
Magistrate	8803F	12	1		1	9		1			8		3
Magistrate (Traffic Tribunal)	8803F	4				3					3		1
Medical Advisory Board Administrator	8840A	1									1		1
Network Administrator/Cyber Security	4413F	1				1					1		
Presiding Justice	8807F	1									1		1
Principal Court Functional Specialist	4438A	1									1		1
Public Information Officer	4435A	1									1		1
Special Magistrate	8803F	1				1					1		
State Court Administrator	8848A	1				1					1		
SUBTOTAL		131	8	7	75	75	4	1	0	0	70	1	53

PERCENTAGES BY CATEGORY													
TOTAL EMPLOYEES	6.11%	0.00%	5.34%	57.25%	3.09%	0.76%	0.00%	0.00%	53.44%	0.00%	42.75%	1.53%	0.00%
TOTAL MINORITIES	4.58%												
DISABLED	1.53%												
VETERANS													
TOTAL/MALE													
1 Black (NHL)													
2 Hispanic													
3 Asian Indian (NHL)													
4 Asian (NHL)													
5 White (NHL)													
6 NODPI (NHL)													
7 Two or more race (NHL)													
8 Disabled													
9 Veterans													

JOB GROUP ANALYSIS SUMMARY

EEO JOB CATEGORY: Professionals

DATE: June 30, 2020

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	DISABLED	VETERANS	Male						Female															
						TOTAL MALE	1 Black (NHL)	2 Hispanic or Latino	3 AVAN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NHQP (NHL)	7 Two or More Race (NHL)	TOTAL FEMALE	1 Black (NHL)	2 Hispanic or Latino	3 AVAN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NHQP (NHL)	7 Two or More Race (NHL)						
Administrative Assistant	4429A	2																2									
Administrative Clerk	8829A	3																	3								
Administrative Clerk I	4429A	4																	4								
Administrative Clerk of Office Services	4427A	1																	1								
Administrative Clerk/Training Officer	8833A	1					1							1													
Administrative Coordinator	J320A	1					1							1													
Assistant Clerk	4418A	2																	2								
Assistant Director Policy Office	8839A	5	1				2							2					3	1							
Assistant Disciplinary Counsel	8831A	2																	2								
Assistant Intake Supervisor	8828A	1																	1								
Associate Executive Assistant (Judicial)	8826A	1												1													
CASA Coordinator	5722A	1																	1								
Clerk	4434A	1																	1								
Clinical Social Worker	J324A	3																	3								
Confidential Investigator	8831A	2	1							2	1								1								
Coordinator Special Projects	4427A	1																	1								
Customer Service Clerk	4418A	1																	1								
Deputy Chief Investigator	4426A	3								1				1					2								
Deputy Clerk	4430A	1																	1								

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	DISABLED	VETERANS	TOTAL MALE	1 Black (NHL)	2 Hispanic or Latino	3 A/IAN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NH/OP (NHL)	7 Two or More Races (NHL)
Deputy Clerk I	4424A	17	4			5				1	4		
Executive Assistant	396A	1											
Executive Assistant/Executive Administrator	8831A	1											
Executive Secretary to Chief Judge	8825A	1											
Information Systems Specialist	4419A	1	1			1	1						
Law Clerk	8823A	20	1			4	1				4		
Law Clerk Chambers	8823A	9				5					5		
Manager/Calendar Services (Providence County)	4424A	1											
Mediation Counselor II	J324A	5				3					3		
Medical Advisory Board Coordinator	4418A	2											
Monitoring and Evaluation Specialist	8823A	5	1			2					2		
Operations Manager	8828A	2											
Policy Associate	8834A	1											
Principal Administrative Clerk	8825A	1				1					1		
Principal Planning and Program Specialist	5728A	1				1					1		
Project Coordinator	4426A	1											
Project Manager	4430A	3											
Project Manager	8830A	3				1					1		
Project Manager	8832A	1											
Psychologist	8841A	1											
Seasonal Staff Attorney V	269H	1	1										
Senior Administrative Aide	4421A	1											
Senior Chamber Law Clerk	8827A	1											
Senior Fiscal Officer	4432A	1											

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	DISABLED	VETERANS	TOTAL MALE	1	2	3	4	5	6	7	TOTAL FEMALE	1	2	3	4	5	6	7		
							Black (NHL)	Hispanic or Latino	AFIAN (NHL)	Asian (NHL)	White (NHL)	NHOPH (NHL)	Two or More Races (NHL)		Black (NHL)	Hispanic or Latino	AFIAN (NHL)	Asian (NHL)	White (NHL)	NHOPH (NHL)	Two or More Races (NHL)		
Senior Management Analyst	442A	3	1			1				1				2									
Senior Monitoring & Evaluation Specialist	8825A	3	2			2				1	1			1	1								
Senior Operations Clerk	4416A	1				1				1													
Senior Operations Clerk I	4418A	1				1				1				0									
Senior Policy Associate	8838A	2				1				1				1									
Social Caseworker	J32A	2				2				2				0									
Social Caseworker II	5724A	4	2			1		1						3		1							
Special Assistant	8829A	1				1				1													
Special Assistant Attorney	8829A	1				1				1													
Staff Attorney	8829A	4				1				1				3									
Staff Attorney II	8830A	4	1			1				1				3	1								
Staff Attorney III	8832A	9	2			4				1	3			5		1							
Staff Attorney IV	8834A	1												1									
Staff Attorney V	8836A	4				2				2				2									
Supervising Clerk	4426A	1	1											1	1								
Supervising Coordinator	8829A	1	1											1		1							
Supervisory Clerk	326A	1	1											1		1							
Volunteer Coordinator	J32A	1				1				1													
SUBTOTAL		161	21			51	1	2	4	44	4	1	110	6	7	1	96	1	6	7	1	96	

PERCENTAGES BY CATEGORY	13.04%	0.00%	0.00%	31.68%	0.62%	1.24%	2.48%	27.33%	68.32%	3.73%	4.39%	0.62%	59.63%
-------------------------	--------	-------	-------	--------	-------	-------	-------	--------	--------	-------	-------	-------	--------

- Black (NHL) 4.35%
- Hispanic 5.59%
- American Indian (NHL) 0.00%
- Asian (NHL) 3.11%
- Native Hawaiian/Pacific Islander (NHL)
- Two or more races (NHL)
- Disabled
- Veterans

JOB GROUP ANALYSIS SUMMARY

EEO JOB Category: Faculty DATE: June 30, 2020

JOB TITLE	GRADE	TOTAL EMPLOYEES		TOTAL MINORITIES	%	Male							Female														
		TOTAL	EMPLYEES			1	2	3	4	5	6	7	1	2	3	4	5	6	7								
																				TOTAL MALE	Black (NHL)	Hispanic or Latino (NHL)	AI/AN (NHL)	Asian (NHL)	White (NHL)	NHOPI (NHL)	Two or More Races (NHL)
		0	0	0	#DIV/0!	0												0									
		0	0	0	#DIV/0!	0													0								
		0	0	0	#DIV/0!	0													0								
		0	0	0	#DIV/0!	0													0								
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		0	0	0	#DIV/0!	0													0								
		0	0	0	#DIV/0!	0													0								
SUBTOTAL		0	0	0	#DIV/0!	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

JOB GROUP ANALYSIS SUMMARY

EEO JOB CATEGORY: Technicians **DATE:** June 30, 2020

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	DISABLED	VETERANS	Male							Female						
						1 Black (NHL)	2 Hispanic or Latino (NHL)	3 AI/AN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NH/OP (NHL)	7 Two or More Races (NHL)	TOTAL MALE	1 Black (NHL)	2 Hispanic or Latino (NHL)	3 AI/AN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NH/OP (NHL)
Assistant Director Policy Office	8839A	2	1			1	1											1	
Customer Service Clerk I	420A	1								1									
Operations Technician	421A	1								1									
Operations Technician	8821A	1								1									
Policy Aide	4418A	1																1	
Principal Deputy Clerk Systems	8825A	1																1	
Project Coordinator	420A	1								1									
Project Coordinator	326A	1								1									
Project Manager	420A	4	1							1									
Senior Administrative Aide	421A	1																1	
Senior Developer	8800A	1	1															1	
Senior Project Manager	8833A	1																0	
Software Support Specialist	4433A	4								2								2	
SUBTOTAL		20	3			13	2			11							7		

PERCENTAGES BY CATEGORY		15.00%	10.00%	5.00%	5.00%	5.00%	35.00%	5.00%	30.00%
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- Black (NHL) _____ 10.00%
- Hispanic _____
- American Indian (NHL) _____ 5.00%
- Asian (NHL) _____
- Native Hawaiian/Pacific Islander (NHL) _____
- Two or more races (NHL) _____
- Disabled _____
- Veterans _____

JOB GROUP ANALYSIS SUMMARY

EEO JOB CATEGORY: Protective Services

DATE: June 30, 2020

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	DISABLED	VETERANS	Male							Female								
						1 Black (NHL)	2 Hispanic or Latino	3 AFAN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NEOP (NHL)	7 Two or More Races (NHL)	TOTAL MALE	1 Black (NHL)	2 Hispanic or Latino	3 AFAN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NEOP (NHL)	7 Two or More Races (NHL)	TOTAL FEMALE
Principal Assistant Administrator	4425A	1																			
Security Officer	4419A	7																			2
SUBTOTAL		8				1	5							6							2

PERCENTAGES BY CATEGORY:	0.75	75.00%	25.00%
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- Black (NHL)
- Hispanic
- American Indian (NHL)
- Asian (NHL)
- Native Hawaiian/Pacific Islander (NHL)
- Two or more races (NHL)
- Disabled
- Veterans

JOB GROUP ANALYSIS SUMMARY

DATE: June 30, 2020

EEO JOB CATEGORY: Para-Professionals

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	DISABLED	VETERANS	Male							Female								
						1	2	3	4	5	6	7	TOTAL MALE	1	2	3	4	5	6	7	TOTAL FEMALE
						1	2	3	4	5	6	7	1	2	3	4	5	6	7		
						Black (NHL)	Hispanic or Latino (NHL)	Asian (NHL)	White (NHL)	NHOPI (NHL)	Two or More Races (NHL)		Black (NHL)	Hispanic or Latino (NHL)	Asian (NHL)	White (NHL)	NHOPI (NHL)	Two or More Races (NHL)			
Administrative Assistant	J20A	3							1								2				
Administrative Assistant	4429A	1															1				
Administrative Assistant	8822A	4			1				2								2				
Administrative Manager	8835A	2							2												
Assistant Admin. Policy and Programs	4437A	2							2												
Assistant Admin. Policy and Programs	8837A	3																			
Assistant Inbke Supervisor	8828A	5			1				3								2				
Coordinator Special Projects	8827A	5							1								4				
Employee Relations Officer	8829	1															1				
Principal Assistant Administrator	4425A	2															2				
Principal Assistant Administrator	8825A	1																			
Project Coordinator	8826A	1															1				
Records Custodian/ Documents Distribution	4418A	3	1		1				1								1				
Second Assistant Law Librarian	4411A	1															1				
Senior Manager Calendar Services	J228A	1							1												
Special Assistant	8829A	6	1														5				
SUBTOTAL		41	2		3				14				1				25				
		PERCENTAGES BY CATEGORY		4.88%		7.32%		34.19%		63.41%		2.44%		60.98%							

Black (NHL) 2.44%
 Hispanic 2.44%
 American Indian (NHL) _____
 Asian (NHL) _____
 Native Hawaiian/Pacific Islander (NHL) _____
 Two or more races (NHL) _____
 Disabled 7.32%
 Veterans _____

JOB GROUP ANALYSIS SUMMARY

EEO JOB Category: Skilled Craft DATE: June 30, 2020

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	%	Male							Female																			
					1 Black (NHL)	2 Hispanic or Latino	3 AI/AN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NHOPI (NHL)	7 Two or More Races (NHL)	TOTAL MALE	1 Black (NHL)	2 Hispanic or Latino	3 AI/AN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NHOPI (NHL)	7 Two or More Races (NHL)	TOTAL FEMALE											
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		0	0	#DIV/0!																											
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		0	0	#DIV/0!																											
SUBTOTAL		0	0	#DIV/0!	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

JOB GROUP ANALYSIS SUMMARY

EEO JOB CATEGORY: Service Maintenance

DATE: June 30, 2020

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	DISABLED	VETERANS	Male							Female																		
						1 Black (NHL)	2 Hispanic or Latino (NHL)	3 AIAN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NHOP (NHL)	7 Two or More Races (NHL)	TOTAL MALE	1 Black (NHL)	2 Hispanic or Latino (NHL)	3 AIAN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NHOP (NHL)	7 Two or More Races (NHL)	TOTAL FEMALE										
Assistant Buiding and Groups Officer	322A	5	1							1					4																
Facilities and Operations Officer	320A	2	1							1					1																
Maintenance Technician	312A	3	1							1					2																
Seasonal Laborer	420H	3	2							1					1																
SUBTOTAL		13	5							4					8																
		PERCENTAGES BY CATEGORY:																													

- Black (NHL) _____ 7.69%
- Hispanic _____ 30.77%
- American Indian (NHL) _____
- Asian (NHL) _____
- Native Hawaiian/Pacific Islander (NHL) _____
- Two or more races (NHL) _____
- Disabled _____
- Veterans _____

PART D

DETERMINING UNDER-REPRESENTATION

DETERMINING UNDERREPRESENTATION AND GOAL SETTING

AGENCY: Judicial DATE: June 30, 2020

EEO-4 Job Category	WORKFORCE										UNDERREPRESENTATION										AAP HIRING GOALS									
	TOTAL EMPLOYEES	MAJORITY	FEMALE	VETERANS	DISABLED	AMERICAN INDIAN/ALASKAN NATIVE ONLY	ASIAN ONLY	WHITE ONLY	NATIVE AMERICAN/INDIAN/PACIFIC ISLANDER ONLY	MAJORITY	MINORITY	PERCENTAGE	VETERANS	DISABLED	AMERICAN INDIAN/ALASKAN NATIVE ONLY	ASIAN ONLY	WHITE ONLY	NATIVE AMERICAN/INDIAN/PACIFIC ISLANDER ONLY	MAJORITY	MINORITY	PERCENTAGE	VETERANS	DISABLED	AMERICAN INDIAN/ALASKAN NATIVE ONLY	ASIAN ONLY	WHITE ONLY	NATIVE AMERICAN/INDIAN/PACIFIC ISLANDER ONLY			
Officials/Manager/Administrators	131	70	8	7	6	2		123		-29	39	1	9	5	18	0	5	-28			2									
Professionals	161	43	21		7	9	5	140		8	62	9	11	6	16	0	1	-23			4									
Paralegals																														
Technicians	20	11	3		2		1	17		-5	7	1	1	0	3	0	0	-3												
Protective Services	8	6						8		-3	4	0	1	1	1	0	0	-2												
Para-Professionals	41	14	2	3	1	1		39		-1	19	-1	3	2	5	0	2	-9												
Administrative Support	320	52	47	3	5	18	22	1	273	48	117	16	17	8	28	-1	7	-41	1		4									
Skilled Craft																														
Service Maintenance	13	8	5		1	4		8		-4	2	1	1	0	-2	0	0	1												

PART E

IDENTIFICATION AND ANALYSIS OF GROWTH AREAS

The United States Census Bureau had not completed the tabulation of the official 2020 Census count of the United States population at the time this report was published. As a result, this next section of the Affirmative Action Plan will assess the Judiciary’s labor force and will make comparisons between the Judiciary’s workforce, the Rhode Island labor force identified on the 2010 U.S. Census, the 2017 U.S. Census QuickFacts report, American Community Survey (ACS) five-year population estimates from 2011-2015 and ACS 1 –year estimates from 2013. It is important to note differences between the Census, the QuickFacts division, and the ACS. Text taken directly from the ACS notes that *“although the American Community Survey produces population, demographic and housing estimates, it is the Census Bureau’s Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities, towns, and estimates of housing units for states and counties.”*

Population percentages produced by ACS and the Census QuickFacts division include data for all Rhode Island residents, regardless of their workforce status, and as a result, are not an accurate reflection of the available workforce. The 2019 Affirmative Action Plan guidelines encouraged the use of population estimates reported on the 2017 United States Census Bureau, QuickFacts report. However, the Census Bureau notes that five-year estimates provide a more accurate count of the population due to engaging a larger sample pool over a longer period. The Judiciary’s Affirmative Action Plan will make comparisons between the Judiciary’s workforce and the five-year Census Bureau, American Community Survey report whenever possible. Population estimates will be updated to reflect an accurate count of the Rhode Island workforce and population after the 2020 Decennial Census tabulation process concludes.

1. SELF-EVALUATION

The onset of the COVID-19 pandemic presented a series of challenges for employers throughout Rhode Island and beyond during part of FY2020. Despite changes in court operations in response to the novel coronavirus, the Rhode Island Judiciary continued to carry out its mission of administering access to justice while fostering a culture of innovation in the process. For the first time in history, the Rhode Island Supreme Court held oral arguments using remote technology, and the Superior Court, Family Court, District Court, Workers’ Compensation Court, and the Rhode Island Traffic Tribunal pivoted to remote hearings and trials, remote client services, and remote work, in addition to providing in-person services on a limited basis while following guidelines established by the Center for Disease Control and the Rhode Island Department of Health.

These changes in daily activities resulted in a hybrid work model (i.e., in-person and remote work) and a shift of priorities, with the safety of service recipients and court employees being the number one priority. This Affirmative Action Plan will address the transformative changes that allowed for safe court operations during FY2020, as well as the significant workforce development challenges imposed by the pandemic. This report will provide cross-sectional data; collected at one point in time. Data for FY2019 represents the Judiciary’s workforce as of June 30, 2019, while data for FY2020 represents the Judiciary’s workforce as of June 30, 2020.

WORKFORCE COMPOSITION

Despite employee turnover caused by retirements, end of limited appointments, and resignations, the Rhode Island Judiciary’s minority workforce did not change from FY2019 to FY2020. Workforce data from FY2020 showed that eighty-six (86) employees identified as minorities (12.39%). In FY2020, the Judiciary filled sixty (60) vacancies. Of the sixty (60) vacancies filled, nine (9) were seasonal positions

(15.00%), thirty (30) consisted of law clerk positions requiring candidates to be enrolled in law school or to hold a Juris Doctor degree (50.00%), and two (2) were staff attorney positions requiring *Rhode Island Bar* accreditation (3.33%). In total, thirty-two (32) of the sixty (60) positions occupied by new hires (53.33%) required candidates to be enrolled in law school, to hold a Juris Doctor or to be attorneys accredited by the Rhode Island Bar Association.

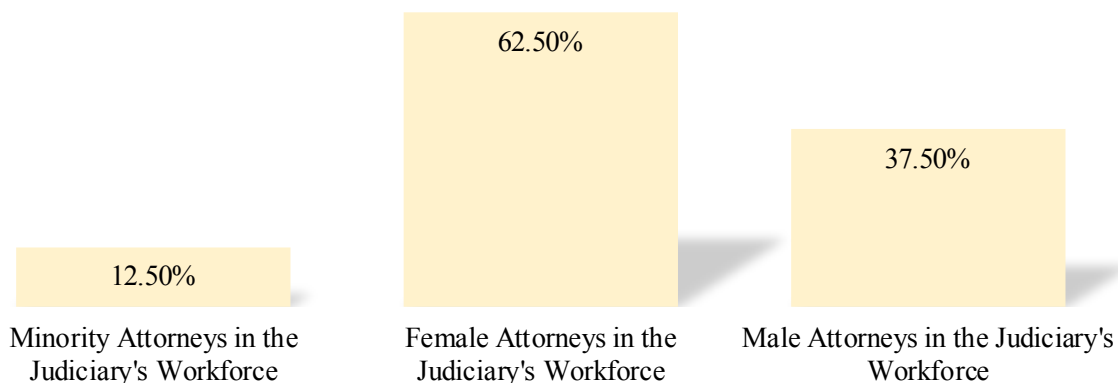
The latest cross-sectional Census data gathered by the American Community Survey shows that only 2.20% of the attorneys in Rhode Island identify as minorities, while 97.80% identify as white (U.S. Census Bureau, 2006-2010 American Community Survey). The lack of experienced members of underrepresented groups accredited by the Rhode Island Bar Association has imposed a noteworthy challenge for the Judiciary and for the authorities responsible for appointing judicial officers. As of June 30, 2020, six (6) out of seventy-nine (79) judicial officers in the state court system identified as minorities (7.59%).

	No.	%	% of Minority Attorneys	% of Minority Workforce	% of Minority Population
Minority Judicial Officers	6	7.59%	2.20%	17.72%	27.50%

Additionally, four (4) out of seventy-nine (79) judicial officers serving in the Rhode Island Judiciary identified as veterans (5.06%). Based on data estimates gathered by the United States Census, veterans make up 8% of the Rhode Island population. It is important to note that this percentage is a representation of the overall veteran population, not of the workforce. Labor force data gathered by the Census only reflects the civilian workforce.

There were no judicial appointments during FY2020. However, the percentage of minority judicial officers represented in the Judiciary exceeded the available selection pool by 5.39%. Three (3) out of twenty-four (24) staff attorneys identified as minorities (12.50%), exceeding the available selection pool by 10.30%. Fifteen (15) staff attorneys identified as women (62.50%).

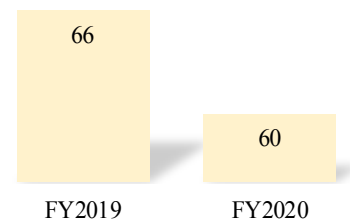
Rhode Island Judiciary Attorney Demographics



Due to the skills and qualifications required for 53.33% of the positions filled during FY2020, it is worth noting that to increase diversity in the Rhode Island Judiciary is to increase diversity in the Rhode Island Bar Association. As law schools continue to make efforts to recruit and retain members of underrepresented groups, and to equip graduates to become members of the Rhode Island Bar Association, the sample pool available will increase, and representation of members of underrepresented groups will also increase. The *Posting of Positions* section provides additional information regarding outreach initiatives the Judiciary has implemented to address underrepresentation in the legal field (p.67).

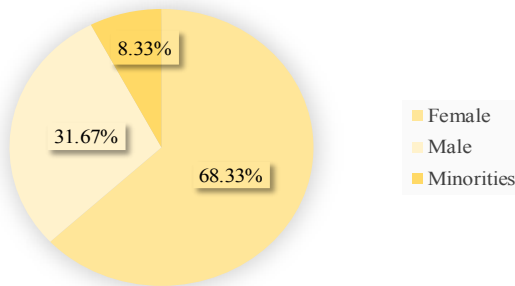
A total of 2,897 individuals submitted applications for employment in FY2020, compared to 2,552 in FY2019. The Judiciary accepted applications to fill sixty (60) vacancies in FY2020, compared to sixty-six (66) vacancies in FY2019. The economic uncertainty imposed by the COVID-19 pandemic resulted in 9.10% less new hires during FY2020. The *Applicant Flow Data* table on page 37 offers additional information about the FY2020 applicant pool.

Vacancies



While the number of positions filled in FY2020 decreased by 9.10% in comparison to vacancies filled in FY2019, forty-one (41) of the FY2020 new hires identified as female (68.33%), nineteen (19) identified as male (31.67%), and five (5) identified as members of minority groups (8.33%).

FY2020 New Hires

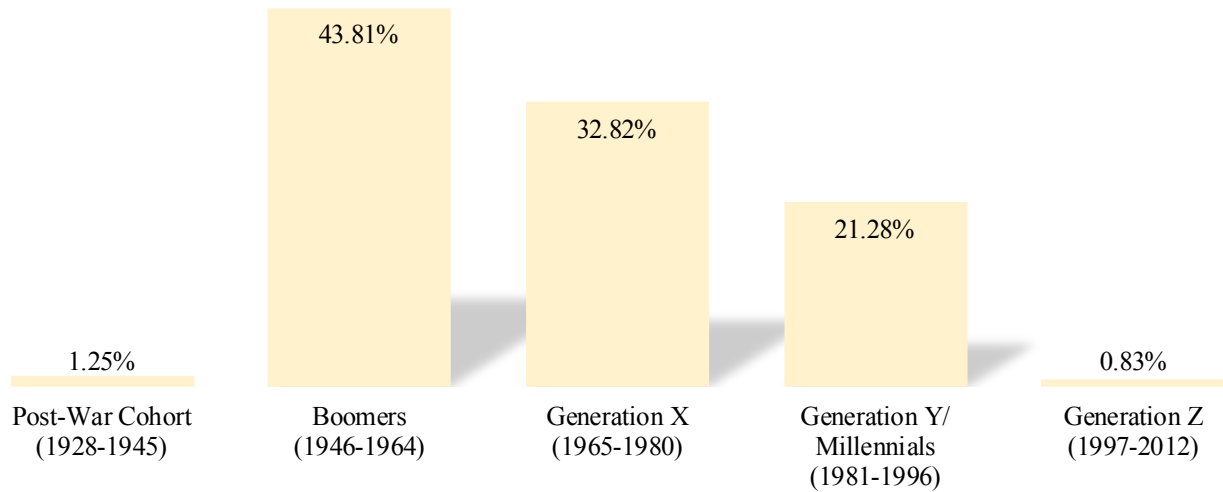


The Census Bureau, 2017 QuickFacts report notes that minorities make up 32.70% of the Rhode Island population. However, a recent report published by the Census Bureau QuickFacts division on July 1, 2018, showed that minorities make up 27.50% of the Rhode Island population, and Census Data from the American Community Survey notes that minorities make up 17.72% of the Rhode Island workforce (U.S. Census Bureau, 2006-2010 American Community Survey).

Numerical differences in the Rhode Island population versus workforce available are attributed to age differences. Individuals who have retired and those under the age of sixteen (16) are considered part of the population, however, based on Census guidelines; they are not considered part of the labor force. The population versus workforce gap is even more evident in fields like the legal field, and job categories in STEM (science, technology, engineering, and mathematics), which require a specific set of skills and academic credentials.

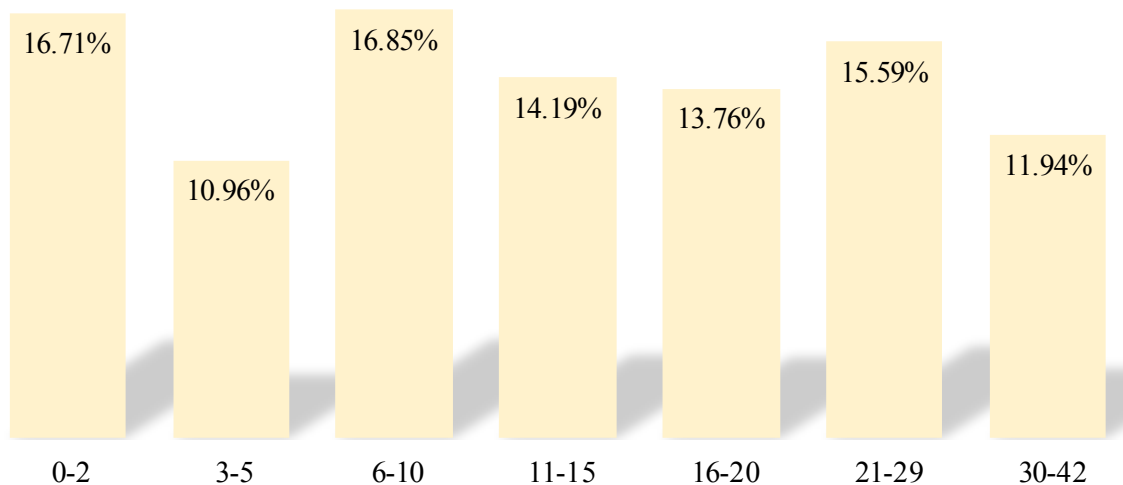
Employment statistics showed that there were five (5) generations represented in the Judiciary’s workforce as of June 30, 2020, and the median age of employed persons was fifty-one (51) years old. Employee Relations records showed that 45.06% of the members of the workforce were born between 1928 and 1964. It is important to note that having a multi-generational employee body contributes to the culture of the organization and promotes generational perspectives. Efforts are being made to advance different aspects of diversity, including diversity of age, veteran status, disability status, gender, race, and others. However, the limited number of vacancies raises noteworthy challenges.

Generations Represented in the Judiciary's Workforce



Additionally, employment statistics show that the average person employed by the Judiciary has been a member of the workforce for 14 years, and 58.57% of the FY2020 employees have worked for the Judiciary for ten (10) years or more. While employee retention is a valuable asset, it affects the rate at which the Judiciary can recruit new candidates and increases diversity in the workforce.

Years of Service



Separation from Employment

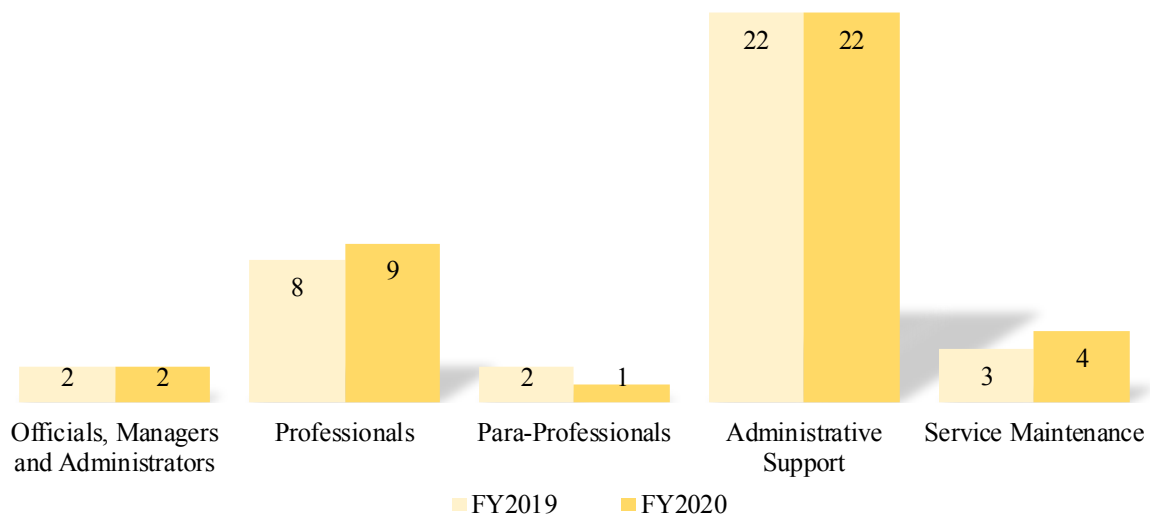
In FY2020, the Judiciary terminated sixty-nine (69) employees; forty-one (41) of whom were female (59.42%), twenty-eight (28) were male (40.58%), six (6) were minorities (8.70%), and one (1) was disabled (1.45%). None of the employees terminated identified as a veteran.

ASSESSMENT OF WORKFORCE COMPOSITION BY GROUP

Hispanics

An increase was observed in Hispanic participation in the Judiciary’s labor force. A total of thirty-eight (38) Judiciary employees identified as Hispanic in FY2020, compared to thirty-seven (37) in FY2019. The Judiciary’s Hispanic workforce remained the same in the Officials, Managers and Administrators category, with two (2) employees identifying as Hispanic. An increase was observed in the Professionals category, from eight (8) employees in FY2019 to nine (9) employees in FY2020. Hispanic representation decreased in the Para-Professionals category, from two (2) employees in FY2019 to one (1) in FY2020. No changes were observed in the Administrative Support category. An increase was observed in the Service Maintenance category, from three (3) employees in FY2019 to four (4) in FY2020. No employees identified as Hispanic in the technicians’ category, however, minorities made up 15% of the workforce in this category. No employees identified as Hispanic in the protective services category. Hispanics made up 5.46% of the Judiciary’s workforce in FY2020.

Hispanic Workforce



In FY2020, the Judiciary had six (6) Spanish interpreters for use in all the courts, of which five (5) identified as Hispanic (83.33%). According to the Census Bureau, 2015 American Community Survey 1-year estimates, 78% of Rhode Island residents only speak English, while 22% speak another language. The four (4) most common languages spoken in Rhode Island are Spanish, Portuguese, Chinese, and French. Those who speak English less than “very well” will require services offered by the Judiciary’s Office of Court Interpreters. The Office of Court Interpreters is part of the Judiciary’s ongoing efforts to provide equal access to justice to all.

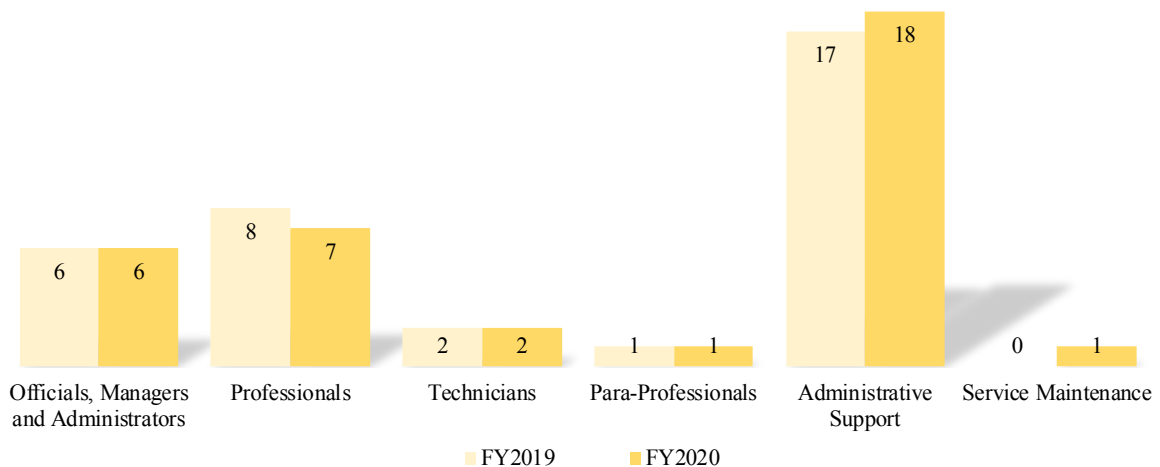
Self-identification records showed that the Hispanic applicant pool increased from 375 applicants in FY2019 to 465 applicants in FY2020. Of the FY2020 new hires, 5.00% identified as Hispanic. Data from the 2010 U.S. Census showed that Hispanics made up 10.95% of the Rhode Island labor force, while data from a 2017 U.S. Census QuickFacts report estimated that Hispanics made up 15.50% of the Rhode Island population. Additional information about Hispanic participation in the workforce can be found in the *Job Group Summary* table (p.40).

African American/Black

An increase was observed in African American/Black representation in the Judiciary’s labor force, from thirty-four (34) employees in FY2019 to thirty-five (35) in FY2020. African American/Black employees made up 5.04% of the Judiciary’s workforce in FY2020. Data from the 2010 U.S. Census Bureau identified the African American/Black labor force in the state of Rhode Island as 5.15%. On the other hand, data gathered by the 2017 U.S. Census QuickFacts division estimated that African American/Black individuals made up 8.20% of the Rhode Island population. In FY2020, 3.33% of the new hires identified as African American/Black.

The African American/Black labor force remained the same in the Officials, Managers, and Administrators job category, with six (6) employees identifying as African American/Black (4.58%). A decrease was observed in the Professionals category, from eight (8) employees in FY2019 to seven (7) in FY2020. No changes were observed in the Technicians and Para-Professionals categories. An increase was observed in the Administrative Support category, from seventeen (17) in FY2019 to eighteen (18) in FY2020. An increase in African American/Black representation was also observed in the Service Maintenance category, from zero (0) in FY2019 to one (1) in FY2020.

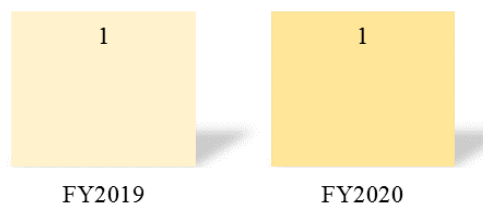
African American/Black Workforce



American Indian/Alaskan Native

There were no changes in the total number of American Indian/Alaskan Native employees from FY2019 to FY2020. One employee in the Administrative Support category identified as American Indian, making up 0.14% of the Judiciary’s workforce and 1.16% of the Judiciary’s minority workforce. The American Indian/Alaskan Native labor force identified in the 2010 U.S. Census in the state of Rhode Island was 0.63%, while the American Indian/Alaskan Native population percentage identified in the 2017 U.S. Census QuickFacts division report was 1%.

American Indian/Alaskan Native Workforce



Asian

The total number of Asian employees decreased from thirteen (13) employees in FY2019 to eleven (11) employees in FY2020. Asians made up 1.59% of the Judiciary’s workforce, and 12.79% of the minority workforce. The Rhode Island Asian labor force identified in the 2010 U.S. Census was 2.73%, while the Asian population percentage identified by the 2017 U.S. Census QuickFacts division was 3.90%. The total number of Asian employees decreased from seven (7) to five (5) in the Administrative Support category. No changes were observed in the other categories. See Statistical Summary on page 39 for details.

Asian Workforce



Native Hawaiian or Other Pacific Islander

One employee in the Judiciary’s workforce identified as Native Hawaiian or Other Pacific Islander. According to estimates issued in the 2017 United States Census Bureau, QuickFacts division report – Native Hawaiian and Other Pacific Islanders make up 0.20% of the Rhode Island population. However, an EEO tabulation report issued by the United States Census Bureau, 2006-2010 American Community Survey, noted that Native Hawaiian or Other Pacific Islanders are not represented in the Rhode Island workforce. An updated version of this report will be issued by the Census Bureau after the 2020 Census concludes.

Two or More Races

No employees in the Judiciary’s workforce identified as having Two or More Races. A 2017 population estimate report issued by the United States Census Bureau QuickFacts division noted that individuals who identify as Two or More Races make up 2.80% of the Rhode Island population, and 1% of the Rhode Island workforce.

Veterans

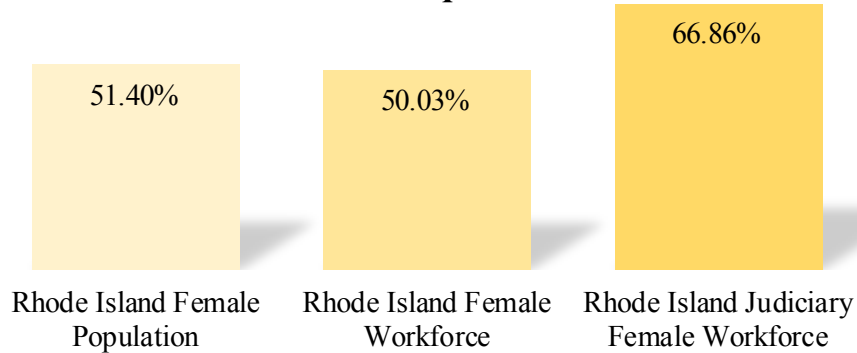
The Judiciary’s Veteran workforce decreased from fifteen (15) employees in FY2019 to thirteen (13) employees in FY2020. Based on data estimates from the 2017 U.S. Census QuickFacts report, Veterans make up 8.00% of the Rhode Island population, but this percentage is a representation of the overall Rhode Island population as labor force data from the 2010 U.S. Census only reflects the civilian population, and members of the military were excluded from the sample pool. In FY2020, Veterans made up 1.87% of the Judiciary’s workforce.

Female

Female employees made up 66.86% of the Judiciary's workforce in FY2020. In FY2019, there were 462 female employees in the Judiciary's workforce, compared to 464 in FY2020. A 2017 QuickFacts report released by the United States Census Bureau noted that women make up 51.40% of the Rhode Island population, and the 2010 U.S. Census report showed that women comprised 50.03% of the Rhode Island workforce. Comparisons between the Judiciary’s female labor force and the Census workforce

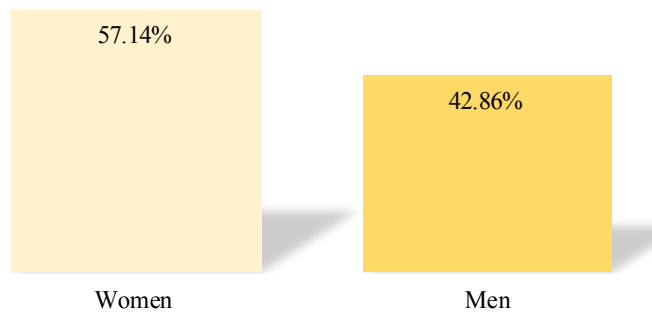
demonstrate that the Judiciary’s female labor force exceeded the workforce percentages outlined by the 2010 US Census by 16.83% and the female population estimates identified by the Census QuickFacts division by 15.46%.

Female Workforce vs. Female Population



The total number of females occupying positions in the Officials, Managers and Administrators category showed a slight decrease, from fifty-seven (57) in FY2019 to fifty-six (56) in FY2020. No changes were observed in female participation in the Professionals, Technicians, and Protective Services categories. A slight decrease was observed in the Para-Professionals and Administrative Support categories. An increase was observed in the Service Maintenance category. Women occupied four (4) of seven (7) cabinet-level positions (57.14%), and fifty-six (56) of the positions in the Officials, Managers and Administrators category (42.79%).

Women Occupying Cabinet Level Positions



Additionally, women occupied thirty-one (31) of seventy-nine (79) Judicial officer positions in FY2020 (39.24%). Based on Census data gathered by the American Community Survey, only 28% of lawyers in Rhode Island are female, while 72% are male (U.S. Census Bureau, 2006-2010 American Community Survey). The American Bar Association reported that the national average of women practicing law is 35%, but a report published by the Center for Women in Government and Civil Society noted that the total representation of women in Federal and State Judgeships is only 27.1%. The Judiciary’s female labor force in Judicial Officer positions exceeded the female labor force percentage reported by the Census by 11.24%; the percentage reported American Bar Association by 4.24%, and the percentage reported by the Center for Women in Government and Civil Society by 12.14%.

White Males

In FY2020, the representation of white males decreased by 2.84%, from 211 in FY2019 to 205 in FY2020. White males made up 29.54% of the Judiciary's workforce in FY2020. ACS data estimates from 2006-2010 noted that white males made up 40.39% of the Rhode Island population.

Disabled

The number of disabled employees decreased by one (1), from six (6) in FY2019 to five (5) in FY2020. ACS data estimates from 2015 identified the disabled population in Rhode Island as 13.42% of the entire population. This percentage is a representation of the overall Rhode Island population, and not of the Rhode Island workforce. Labor force data from the ACS 2015 "1 -year estimates" noted that employees with disabilities made up 7.12% of the Rhode Island workforce. A report released by the Institute on Disability showed that if people with disabilities were formally recognized as a minority group, they would be the largest minority group, making up 19% of the national population. Despite this reality, individuals with disabilities continue to be vastly underrepresented in academic settings and in the workforce.

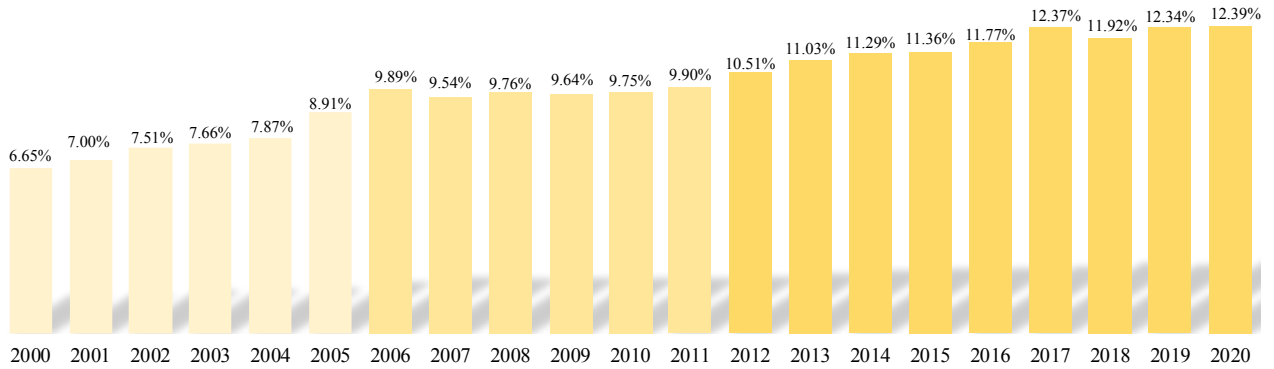
Conclusion

In FY2020, minorities made up 8.33% of the new hires. A total of 2,897 individuals submitted applications for employment in FY2020, of which 977 identified as minorities (33.72%). The Judiciary did not meet its hiring goals during FY2020. Whereas hiring authorities projected to hire seven (7) minority employees; a total of five (5) minority new hires joined the Judiciary's workforce. One (1) minority was hired in the Professionals category, two (2) in the Administrative Support category, and two (2) in the Service Maintenance category.

It is important to note that 57 of the 131 employees reported in the Officials, Managers and Administrators category as of June 30, 2020, consisted of Judges appointed by the Governor. By statute, the Judicial Nominating Commission is the body that makes judicial finalist recommendations to the Governor who, in turn, has the ultimate authority to make the judicial appointment with the advice and consent of the Senate. There are five (5) basic steps in the appointive process: (1) advertising the judicial vacancy; (2) receiving applications; (3) vetting and interviewing prospective candidates; (4) formulating a list of recommended names for the Governor; (5) nomination(s) made by the Governor. ***The Judiciary does not have a role in the selection process of applicants for judicial vacancies.***

Despite the small number of vacancies available each year, coupled with turnover as a result of the one-year appointments of law clerks, and seasonal positions (limited period or part-time positions under 925 hours per year); the Judiciary has made incremental improvements. Minority participation rates have shown an upward trend.

Rhode Island Judiciary Minority Workforce



According to U.S. Census labor force estimates and U.S. Census Bureau QuickFacts estimates, minorities are underrepresented by 5.33% in the Judiciary’s workforce, employees with disabilities are underrepresented by 6.40% and white males are underrepresented by 10.85%. Based on ACS population estimates, veterans are underrepresented by 6.13%. Agencies that have a large number of vacancies have greater opportunity to meet hiring goals. With only 60 new hires over the course of FY2020, it is important to look at the number of new hires as a percentage of the workforce, as well as the number of minority hires as a percentage of all new hires.

Excluded from the Judiciary’s workforce are eleven (11) medical advisory board members representing different areas of specialty in the medical field. The members are appointed by the Chief Judge of the Workers’ Compensation Court in consultation with the appropriate medical or professional association. Board members meet quarterly and receive compensation of five hundred dollars (\$500) per day served in accordance with section 28-30-22 of the General Laws in Chapter 28-30 entitled “Workers’ Compensation Court.”

Personnel Policies and Orientation

The Judiciary will continue its efforts to ensure that all internal personnel policies and management practices are administered consistent with its policy of Equal Employment Opportunity. All equal opportunity information such as grievance procedure, counseling, etc., will be provided to newly hired employees and will be posted on bulletin boards.

The Employee Relations Office conducts new hire orientation. The office explains employee benefits as part of their orientation. The grievance procedure is posted on bulletin boards in each of the courts within the Judiciary to inform all employees. Additionally, new hires and existing Judiciary staff are required to attend training in the topics of sexual harassment, cultural awareness, implicit bias, and customer service. The sexual harassment training provides an overview of the Rhode Island Judiciary Non-Discrimination and Harassment Policy. The trainings are offered by the Judiciary’s Diversity and Employee Relations Offices. Additionally, the Mandated Continuing Legal Education Department offers training to law clerks and to Judicial Officers. A total of 213 Judiciary employees and 65 Judicial Officers attended training sessions during FY2020. Please see the chart on page 66 for details.

Training	Host	Number of Participants
Fall Judicial Conference	MCLE	65
RI General Law Considerations During the Pandemic	Office of General Counsel	47
Implicit Bias Considerations During the Pandemic	Diversity Office	44
Americans with Disabilities Act Considerations During the Pandemic	Office of General Counsel	46
Cultural Awareness and Sexual Harassment Training	Employee Relations and Diversity Offices	50
Law Clerks Training	MCLE	26
	Total	278

The Judiciary will continue to offer semi-annual sexual harassment and cultural-awareness training sessions in-person post-pandemic. The Judiciary’s Diversity Coordinator facilitates the cultural-awareness training session. The training provides recommendations for serving a multi-cultural population, addresses implicit bias, and educates staff about ongoing diversity efforts and representation in the workforce.

RESPONSIBLE OFFICIALS:

Assistant State Court Administrator/Employee Relations
 Division Heads/Supervisors
 Diversity Coordinator

Individuals with Disabilities, Veterans and Disabled Veterans

The Judiciary worked with the Governor's Commission on Disabilities to implement the federal Americans with Disabilities Act regulations. The Judiciary has appointed Julie P. Hamil, the Supreme Court General Counsel, and Steve Kerr, the Director for Facilities and Operations, to work with the Commission to correct any discriminatory practices or accessibility issues that arise. The designees work with the appropriate department heads to ensure that all renovations meet ADA standards.

RESPONSIBLE OFFICIALS:

State Court Administrator
 ADA Coordinator
 504 Coordinator
 Director for Facilities and Operations

Employee Assistance

All information on the Employee Assistance Program Counseling is available to all court employees. Division heads/supervisors will be responsible for identifying and confronting any troubled employee experiencing difficulties with alcoholism, substance abuse, and personal/family problems that are affecting job performance.

The Assistant State Court Administrator/Employee Relations has advised division heads/supervisors on the role of the Employee Assistance Program. Printed information on available employee assistance programs has been distributed to all court offices and is available to employees. Additionally, updated information for the program administrator, CARE24, is available to employees on the Intra-Judiciary website.

RESPONSIBLE OFFICIALS:

Division Heads/Supervisors

Workforce Attitude

The Judiciary has established a full-time Diversity Coordinator position dedicated to improving the treatment of and opportunities for women, veterans, disabled persons, minorities, and other members of underrepresented groups. Additionally, the diversity coordinator works with the Equal Employment Opportunity Advisory Committee to identify opportunities and to make recommendations to the appropriate authorities. The committee was established to help eliminate biases from court operations by promoting principles of equal opportunity and affirmative action. The Supreme Court has directed that in keeping with this theme the committee undertake certain tasks during two (2) year terms. The Judiciary continues to evaluate these recommendations, which are presented to the Chief Justice of the Supreme Court, the State Court Administrator, and Administrators of the individual Courts.

Work Environment

No discrimination will be allowed within the Judiciary of any employee towards co-workers or people receiving services because of, and not limited to, race, color, age, country of ancestral or national origin, genetic information, religion, disability status, military status, marital status, pregnancy status, political affiliation, whistleblower activity, status with regard to public assistance, sexual orientation, gender identification/expression, or any other protected class, category, or characteristic.

All allegations of discrimination will be thoroughly investigated, and appropriate actions will be taken to correct any discriminatory practices. Information supporting the Judiciary's stance against any form of harassment is included in the Judiciary's Personnel Rules and Regulations (Employee Handbook) that was distributed to all court employees and is distributed to all new hires on an ongoing basis. Additionally, the Judiciary has established an internal Non-Discrimination and Harassment Policy to provide a prompt and equitable resolution to address allegations of discrimination in the workplace.

RESPONSIBLE OFFICIALS:
State Equal Opportunity Office
Appointing Authorities
Division Heads/Supervisors
EEO Program Coordinator

2. POSTING OF POSITIONS AND PUBLIC AWARENESS

Since September 2014, vacancy notices are properly posted on the State's ApplyRI system to ensure that all agencies on the minority list are properly notified. Postings are also distributed to all court locations to be posted on various employee bulletin boards for a minimum of 10 days unless by union agreement, an internal-only posting for members of the union is posted for five days. The Employee Relations Office also ensures that postings are made to the Judiciary website in addition to the ApplyRI website. It should be noted that the Judiciary continues to accept hard copy applications/resumes in addition to those submitted electronically through the APPLYRI website.

The Diversity Coordinator works with the Chief Judges and Administrators of each court to support recruitment efforts. When a vacancy announcement is made, the Diversity Coordinator distributes the vacancy to individuals and organizations on the Judiciary's outreach list. Vacancies that require a specific set of skills and qualifications are posted on job search engines administered by the University of Rhode Island, Rhode Island College, Salve Regina, Roger Williams University, the Community College of Rhode Island, or the Swearer Center at Brown University. The Swearer Center has a network of subscribers consisting of over 11,000 job seekers and over 100 community partners –more than half of which reside in the Providence area. The Diversity Coordinator accepts recommendations during the application period from individuals and organizations dedicated to serving members of underrepresented

groups. After the application period ends, the Diversity Coordinator reviews the applicant pool. The top candidates who met the required skills and qualifications are then referred to the hiring authority for consideration.

Due to the legal skills and qualifications required for 53.33% of the positions filled in FY2020, it is important to note that to increase diversity in the Rhode Island Judiciary is to increase diversity in the Rhode Island Bar Association. As law schools continue to make efforts to recruit and retain members of underrepresented groups, and to equip graduates to become members of the Rhode Island Bar Association, the sample pool available will increase, and representation of members of underrepresented groups will also increase.

The Judiciary has taken a proactive approach by working with middle schools, high school, colleges and universities to expose members of underrepresented groups to careers in the state court system. The Judiciary has established two programs dedicated to inspiring the next generation of professionals; the Judiciary Employment Education Program and the Judiciary Shadow Program. The Judiciary Employment Education Program is a one-day boot camp session designed to expose high school juniors and seniors to careers in the Judiciary and to the skills and qualifications required to succeed in the legal field. Participating students learn about extra-curricular activities suitable for high school students and about the judicial branch of government. For the duration of the program, students sit through panels and presentations and participate in a speed mentoring session where they have the opportunity to interact with Judiciary staff working in their field of interest.

The Judiciary Shadow Program was designed to allow individuals to shadow professionals working in their field of interest. In addition to coordinating these programs for individuals and job seekers, the Judiciary's Diversity Office offers career counseling services, such as resume preparation and interview preparation. During FY2020, students from William E. Tolman High School participated in the Judiciary Employment Education Program. Students from Paul Cuffee High School, the Metropolitan Regional Career and Technical Center, Charette High School, and East Providence High School participated in the Shadow Program. Additionally, the Diversity Office continued its partnership with the Boy Scouts of America Scoutreach division, a branch dedicated to exposing underrepresented middle school students from low socioeconomic backgrounds to career opportunities. Through this initiative, the Judiciary partnered with Esek Hopkins Middle School to organize guest speaking events to serve underrepresented students. The Diversity Office also offered resume and interview preparation services to job seekers and students.

On March of 2020, the Judiciary paused all in-person services and outreach activities due to the onset of the pandemic. Despite these changes, the Diversity Office offered career development services virtually to students from Classical High School, Year Up, the Community College of Rhode Island, the University of Rhode Island, and Johnson and Wales University. The Diversity Officer attended virtual guest speaking events hosted by Young Voices, the Boy Scouts of America, and the Fall River Rotary Club.

RESPONSIBLE OFFICIALS:

State Court Administrator

Appointing Authorities

Assistant State Court Administrator/Employee Relations

EEO Program Coordinator/ Diversity Coordinator

3. EMPLOYMENT RECRUITMENT AND SELECTION PROCESS

All courts follow the procedure of interviewing qualified candidates for a position and several names are then submitted to the appointing authority for selection. Letters with explanations are then sent out to the unsuccessful candidates explaining the reasons why she/he was not selected.

Applicant Flow

Due to the introduction of the ApplyRI state website, the Judiciary began accepting applications submitted electronically in September 2014. The Judiciary continues to accept hard copy resumes to ensure that individuals without access to a computer are able to submit employment applications. The Judiciary compiles the demographic information by combining data collected through the ApplyRI system and any data obtained from EEO cards voluntarily submitted with hard copy applications. Therefore, the demographic breakout of the applicant pool in the Applicant Flow table (p.37), which is based on the number of cards received coupled with the data collected and stored in the ApplyRI system, does not reflect the total number of applicants as some applicants choose not to provide demographic information.

There were a total of 66 applicants in FY2020 that are not included on the Applicant Flow data table as demographic information was not provided. Of the 66 applications submitted with unknown demographic information; 5 were in the Officials/Managers/Administrators category; 34 in the Professionals category; 11 were in the Para-Professionals category; 5 were in the Administrative Support category; and 11 in the Service Maintenance category. In FY2020, there were 60 new employees hired, 30 of whom were law clerks (one-year appointments). The Judiciary received 33 applications for law clerk positions. No demographic information was provided for any of the applicants. While the Judiciary partners with 34 universities across the nation to identify qualified diverse candidates to fill law clerk positions, no applicants identified as members of underrepresented groups. Of the 60 new hires, forty-one (41) identified as female (68.33%), nineteen (19) identified as male (31.67%), and five (5) identified as members of minority groups (8.33%).

Effective January 1, 2014, the state application for employment (CS-14) was revised to comply with “Ban the Box” legislation (G.L. §28-5-7(7)) passed during the 2013 General Assembly session. As such, the Judiciary is utilizing the revised application and, consistent with the statute, does not ask any questions with respect to criminal history prior to the first interview.

Efforts will be made to recruit qualified applicants or eligible employees for employment opportunities without regard to race, color, age, country of ancestral or national origin, genetic information, religion, disability status, military status, marital status, pregnancy status, political affiliation, whistleblower activity, status with regard to public assistance, sexual orientation, gender identification/expression, or any other protected class, category, or characteristic.

Efforts will be made to continue to review and monitor recruitment procedures to assure that no discriminatory practices exist. The appointing authorities are continuing to improve their recruiting procedures to assure that no discriminatory practices exist. The Equal Opportunity Advisory Committee receives copies of all vacancy notices and agrees to monitor posting locations.

RESPONSIBLE OFFICIALS:

State Court Administrator

Appointing Authorities

Assistant State Court Administrator/Employee Relations

EEO Program Coordinator

Interviewing

The State Court Administrator, lower court administrators, the division heads/supervisors and/or appointing authorities interview all qualified job candidates. Division heads/supervisors are responsible for screening applicants. Affirmative Action/EEO Guidelines and job description qualifications and duties as described in vacancy notices are used as well as a review of an applicant's educational and work experience background in order to select qualified persons for interviews.

All interviewed applicants will be notified in writing with an explanation as to why they were not selected. The appointing authority of each court sends letters to all interviewed applicants with explanations as to the result of the application as an on-going function.

RESPONSIBLE OFFICIALS:

State Court Administrator

Appointing Authorities

Division Heads/Supervisors

4. TRANSFER AND PROMOTION PRACTICES:

As more than 58% of employees of the judiciary are subject to collective bargaining agreements, the vast majority of promotions come from within the ranks of the Judiciary; often times, specifically from within the ranks of the court where the vacancy exists. As a result, the requirements of the collective bargaining agreements can hinder the court's ability to hire minorities since the filling of vacancies generally comes from the existing pool of employees within the Judiciary which currently has a minority representation of 12.39%. While the average number of minority employees from FY2013 to FY2020 has been 11.81%, efforts are being made to promote and retain minority employees; the percentage of minorities promoted between FY2012-FY2020 was 19.11%. Even though union positions give preference to union members for upward mobility, 19.61% of the employees promoted during FY2020 identified as minorities.

Upward Mobility

Efforts will be made to maximize the opportunities for career employee advancement. Efforts will include a periodic review of the Judiciary's personnel policies and procedures relevant to the agency's identification and removal of artificial or discriminatory barriers.

Vacancy notices are distributed for posting to all court locations and employees are encouraged to apply for promotional appointments. As a result of the Judiciary's efforts to encourage upward mobility, 51 employees were promoted during FY2020.

RESPONSIBLE OFFICIALS:

State Court Administrator

Assistant State Court Administrator/ Employee Relations

Appointing Authorities

Information on Examinations

Upward mobility programs and examination announcements within state service will be posted on all employee bulletin boards. In addition to vacancy notices for court positions, examination announcements within state service and vacancy notices for positions in other related state agencies are distributed to and posted in all court locations.

RESPONSIBLE OFFICIALS:

Division Heads/Supervisors
Assistant State Court Administrator/ Employee Relations
EEO Program Coordinator/ Diversity Coordinator

Career Ladders

Effort should be made, whenever possible, to promote qualified personnel from within the system. There were 51 promotions in FY2020 in the Rhode Island Judiciary. Of the 51 individuals promoted, 34 (66.67%) were female, 17 (33.33%) were male, and 10 (19.61%) were minority employees.

RESPONSIBLE OFFICIALS:

Chief Justice of the Supreme Court
Presiding Justice and Chief Judges of Lower Courts
State Court Administrator
Administrators of Lower Courts

Information on Training and Career Development

Supervisors are encouraged to counsel employees on career development. Employees are encouraged and many have taken advantage of the state education-incentive program. This program is explained in the Judicial Employee Handbook and is provided to all new employees during their orientation session. All department heads and supervisors continue to notify employees of upcoming examinations and advancement opportunities. Examination announcements are distributed to appointing authorities for posting in their respective courts. In addition, three of the unions in the state court system have established a tuition reimbursement program in their respective bargaining agreements that allows for the reimbursement of approved courses within established funding levels.

RESPONSIBLE OFFICIALS:

Division Heads/Supervisors
Assistant State Court Administrator/ Employee Relations
EEO Program Coordinator/ Diversity Coordinator

5. FLEX TIME

Temporary flex time is considered on a case-by-case basis by the individual appointing authorities upon written request by an employee as a special accommodation.

6. TECHNICAL COMPLIANCE

Efforts will be made to ensure that all EEO policies and procedures and all vacancy notices are posted in visible areas for both employees and members of the general public. The Judiciary's website includes a link to the "EEO is the law" poster, mandated by the Federal Equal Employment Opportunity Office.

7. EQUAL EMPLOYMENT OPPORTUNITY COMMITTEE

The Equal Employment Opportunity Advisory Committee, with representatives from each court, will meet semi-annually or as necessary. The Committee will continue to analyze workforce data to determine if the Judiciary is meeting hiring goals. The information will then be used to recommend models, which will be applied throughout the court system.

The Equal Employment Opportunity Advisory Committee met on January 28, 2020. The agenda items included reviewing the Judiciary's FY2018-FY2019 Affirmative Action Plan, discussing the activities of

the employment education program, the shadow program, and the training program, and discussing recent outreach efforts. The committee discussed community outreach activities, recommended potential community partners, and reviewed hiring goals.

8. TRAINING PROGRAMS

The Office of Training and Development oversees training programs that are available to employees of the Judiciary through OTD's website. Through their respective Court Administrators, employees are encouraged to enroll in these courses so they may enhance their job skills to increase their potential for promotions, and to improve their relationship with the public, their co-workers, and their supervisors. In addition, the individual courts will continue to hold training seminars for their employees as changes are made to laws and upgrades are made to the various data entry systems. The court's Judicial Technology Center also notifies employees of courses related to e-mail use, word processing and other computer programs. All employees will be requested to participate in training and orientation programs offered by the Rhode Island Judiciary. Information on affirmative action plans, program activities, grievance procedures, as well as the appropriate officials to contact, will be made available to employees.

In FY2020, the Judiciary offered training sessions in the topics of sexual harassment, cultural-awareness, customer service, implicit bias, Rhode Island general law recommendations during the pandemic, and changes to the Americans with Disabilities Act during the pandemic. A total of 278 employees, with representation from each of the state courts, participated in the training sessions. The training participants consisted of new hires and existing Judiciary staff. Offering training to Judiciary employees in the topics of sexual harassment, cultural-awareness, and customer service is an ongoing effort. The Judiciary will continue to provide training sessions semi-annually. Additional training was offered to judicial officers, supervisors, administrators and law clerks. The *Training Participation Summary* sheet provides demographic information for training attendees (p.27).

RESPONSIBLE OFFICIALS:

State Equal Opportunity Office

Appointing Authorities

Assistant State Court Administrator/Employee Relations

EEO Program Coordinator/ Diversity Coordinator

Job Related Training

Courses are available to provide job-related training for all court employees. In-service and job-related refresher training courses are available for new and current employees in order to maximize performance and enhance future career growth.

Training programs continue to be held for court employees. Emphasis is given to new employees to encourage them to become familiar with the judicial system and its operation and data processing system. Refresher courses are also held periodically for employees as systems are changed and/or upgraded.

9. TERMINATIONS

Whenever an employee is terminated, demoted, transferred, resigns or is otherwise permanently separated from a position of employment, the employee shall be interviewed by the supervisor or Appointing Authority, or their designee, and shall complete an Employee Exit Interview form for inclusion in the employee's personnel file. Union and nonunion members have recourse to grievance hearings conducted by the Judiciary's Employee Relations Director. Additionally, progressive

disciplinary practices have been established to serve union and nonunion employees. These practices include counseling, oral reprimand, written reprimand, suspension, and ultimately –termination.

Employees who voice concerns of discrimination are afforded the opportunity to file a grievance by completing an internal Non-Discrimination and Harassment Complaint form. Employees may also contact the Rhode Island Commission for Human Rights, the U.S. Equal Employment Opportunity Commission, the Department of Justice Office of the Americans with Disabilities Act Civil Rights Division, or the State of Rhode Island Equal Opportunity Office.

As noted on the Equal Employment Opportunity Civil Rights Complaint Profile chart located on page 26 of this report, no problems were identified in this area during fiscal year 2019. Terminations are evaluated regularly by the Supreme Court Employee Relations Office, and the Judiciary’s Diversity Office.

10. EXIT INTERVIEWS

There is an on-going exit interview process for employees. Upon exiting, each employee will be asked to complete an exit report so that he/she may be apprised of his/her rights to appeal and to ensure that the departure of an employee is not due to discriminatory practices. All terminating employees are given an opportunity to complete the exit interview. The Judiciary will continue to distribute the exit survey to all terminating employees and will document this distribution using employee sign off forms.

RESPONSIBLE OFFICIALS: Administrators of each of the six courts

ADDENDUM: PLAN TO IMPROVE WORKPLACE INCLUSION AND HIRING EFFORTS TO INCREASE REPRESENTATION OF MEMBERS OF UNDERREPRESENTED GROUPS

The Rhode Island Judiciary is committed to providing equal opportunity and embracing different perspectives in pursuit of excellence and the public good. The Judiciary will continue engaging members of underrepresented groups through its active community outreach program, thus enhancing its mission of providing and improving access to justice.

In addition to posting vacancy announcements on ApplyRI, the Judiciary will conduct outreach to attract a wider pool of applicants. After vacancy announcements are made; the Diversity Coordinator will distribute the postings to individuals and organizations on the Judiciary's outreach referral list. If a vacancy requires a specific set of skills or qualifications, the vacancy will be announced on job search engines administered by higher education institutions. The Diversity Coordinator will maintain a platform to facilitate communication between the Judiciary and external service organizations dealing in the area of individuals with disabilities, veterans, disabled veterans, minorities and other underrepresented groups.

The Diversity Coordinator will accept recommendations during the application period from individuals and organizations dedicated to serving members of underrepresented groups. After the application period ends, the Diversity Coordinator will review the applicant pool. The top candidates who met the required skills and qualifications will be referred to the hiring authority for consideration.

The Rhode Island Judiciary has implemented initiatives that offer youth, young adults, and established professionals the opportunity to interact with Judiciary staff, to learn about jobs in the state court system, and to engage in programs and initiatives designed to educate them about the application process. The Judiciary will continue to offer experiential opportunities to college students and law school students by officering internships and clerkships. Additionally, middle school and high school students will be afforded the option of participating in the Judiciary Employment Education Program or the Judiciary Shadow Program. Both programs were designed to expose students to careers in the Judiciary and to the skills and qualifications necessary to obtain employment.

The Office of Community Outreach and Public Relations will continue to promote understanding of the judicial system through media relations and through education programs across the state. The Diversity Office, which has been tasked with engaging organizations dedicated to serving members of underrepresented groups, will support the efforts of the Office of Community Outreach and Public Relations whenever possible.

The Diversity Coordinator will continue to work with Employee Relations to collect data, to review data trends, and to measure the success of recruitment efforts. The Employee Relations Department will determine useful data measures related to overall staff representation to ensure that existing data models capture hire, transfer, promotion, and termination activities accurately. Reports summarizing findings will continue to be issued to the head of the Judicial branch.

The Diversity and Employee Relations Offices will continue to offer training opportunities and encourage staff participation. The sexual harassment, cultural-awareness and customer service training program will continue to take place semi-annually.

The Judiciary will continue to provide language services through the Office of Court Interpreters by assisting members of the public in court proceedings. In addition to offering services through the Office of Court Interpreters, the Rhode Island Judiciary provides free aids and services to people with disabilities to

communicate effectively with court staff during, before, during or after trial. Services include qualified sign language interpreters and written information in other formats (e.g., large prints). The Judiciary makes these services available to the public at no cost.

The Diversity Coordinator will continue to serve as liaison between federal and state agencies to ensure compliance of affirmative action and equal employment opportunity laws and regulations, and will work with the appropriate authorities to address internal and external inquiries regarding diversity and inclusion in the workplace.

The Judiciary will continue to host meetings of the Equal Employment Opportunity Advisory Committee, and will obtain feedback of diversity initiatives at said meetings. Similarly, the State Court Administrator will obtain feedback from the lower court Administrators on diversity initiatives and services offered by the Judiciary's Administrative Offices.

One critical component of the solution to diversify the workforce is an emphasis on community engagement aimed at creating a pipeline of future applicants. By hosting programs such as the Judiciary Employment Education Program, the Judiciary Shadow Program, and inviting students to engage with Judiciary employees, we seek to inspire students from underrepresented groups, especially those at-risk, to have positive interactions with the courts and to consider the Judiciary a future place of employment.

In an effort to reinforce policies outlined in this plan, the Judiciary's EEO Program Coordinator will serve as liaison between the Judiciary and enforcement agencies, lead the affirmative action plan development and implementation process, create modes of internal and external communication, and work with the appropriate authorities to assure compliance with established policies. All appointing authorities, court administrators, division heads, supervisors, designated employees within each court, and the EEO Program Coordinator are responsible for development of goals and timetables for affirmative action, and for demonstrating positive results in the employment, appointment, and delivery of services to veterans, persons with disabilities, women, and racial/ethnic minorities.

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EQUAL OPPORTUNITY STATUTES

TITLE 28

Labor and Labor Relations

CHAPTER 28-5.1

Equal Opportunity and Affirmative Action

SECTION 28-5.1-1

§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation.

(2) All policies, programs, and activities of state government shall be periodically reviewed and revised to assure their fidelity to this policy.

(3) Each department head shall make a report to the governor and the general assembly not later than September 30 of each year on the statistical results of the implementation of this chapter and to the state equal opportunity office; provided, that the mandatory provisions of this section do not apply to the legislative branch of state government.

(b) The provisions of this chapter shall in no way impair any contract or collective bargaining agreement currently in effect. Any contract or collective bargaining agreements entered into or renewed after July 6, 1994 shall be subject to the provisions of this chapter.

SECTION 28-5.1-2

§ 28-5.1-2 State equal opportunity office. – (a) There shall be a state equal opportunity office. This office, under the direct administrative supervision of the director of administration/human resources, shall report to the governor and to the general assembly on state equal opportunity programs. The state equal opportunity office shall be responsible for assuring compliance with the requirements of all federal agencies for equal opportunity and shall provide training and technical assistance as may be requested by any company doing business in Rhode Island and all state departments as is necessary to comply with the intent of this chapter.

(b) The state equal opportunity office shall issue any guidelines, directives or instructions that are necessary to effectuate its responsibilities under this chapter, and is authorized to investigate possible discrimination, hold hearings, and direct corrective action to the discrimination.

SECTION 28-5.1-3

§ 28-5.1-3 Affirmative action. – (a) The state equal opportunity office shall assign an equal opportunity officer as a liaison to agencies of state government.

(b) Each state department or agency, excluding the legislative branch of state government, shall annually prepare an affirmative action plan. These plans shall be prepared in accordance with the criteria and deadlines set forth by the state equal opportunity office. These deadlines shall provide, without limitation, that affirmative action plans for each fiscal year be submitted to the state equal opportunity office and the house fiscal advisor no later than March 31. These plans shall be submitted to and shall be subject to review and approval by the state equal opportunity office.

(c) Any affirmative action plan required under this section deemed unsatisfactory by the state equal opportunity office shall be withdrawn and amended according to equal opportunity office criteria, in order to attain positive measures for compliance. The state equal opportunity office shall make every effort by informal conference, conciliation and persuasion to achieve compliance with affirmative action requirements.

(d) The state equal opportunity office shall effect and promote the efficient transaction of its business and the timely handling of complaints and other matters before it, and shall make recommendations to appropriate state officials for affirmative action steps towards the achievement of equal opportunity.

(e) The state equal opportunity administrator shall serve as the chief executive officer of the state equal opportunity office, and shall be responsible for monitoring and enforcing all equal opportunity laws, programs, and policies within state government.

(f) No later than July 1 each state department or agency, excluding the legislative branch of state government, shall submit to the state equal opportunity office and the house fiscal advisor sufficient data to enable the state equal opportunity office and the house fiscal advisor to determine whether the agency achieved the hiring goals contained in its affirmative action plan for the previous year. If the hiring goals contained in the previous year's plan were not met, the agency shall also submit with the data a detailed explanation as to why the goals were not achieved.

(g) Standards for review of affirmative action plans shall be established by the state equal opportunity office, except where superseded by federal law.

(h) For purposes of this section, "agency" includes, without limitation, all departments, public and quasi-public agencies, authorities, boards, and commissions of the state, excluding the legislative branch of state government.

(i) The state equal opportunity office shall continually review all policies, procedures, and practices for tendencies to discriminate and for institutional or systemic barriers for equal opportunity, and it shall make recommendations with reference to any tendencies or barriers in its annual reports to the governor and the general assembly.

(j) Relevant provisions of this section also apply to expanding the pool of applicants for all positions where no list exists. The equal opportunity administrator is authorized to develop and implement recruitment plans to assure that adequate consideration is given to qualified minority applicants in those job categories where a manifest imbalance exists, excluding those job categories in the legislative branch of state government.

SECTION 28-5.1-3.1

§ 28-5.1-3.1 Appointments to state boards, commissions, public authorities, and quasi-public corporation. – (a) The general assembly finds that, as a matter of public policy, the effectiveness of each appointed state board, commission, and the governing body of each public authority and quasi-public corporation is enhanced when it reflects the diversity, including the racial and gender composition, of Rhode Island's population. Consequently, each person responsible for appointing one or more individuals to serve on any board or commission or to the governing body of any public authority or board shall endeavor to assure that, to the fullest extent possible, the composition of the board, commission, or governing body reflects the diversity of Rhode Island's population.

(b) During the month of January in each year the boards, agencies, commissions, or authorities are requested to file with the state equal opportunity office a list of its members, designating their race, gender, and date of appointment.

(c) Of the candidates considered for appointment by the governor and the general assembly, the governor and the general assembly shall give due consideration to recommendations made by representatives of Rhode Island's minority community based organizations through the Rhode Island Affirmative Action Professionals (RIAAP). The human resources outreach and diversity office shall act as the RIAAP's liaison with state government and shall forward the recommendations to appointing authorities.

(d) The appointing authority, in consultation with the equal employment opportunity administrator and the human resources outreach and diversity administrator within the department of administration, shall annually conduct a utilization analysis of appointments to state boards, commissions, public authorities and quasi-public corporations based upon the annual review conducted pursuant to § 28-5.1-3.

(e) The equal employment opportunity administrator shall report the results of the analysis to the Rhode Island commission for human rights and to the general assembly by or on January 31 and July 31 of each year consistent with § 28-5.1-17. The report shall be a public record and shall be made available electronically on the secretary of state's website.

SECTION 28-5.1-3.2

§ 28-5.1-3.2 Enforcement. – (a) The state equal opportunity administrator is authorized to initiate complaints against any agencies, administrators, or employees of any department or division within state government, excluding the legislative branch, who or which willfully fail to comply with the requirements of any applicable affirmative action plan or of this chapter or who or which fail to meet the standards of good faith effort, reasonable basis, or reasonable action, as defined in guidelines promulgated by the federal Equal Employment Opportunity Commission as set forth in 29 CFR 1607.

(b) Whenever the equal employment opportunity administrator initiates a complaint, he or she shall cause to be issued and served in the name of the equal employment opportunity office a written notice, together with a copy of the complaint, requiring that the agency, administrator, agent, or employee respond and appear at a hearing at a time and place specified in the notice. The equal employment opportunity office shall follow its lawfully adopted rules and regulations concerning hearings of discrimination complaints.

(c) The equal employment opportunity office shall have the power, after a hearing, to issue an order requiring a respondent to a complaint to cease and desist from any unlawful discriminatory practice and/or to take any affirmative action, including, but not limited to, hiring, reinstatement, transfer, or upgrading employees, with or without back pay, or dismissal, that may be necessary to secure compliance with any applicable affirmative action plan or with state or federal law.

(d) A final order of the equal employment opportunity office constitutes an "order" within the meaning of § 42-35-1(j); is enforceable as an order; is to be rendered in accordance with § 42-35-12; and is subject to judicial review in accordance with § 42-35-15.

SECTION 28-5.1-4

§ 28-5.1-4 Employment policies for state employees. – (a) Each appointing authority shall review the recruitment, appointment, assignment, upgrading, and promotion policies and activities for state employees without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability. All appointing authorities shall hire and promote employees without discrimination.

(b) Special attention shall be given to the parity of classes of employees doing similar work and the training of supervisory personnel in equal opportunity/affirmative action principles and procedures.

(c) Annually, each appointing authority shall include in its budget presentation any necessary programs, goals and objectives that shall improve the equal opportunity aspects of their department's employment policies.

(d) Each appointing authority shall make a monthly report to the state equal opportunity office on persons hired, disciplined, terminated, promoted, transferred, and vacancies occurring within their department.

SECTION 28-5.1-5

§ 28-5.1-5 Personnel administration. – (a) The office of personnel administration of the department of administration shall prepare a comprehensive plan indicating the appropriate steps necessary to maintain and secure the equal opportunity responsibility and commitment of that division. The plan shall set forth attainable goals and target dates based upon a

utilization study for achievement of the goals, together with operational assignment for each element of the plan to assure measurable progress.

(2) The office of personnel administration shall:

(i) Take positive steps to insure that the entire examination and testing process, including the development of job specifications and employment qualifications, is free from either conscious or inadvertent bias, and

(ii) Review all recruitment procedures for all state agencies covered by this chapter for compliance with federal and state law, and bring to the attention of the equal opportunity administrator matters of concern to its jurisdiction.

(3) The division of budget shall indicate in the annual personnel supplement progress made toward the achievement of equal employment goals.

(4) The division of purchases shall cooperate in administering the state contract compliance programs.

(5) The division of statewide planning shall cooperate in assuring compliance from all recipients of federal grants.

(b) The office of labor relations shall propose in negotiations the inclusion of affirmative action language suitable to the need for attaining and maintaining a diverse workforce.

(c) There is created a five (5) member committee which shall monitor negotiations with all collective bargaining units within state government specifically for equal opportunity and affirmative action interests. The members of that committee shall include the director of the Rhode Island commission for human rights, the equal opportunity administrator, the personnel administrator, one member of the house of representatives appointed by the speaker, and one member of the senate appointed by the president of the senate.

SECTION 28-5.1-6

§ 28-5.1-6 Commission for human rights. – The Rhode Island commission for human rights shall exercise its enforcement powers as defined in chapter 5 of this title and in this chapter, and shall have the full cooperation of all state agencies. Wherever necessary, the commission shall, at its own initiative or upon a complaint, bring charges of discrimination against those agencies and their personnel who fail to comply with the applicable state laws and this chapter. This commission also has the power to order discontinuance of any departmental or division employment pattern or practice deemed discriminatory in intent by the commission, after a hearing on the record, and may seek court enforcement of such an order. The commission shall utilize the state equal opportunity office as its liaison with state government. The Rhode Island commission for human rights is authorized to make any rules and regulations that it deems necessary to carry out its responsibilities under this chapter, and to establish any sanctions that may be appropriate within the rules and regulations of the state.

SECTION 28-5.1-7

§ 28-5.1-7 State services and facilities. – (a) Every state agency shall render service to the citizens of this state without discrimination based on race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability. No state facility shall be used in furtherance of any discriminatory practice nor shall any state agency become a party to any agreement, arrangement, or plan which has the effect of sanctioning those patterns or practices.

(b) At the request of the state equal opportunity office, each appointing authority shall critically analyze all of its operations to ascertain possible instances of noncompliance with this policy and shall initiate sustained, comprehensive programs based on the guidelines of the state equal opportunity office to remedy any defects found to exist.

SECTION 28-5.1-8

§ 28-5.1-8 Education, training, and apprenticeship programs. – (a) All educational programs and activities of state agencies, or in which state agencies participate, shall be open to all qualified persons without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability. The programs shall be conducted to encourage the fullest development of the interests, aptitudes, skills, and capacities of all participants.

(b) Those state agencies responsible for educational programs and activities shall take positive steps to insure that all programs are free from either conscious or inadvertent bias, and shall make quarterly reports to the state equal opportunity office with regard to the number of persons being served and to the extent to which the goals of the chapter are being met by the programs.

(c) Expansion of training opportunities shall also be encouraged with a view toward involving larger numbers of participants from those segments of the labor force where the need for upgrading levels of skill is greatest.

SECTION 28-5.1-9

§ 28-5.1-9 State employment services. – (a) All state agencies, including educational institutions, which provide employment referral or placement services to public or private employees, shall accept job orders, refer for employment, test, classify, counsel and train only on a nondiscriminatory basis. They shall refuse to fill any job order which has the effect of excluding any persons because of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

(b) The agencies shall advise the commission for human rights promptly of any employers, employment agencies, or unions suspected of practicing unlawful discrimination.

(c) The agencies shall assist employers and unions seeking to broaden their recruitment programs to include qualified applicants from minority groups.

(d) The department of labor and training, the governor's commission on disabilities, the advisory commission on women, and the Rhode Island economic development corporation shall fully utilize their knowledge of the labor market and economic conditions of the state, and their contacts with job applicants, employers, and unions, to promote equal employment opportunities, and shall require and assist all persons within their jurisdictions to initiate actions which remedy any situations or programs which have a negative impact on protected classes within the state.

SECTION 28-5.1-10

§ 28-5.1-10 State contracts. – The division of purchases shall prepare any rules, regulations, and compliance reports that shall require of state contractors the same commitment to equal opportunity as prevails under federal contracts controlled by federal executive orders 11246, 11625 and 11375. Affirmative action plans prepared pursuant to those rules and regulations shall be reviewed by the state equal opportunity office. The state equal opportunity office shall prepare a comprehensive plan to provide compliance reviews for state contracts. A contractor's failure to abide by the rules, regulations, contract terms, and compliance reporting provisions as established shall be ground for forfeitures and penalties as established by the department of administration in consultation with the state equal opportunity office.

SECTION 28-5.1-11

§ 28-5.1-11 Law enforcement. – The attorney general, the department of corrections, and the Rhode Island justice commission shall stress to state and local law enforcement officials the necessity for nondiscrimination in the control of criminal behavior. These agencies shall develop and publish formal procedures for the investigation of citizen complaints of alleged abuses of authority by individual peace officers. Employment in all state law enforcement and correctional agencies and institutions shall be subject to the same affirmative action standards applied under this chapter to every state unit of government, in addition to applicable federal requirements.

SECTION 28-5.1-12

§ 28-5.1-12 **Health care.** – The state equal opportunity office shall review the equal opportunity activity of all private health care facilities licensed or chartered by the state, including hospitals, nursing homes, convalescent homes, rest homes, and clinics. These state licensed or chartered facilities shall be required to comply with the state policy of equal opportunity and nondiscrimination in patient admissions, employment, and health care service. The compliance shall be a condition of continued participation in any state program, or in any educational program licensed or accredited by the state, or of eligibility to receive any form of assistance.

SECTION 28-5.1-13

§ 28-5.1-13 **Private education institutions.** – The state equal opportunity office shall review all private educational institutions licensed or chartered by the state, including professional, business, and vocational training schools. These state licensed or chartered institutions shall at the request of the board of regents of elementary and secondary education be required to show compliance with the state policy of nondiscrimination and affirmative action in their student admissions, employment, and other practices as a condition of continued participation in any state program or of eligibility to receive any form of state assistance.

SECTION 28-5.1-14

§ 28-5.1-14 **State licensing and regulatory agencies.** – State agencies shall not discriminate by considering race, color, religion, sex, sexual orientation, gender, identity or expression, age, national origin, or disability in granting, denying, or revoking a license or charter, nor shall any person, corporation, or business firm which is licensed or chartered by the state unlawfully discriminate against or segregate any person on these grounds. All businesses licensed or chartered by the state shall operate on a nondiscriminatory basis, according to equal employment treatment and access to their services to all persons, except unless otherwise exempted by the laws of the state. Any licensee, charter holder, or retail sales permit holder who fails to comply with this policy is subject to any disciplinary action that is consistent with the legal authority and rules and regulations of the appropriate licensing or regulatory agency. State agencies which have the authority to grant, deny, or revoke licenses or charters will cooperate with the state equal opportunity office to prevent any person, corporation, or business firm from discriminating because of race, color, religion, sex, sexual orientation, gender, identity or expression, age, national origin, or disability or from participating in any practice which may have a disparate effect on any protected class within the population. The state equal opportunity office shall monitor the equal employment opportunity activities and affirmative action plans of all such organizations.

SECTION 28-5.1-15

§ 28-5.1-15 **State financial assistance.** – State agencies disbursing financial assistance, including, but not limited to, loans and grants, shall require recipient organizations and agencies to undertake affirmative action programs designed to eliminate patterns and practices of discrimination. At the request of the state equal opportunity office, state agencies disbursing assistance shall develop, in conjunction with the state equal opportunity office, regulations and procedures necessary to implement the goals of nondiscrimination and affirmative action and shall be reviewed for compliance according to state policy.

SECTION 28-5.1-16

§ 28-5.1-16 **Prior executive orders – Effect.** – All executive orders shall, to the extent that they are not inconsistent with this chapter, remain in full force and effect.

SECTION 28-5.1-17

§ 28-5.1-17 **Utilization analysis.** – (a) The personnel administrator, in consultation with the equal employment opportunity administrator, and the human resources outreach and diversity administrator within the department of

administration, shall annually conduct a utilization analysis of positions within state government based upon the annual review conducted pursuant to §§ 28-5.1-3 and 28-5.1-4.

(2) To the extent the analysis determines that minorities as currently defined in federal employment law as Blacks, Hispanics, American Indians (including Alaskan natives), Asians (including Pacific Islanders), are being underrepresented and/or underutilized, the personnel administrator shall, through the director of administration, direct the head of the department where the under-representation and/or under-utilization exists to establish precise goals and timetables and assist in the correction of each deficiency, to the extent permitted by law and by collective bargaining agreements.

(3) The initial analysis shall be directed toward service oriented departments of the state, state police, labor and training, corrections, children, youth and families, courts, transportation, and human services.

(4) The equal employment opportunity administrator shall be consulted in the selection process for all positions certified as underrepresented and/or underutilized and shall report the results of progress toward goals to the governor and to the general assembly by January 31 and July 31 of each year. A copy of these results which shall be referred to the Rhode Island commission for human rights which may, in its discretion, investigate whether a violation of chapter 28-5 has occurred. The results shall be a public record and shall be made available electronically on the secretary of state's website.

(b) In the event of a reduction in force, the personnel administrator, in consultation with the equal employment opportunity administrator and director of the department(s) where the reduction is proposed, shall develop a plan to ensure that affirmation action gains are preserved to the extent permitted by law and by collective bargaining agreements. A copy of this plan shall be referred to the Rhode Island commission for human rights which may, in its discretion, investigate whether a violation of chapter 28-5 has occurred. The plan shall be a public record and shall be made available electronically on the secretary of state's website.

(2) The equal employment opportunity administrator shall report the results of the plans and their subsequent actions to the governor and to the general assembly by January 31 and July 31 of each year, to the Rhode Island commission for human rights. The report shall be a public record and shall be made available electronically on the secretary of state's website. Consistent with § 28-5.1-6, the Rhode Island commission for human rights shall have the power to order discontinuance of any department or division employment pattern or practice deemed discriminatory in intent or result by the commission.

(3) The equal opportunity administrator shall notify the commission of reports and results under this chapter

**FAIR EMPLOYMENT PRACTICES/
UNBIASED WORK ENVIRONMENTS**

TITLE 28

Labor and Labor Relations

CHAPTER 28-5

Fair Employment Practices

SECTION 28-5-7

§ 28-5-7 Unlawful employment practices. – It shall be an unlawful employment practice:

(1) For any employer:

(i) To refuse to hire any applicant for employment because of his or her race or color, religion, sex, sexual orientation, gender identity or expression, disability, age, or country of ancestral origin;

(ii) Because of those reasons, to discharge an employee or discriminate against him or her with respect to hire, tenure, compensation, terms, conditions or privileges of employment, or any other matter directly or indirectly related to employment. However, if an insurer or employer extends insurance related benefits to persons other than or in addition to the named employee, nothing in this subdivision shall require those benefits to be offered to unmarried partners of named employees;

(iii) In the recruiting of individuals for employment or in hiring them, to utilize any employment agency, placement service, training school or center, labor organization, or any other employee referring source which the employer knows, or has reasonable cause to know, discriminates against individuals because of their race or color, religion, sex, sexual orientation, gender identity or expression, disability, age, or country of ancestral origin;

(iv) To refuse to reasonably accommodate an employee's or prospective employee's disability unless the employer can demonstrate that the accommodation would pose a hardship on the employer's program, enterprise, or business; or

(v) When an employee has presented to the employer an internal complaint alleging harassment in the workplace on the basis of race or color, religion, sex, disability, age, sexual orientation, gender identity or expression, or country of ancestral origin, to refuse to disclose in a timely manner in writing to that employee the disposition of the complaint, including a description of any action taken in resolution of the complaint; provided, however, no other personnel information shall be disclosed to the complainant.

(2)(i) For any employment agency to fail or refuse to properly classify or refer for employment or otherwise discriminate against any individual because of his or her race or color, religion, sex, sexual orientation, gender identity or expression, disability, age, or country of ancestral origin; or

(ii) For any employment agency, placement service, training school or center, labor organization, or any other employee referring source to comply with an employer's request for the referral of job applicants if the request indicates either directly or indirectly that the employer will not afford full and equal employment opportunities to individuals regardless of their race or color, religion, sex, sexual orientation, gender identity or expression, disability, age, or country of ancestral origin;

(3) For any labor organization:

(i) To deny full and equal membership rights to any applicant for membership because of his or her race or color, religion, sex, sexual orientation, gender identity or expression, disability, age, or country of ancestral origin;

(ii) Because of those reasons, to deny a member full and equal membership rights, expel him or her from membership, or otherwise discriminate in any manner against him or her with respect to his or her hire, tenure, compensation, terms, conditions or privileges of employment, or any other matter directly or indirectly related to membership or employment, whether or not authorized or required by the constitution or bylaws of the labor organization or by a collective labor agreement or other contract;

(iii) To fail or refuse to classify properly or refer for employment, or otherwise to discriminate against any member because of his or her race or color, religion, sex, sexual orientation, gender identity or expression, disability, age, or country of ancestral origin; or

(iv) To refuse to reasonably accommodate a member's or prospective member's disability unless the labor organization can demonstrate that the accommodation would pose a hardship on the labor organization's program, enterprise, or business;

(4) Except where based on a bona fide occupational qualification certified by the commission or where necessary to comply with any federal mandated affirmative action programs, for any employer or employment agency, labor organization, placement service, training school or center, or any other employee referring source, prior to employment or admission to membership of any individual, to:

(i) Elicit or attempt to elicit any information directly or indirectly pertaining to his or her race or color, religion, sex, sexual orientation, gender identity or expression, disability, age, or country of ancestral origin;

(ii) Make or keep a record of his or her race or color, religion, sex, sexual orientation, gender identity or expression, disability, age, or country of ancestral origin;

(iii) Use any form of application for employment, or personnel or membership blank containing questions or entries directly or indirectly pertaining to race or color, religion, sex, sexual orientation, gender identity or expression, disability, age, or country of ancestral origin;

(iv) Print or publish or cause to be printed or published any notice or advertisement relating to employment or membership indicating any preference, limitation, specification, or discrimination based upon race or color, religion, sex, sexual orientation, gender identity or expression, disability, age, or country of ancestral origin; or

(v) Establish, announce, or follow a policy of denying or limiting, through a quota system or otherwise, employment or membership opportunities of any group because of the race or color, religion, sex, sexual orientation, gender identity or expression, disability, age, or country of ancestral origin of that group;

(5) For any employer or employment agency, labor organization, placement service, training school or center, or any other employee referring source to discriminate in any manner against any individual because he or she has opposed any practice forbidden by this chapter, or because he or she has made a charge, testified, or assisted in any manner in any investigation, proceeding, or hearing under this chapter;

(6) For any person, whether or not an employer, employment agency, labor organization, or employee, to aid, abet, incite, compel, or coerce the doing of any act declared by this section to be an unlawful employment practice, or to obstruct or prevent any person from complying with the provisions of this chapter or any order issued pursuant to this chapter, or to attempt directly or indirectly to commit any act declared by this section to be an unlawful employment practice;

(7) For any employer to include on any application for employment, except applications for law enforcement agency positions or positions related to law enforcement agencies, a question inquiring or to otherwise inquire either orally or in writing whether the applicant has ever been arrested, charged with or convicted of any crime; provided, that:

(i) If a federal or state law or regulation creates a mandatory or presumptive disqualification from employment based on a person's conviction of one or more specified criminal offenses, an employer may include a question or otherwise inquire whether the applicant has ever been convicted of any of those offenses; or

(ii) If a standard fidelity bond or an equivalent bond is required for the position for which the applicant is seeking employment and his or her conviction of one or more specified criminal offenses would disqualify the applicant from obtaining such a bond, an employer may include a question or otherwise inquire whether the applicant has ever been convicted of any of those offenses; and

(iii) Notwithstanding, any employer may ask an applicant for information about his or her criminal convictions at the first interview or thereafter, in accordance with all applicable state and federal laws.

(8)(i) For any person who, on June 7, 1988, is providing either by direct payment or by making contributions to a fringe benefit fund or insurance program, benefits in violation with §§ 28-5-6, 28-5-7 and 28-5-38, until the expiration of a period of one year from June 7, 1988 or if there is an applicable collective bargaining agreement in effect on June 7, 1988, until the termination of that agreement, in order to come into compliance with §§ 28-5-6, 28-5-7 and 28-5-38, to reduce the benefits or the compensation provided any employee on June 7, 1988, either directly or by failing to provide sufficient contributions to a fringe benefit fund or insurance program.

(ii) Where the costs of these benefits on June 7, 1988 are apportioned between employers and employees, the payments or contributions required to comply with §§ 28-5-6, 28-5-7 and 28-5-38 may be made by employers and employees in the same proportion.

(iii) Nothing in this section shall prevent the readjustment of benefits or compensation for reasons unrelated to compliance with §§ 28-5-6, 28-5-7 and 28-5-38.

TITLE 28
Labor and Labor Relations

CHAPTER 28-5
Fair Employment Practices

SECTION 28-5-41.1

§ 28-5-41.1 Right to fair employment practices – Gender identity or expression. – Whenever in this chapter there appears the terms "race or color, religion, sex, disability, age, country of ancestral origin, or sexual orientation" there shall be inserted immediately thereafter the words "gender identity or expression."



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State of Rhode Island and Providence Plantations
State House, Room 224
Providence, Rhode Island 02903
401-222-2080

SECRETARY OF STATE
STATE HOUSE, ROOM 224
PROVIDENCE, RHODE ISLAND 02903

Lincoln D. Chafee
Governor

EXECUTIVE ORDER

13-05

May 9, 2013

PROMOTION OF DIVERSITY, EQUAL OPPORTUNITY AND
MINORITY BUSINESS ENTERPRISES IN RHODE ISLAND

WHEREAS, Rhode Island was founded on the principles of tolerance and diversity;
and

WHEREAS, for generations, minority populations have enriched the fabric of our
State, strengthened our economy, and made Rhode Island a better place to live; and

WHEREAS, it is vitally important for the State to acknowledge the changing
demographics of our population and actively recruit minority talent to the workforce; and

WHEREAS, it is a priority of the Chafee Administration to reflect these changing
demographics through substantial minority employment in State government and
increased opportunities for minority business enterprises to participate in State
procurement and construction projects; and

WHEREAS, by drawing from the entire pool of human resources and talent, and by
creating a culture that values diversity and inclusion, we strengthen our collective
performance as a State workforce and thereby improve the State's ability to serve the
people of Rhode Island; and

WHEREAS, over the past 30 years, Rhode Island's population has increased from
seven percent (7%) to twenty-four percent (24%) people of color. In addition, in just the
last decade, Rhode Island's Latino population grew forty-four percent (44%), adding
almost 40,000 residents. The Asian-American and African-American populations also grew
by twenty-eight percent (28%) and twenty-three percent (23%), respectively, over the
same time period; and

WHEREAS, by the year 2040 the population of the State as a whole is projected to be forty-one percent (41%) people of color; and

WHEREAS, R.I. Gen. Laws § 37-14.1-1 *et seq.*, enacted in 1986, declared a State policy by which minority business enterprises (MBEs), which include minority-owned, women-owned and disadvantaged business enterprises, shall be awarded a minimum of ten percent (10%) of all dollars in State procurement and construction projects and a preference in State contracts and subcontract awards; and

WHEREAS, R.I. Gen. Laws § 28-5.1-1 *et seq.*, the Equal Opportunity and Affirmative Action Act, enacted in 1988, declared a policy of affirmative action to achieve equal opportunity in all units of State government, and established a State Equal Opportunity Office within the Department of Administration.

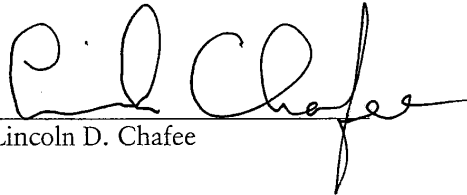
NOW, THEREFORE, I, LINCOLN D. CHAFEE, by virtue of the authority vested in me as Governor of the State of Rhode Island and Providence Plantations, do hereby order as follows:

1. The Director (Director) of the Department of Administration (Department), shall review all divisions and offices within the Department charged with facilitating equal opportunity employment and MBEs, including, but not limited to, the Division of Human Resources, the State Equal Opportunity Office, the Human Resources Outreach and Diversity Office, the Division of Purchases, and the MBE Program, and shall make recommendations to the Governor to improve collaboration between these offices and all executive departments to ensure these programs are more effective. These recommendations shall encourage measures of quality and accountability in equal opportunity and affirmative action hiring and MBE procurement as allowed by law. In addition, these recommendations shall include strategies for recruiting, hiring, promoting and retaining a more diverse workforce. The Director shall submit these recommendations to the Governor for approval on or before August 1, 2013. All executive departments shall comply with the Director's recommendations and shall cooperate fully with taking steps to increase minorities in the State's workforce and increase the usage of MBEs with State contracts.
2. Every State agency, in partnership with the Office of Equal Opportunity, shall track and maintain hiring data as part of the agency's performance management functions. Each agency shall provide the Office of Equal Opportunity, which shall coordinate with the Office of Management and Budget's Office of Performance Management and the Office of Outreach and Diversity, with a plan for improving minority hiring no later than October 1, 2013.

3. The Division of Purchases MBE Compliance Office shall identify State contracts and sub-contracts that could increase the number of minority-owned businesses participating in State work where strategic efforts can be undertaken. Each agency shall provide a list of contracts and sub-contracts that should be reviewed for MBE recruiting potential as part of the plan which shall coordinate with the Office of Management and Budget's Office of Performance Management and the Division of Purchases MBE Compliance Office on or before December 1, 2013.
4. The Director shall prepare an annual report to the Governor due on August 1, 2013 and every August 1 thereafter, for the prior fiscal year, demonstrating the State's progress in minority employment and MBE procurement and any recommendations for continued improvements in these programs. This report shall take into account the Affirmative Action Plans that are submitted by every State agency on an annual basis, as required under R.I. Gen. Laws Chapter 28-5.1.
5. The Department and the Human Resources Outreach and Diversity Office shall develop and conduct a diversity training program within one year of the effective date of this Order. For future hires, such training may be part of the standardized orientation provided to new employees.

This Order shall take effect immediately.

So Ordered:



Lincoln D. Chafee

SEXUAL HARASSMENT STATUTE

PUBLIC LAW 97-118

AN ACT

RELATING TO SEXUAL HARASSMENT, EDUCATION AND TRAINING IN THE WORKPLACE

CHAPTER 51 SEXUAL HARASSMENT, EDUCATION AND TRAINING IN THE WORKPLACE

§ 28-51-1. Definitions. — (a) As used in this chapter the term “sexual harassment” means any unwelcome sexual advances or requests for sexual favors or any other verbal or physical conduct of a sexual nature when submission to such conduct or such advances or requests is made either explicitly or implicitly a term or condition of an individual’s employment.

(b) As used in this chapter, the term “employer” means any entity employing fifty (50) or more employees.

§ 28-51-2. Adoption of workplace policy and statement. — (a) All employers and employment agencies shall promote a workplace free of sexual harassment.

(b) Every employer shall:

(1) adopt a policy against sexual harassment which shall include:

- (i) a statement that sexual harassment in the workplace is unlawful;
- (ii) a statement that it is unlawful to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of a complaint for sexual harassment;
- (iii) a description and examples of sexual harassment;
- (iv) a statement of the range of consequences for employees who are found to have committed sexual harassment;
- (v) a description of the process for filing internal complaints about sexual harassment and the work addresses and telephone numbers of the person or persons to whom complaints should be made; and
- (vi) the identity of the appropriate state and federal employment, as amended, discrimination enforcement agencies, and directions as to how to contact such agencies as amended.

(2) provide to all employees a written copy of the employer's policy against sexual harassment; provided, however, that a new employee shall be provided such a copy at the time of his or her employment.

(c) Employers are encouraged to conduct an education and training program for new employees and members, within one (1) year of commencement of employment or membership, which includes at a minimum the information set forth in this section. Employers are encouraged to conduct additional training for new supervisory and managerial employees within one (1) year of commencement of employment which shall include at a minimum the information set forth in subsection (b), the specific responsibilities of supervisory and managerial employees and the methods that such employees should take to ensure immediate and appropriate state agencies are encouraged to cooperate in making such training available.

(d) Employers shall provide amended copies of their written policies on sexual harassment to all employees upon their request on or before September 1, 1997.

§ 28-51-3. Education and training programs. — Employers are encouraged to conduct an education and training program on sexual harassment consistent with the aims and purposes of this chapter for all employees, including, but not limited to the supervisory or managerial personnel, on or before September 1, 1997.

(2003)

**EMPLOYEE SELF-IDENTIFICATION
OF DISABILITY AND REQUEST FOR REASONABLE
ACCOMMODATION FORM**

Employee Self-Identification of Disability Form and Request for Reasonable Accommodation

CONFIDENTIAL

In accordance with the Americans with Disabilities Act of 1990, Rhode Island General Laws §28-5.1 et. seq., and Executive Order #92-2, the State Equal Opportunity Office invites a qualified individual with a disability to self-identify to be provided reasonable accommodations if necessary to perform the essential function for the desire position.

NAME: _____ AGENCY: _____

JOB TITLE: _____ DATE: _____

Please Check the category that best describes your disability. (Upon request, verification of disabling condition must be obtained from your physician.)

Disabling conditions include, but are not limited to:

- AIDS
- Alcoholism
- Blindness or Visual Impairment
- Cancer
- Cerebral Palsy
- Deafness or Hearing Impairment
- Diabetes
- Drug Addiction
- Epilepsy
- Heart Disease
- Mental Retardation
- Mental or Emotional Illness
- Multiple Sclerosis
- Muscular Dystrophy
- Orthopedic
- Perceptual Disabilities such as: Dyslexia, Minimal Brain Dysfunction, Development Aphasia or Speech Impairment
- Other

Yes, I request a Reasonable Accommodation Needs Assessment Review

No Reasonable Accommodation is needed at this time

Additional Comments:

Signature: _____

Date: _____

RIEEO 5/09A

REVISED 7/02/2002

RI SEEO (401) 222-3090

**RHODE ISLAND JUDICIARY
AMERICANS WITH DISABILITIES ACT
COMPLAINT FORM**



RHODE ISLAND JUDICIARY
AMERICANS WITH DISABILITIES ACT
COMPLAINT FORM

Complainant Information

Name: _____
Address: _____
Phone: _____
E-mail: _____

Complaint Information

Date(s): _____
Place(s): _____

Description: _____

Witness(es): _____

Please attach additional pages as necessary.

Submit this completed form and any additional pages or information to:

*Julie P. Hamil, Esq.
General Counsel and ADA Coordinator
Licht Judicial Complex
250 Benefit Street
Providence, RI 02903*

Complainant Signature *Date*

Received by:

Signature *Name/Title* *Date*

**RHODE ISLAND JUDICIARY NON-DISCRIMINATION
AND HARASSMENT COMPLAINT FORM**



RHODE ISLAND JUDICIARY
Discrimination and Harassment
Complaint Form

Complainant Information

Name: _____
Title: _____
Court: _____
Location of Assignment (Division or County): _____
Work Phone Number: _____
Immediate Supervisor: _____

Respondent Information

Name: _____
Title: _____

Harassment Information

Date(s): _____
Place(s): _____
Description: _____

Witness(es): _____

Please attach additional pages as necessary.

Complainant Signature *Date*

Received by:

Signature *Name/Title* *Date*

DHCF 10/2017

**STATE EQUAL OPPORTUNITY OFFICE
DISCRIMINATION COMPLAINT PROCEDURE**

DISCRIMINATION COMPLAINT PROCEDURE

Handling employee complaints internally is a highly sensitive, multi-faceted process that may involve many people. The purpose of this procedure is to make sure complaints (harassment, discrimination, workplace violence, or retaliation) are investigated in a timely manner and any appropriate corrective action is taken to ensure inappropriate and/or illegal actions and behaviors cease immediately.

The Division of Human Resources Site Operations / Business Partner Team investigates HR-related complaints across Executive Agencies. This includes complaints related to discrimination, harassment, sexual harassment, workplace violence and retaliation.

When the HR Site Operations / Business Partner Team receives a complaint, it will promptly and thoroughly investigate the allegations. The HR Site Operations / Business Partner Team will also maintain regular contact with employees involved in the complaint throughout the process.

How to Report a Complaint

A person may report a complaint orally or in writing to the Division of Human Resources, Site Operations / Business Partner Team or continue to report through any existing channels, including the employee's supervisor or manager, Executive Director of Human Resources, Human Resources Chief of Staff, and the Office of Diversity, Equity and Opportunity (ODEO). The reported complaint will be brought to the Division of Human Resources Site Operations / Business Partner Team who will investigate all complaints.

Employees can report a complaint directly to Human Resources in any of the following ways:

- Complete a Complaint Form - Fillable .pdf available at www.hr.ri.gov
- Phone 1-401-574-8381
- Email: HRInvestigations@hr.ri.gov

An individual may also file a complaint with the Rhode Island Commission for Human Rights or the U.S. Equal Employment Opportunity Commission. If a charge has been filed, either simultaneously or at a later date with Rhode Island Commission for Human Rights or the U.S. Equal Employment Opportunity Commission, the State of Rhode Island may defer to either commission for investigation and any resolution and/or prosecution of any charge.

**STATE EQUAL OPPORTUNITY OFFICE
DISCRIMINATION COMPLAINT INFORMATION FORM**



State of Rhode Island
 Division of Human Resources
 Site Operations/Business Partner Center of Expertise
COMPLAINT REQUEST

Document:	<u>HRF 01</u>
Date of Issue:	<u>02/16/21</u>
Revision No:	_____
HR Exec Dir:	_____

Complete this form to file a complaint of Discrimination, Sexual Harassment, Domestic Violence/Sexual Assault/Stalking, Workplace Violence or Retaliation. This form may be used for a complaint by an Executive Branch employee.

Once you have submitted the complaint form, you will be contacted by an investigator from the Division of Human Resources Site Operations/Business Partner Center of Expertise (COE). If you do not wish to complete the Complaint Form, or need assistance in doing so, please contact your agency’s Human Resources Business Partner or Diversity Officer who can fill out the form on your behalf. Alternatively, you can call the Site Operations/Business Partner COE at 401-574-8381 to make a report by phone.

* = Required Field

Section 1 – Complainant Information

Are you an employee of the State of Rhode Island? * Yes No

Complainant Contact Info

First Name _____ Title _____ Work Location _____ Home Address _____ _____	Last Name _____ Agency _____ Work Phone _____ Manager/Supervisor _____ Home Phone _____ Email Address _____ _____
---	---

How do you prefer to be contacted? Email Phone

Section 2 – Person Completing Form

Same as Section 1
 Are you an employee of the State of Rhode Island? * Yes No

Section 3 – Complaint Filed Against Information

First Name _____ Title _____ Work Location _____ _____	Last Name _____ Agency _____ _____
---	--



State of Rhode Island
 Division of Human Resources
 Site Operations/Business Partner Center of Expertise
COMPLAINT REQUEST

Document:	<u>HRF 01</u>
Date of Issue:	<u>02/16/21</u>
Revision No:	_____
HR Exec Dir:	_____

Section 4 – Complaint Information

Complaint is being made on the basis of* (Multiple options can be selected).

Discrimination (multiple options can be selected)

<input type="checkbox"/> Race/Ethnicity/Color	<input type="checkbox"/> Disability	<input type="checkbox"/> Age	<input type="checkbox"/> Genetics	<input type="checkbox"/> Pregnancy
<input type="checkbox"/> Military Status	<input type="checkbox"/> Veteran Status	<input type="checkbox"/> Religion	<input type="checkbox"/> Sex	<input type="checkbox"/> National Origin
<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Gender Identity	<input type="checkbox"/> Gender Expression		

Sexual Harassment Domestic Violence Retaliation

Summary of Complaint – Please describe what happened to you, indicating the date or dates when it occurred, names of persons involved, and what harm, if any was caused to you as a result. *Please use additional pages if necessary.*

Date of First Incident _____ Date of Last or Most Recent Incident _____

Section 5 – Witnesses Information

Please list below any persons (Co-workers, supervisors, others) who were witness to or can provide information pertaining to your complaint.

To Whom has this been reported

It has not been reported to anyone It has been reported to the following people

Incident Reported to

Full Name _____
 Agency _____
 Phone _____ 82

Title _____
 Manager/Supervisor _____
 Email _____

Full Name _____
 Agency _____

Title _____
 Manager/Supervisor _____



State of Rhode Island
Division of Human Resources
Site Operations/Business Partner Center of Expertise
COMPLAINT REQUEST

Document:	<u>HRF 01</u>
Date of Issue:	<u>02/16/21</u>
Revision No:	_____
HR Exec Dir:	_____

Section 6 -- Attachments

Please provide any supporting documents.

Complainant Signature

Date

VOLUNTARY EXIT INTERVIEW FORMS

EXIT INTERVIEW SIGN-OFF FORM

OFFICE OF DIVERSITY, EQUITY AND OPPORTUNITY (ODEO)
STATE EQUAL OPPORTUNITY OFFICE

One Capitol Hill
Providence, RI 02908-5865
eo.compliance@doa.ri.gov

Rhode Island Department of:

[Redacted]

[Redacted]

NAME OF EMPLOYEE (Please print or type)

The Office of Diversity, Equity and Opportunity in collaboration with the Division of Human Resources has established this exit interview process in order to assess the overall employee experience while working for the state, to assure that terminating employees are not leaving because of discriminatory circumstances, and to identify opportunities to improve retention and engagement.

I hereby acknowledge that I have received the Confidential Exit Survey from the Division of Human Resources and that the completed Confidential Exit Survey must be forwarded to the State Equal Opportunity Office. I also understand that a copy of this completed sign-off form (not the Confidential Exit Survey) will be placed in my personnel file.

SIGNATURE OF EMPLOYEE

DATE EMPLOYEE SIGNED

DATE EXIT INTERVIEW WAS
GIVEN TO EMPLOYEE

SIGNATURE OF HUMAN RESOURCES
REPRESENTATIVE

INSTRUCTIONS:

The Human Resources Representative must distribute a copy of the Confidential Exit Survey along with any necessary documents to the terminating employee. The Human Resources Representative must place a copy of the Exit Interview Sign-Off Form in the employee's personnel file and forward a second copy of the Exit Interview Sign-Off Form to the ODEO/State Equal Opportunity Office, via inter-office mail or electronically at eo.compliance@doa.ri.gov, immediately upon completion.

Rhode Island State Equal Opportunity Office
CONFIDENTIAL EXIT SURVEY

As a terminating employee, you have the option of an exit interview with the ODEO/State Equal Opportunity Office to discuss any information related to harassment and/or discrimination, and you also have the option of an exit interview with a Human Resources Representative to share any information regarding your work experience. To schedule an in-person interview please e-mail ooo.compliance@doa.ri.gov for ODEO/State Equal Opportunity Office or the Division of Human Resources directly at 401-222-2160 or by e-mail at doa.hrcontact@hr.ri.gov.

All information obtained from this survey will be handled in a confidential manner and, to the extent possible, will not be divulged to supervisors, co-workers, or anyone inside or outside the agency. Please note however, if there is a claim of discrimination, sexual harassment, or criminal behavior, etc., then we are required to take action and information may need to be confidentially divulged, but will not compromise the departing employee. The information will be used as a tool for change and improvements and will not be made part of your personnel record and will not be used to respond to reference checks by future employers. We ask that you be as honest and fair as possible. Thank you for your contribution to the improvement of the State of Rhode Island.

NAME <input style="width: 90%;" type="text"/> ADDRESS <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/> TELEPHONE <input style="width: 90%;" type="text"/> E-MAIL <input style="width: 90%;" type="text"/>	JOB TITLE <input style="width: 90%;" type="text"/> DEPT./AGENCY <input style="width: 90%;" type="text"/> DIVISION/UNIT <input style="width: 90%;" type="text"/> DATE HIRED <input style="width: 90%;" type="text"/> DATE DEPARTED <input style="width: 90%;" type="text"/>
--	--

(Please Check All That Apply - For Equal Opportunity Purposes Only)

Race/Ethnic Categories

White <input type="checkbox"/>	American Indian or Alaska Native <input type="checkbox"/>	Hispanic <input type="checkbox"/>
Black <input type="checkbox"/>	Native Hawaiian or Pacific Islander <input type="checkbox"/>	Two or More Races <input type="checkbox"/>
Asian <input type="checkbox"/>		

Gender Categories

Female
 Male

Other Protected Classes

Disabled
 Veteran
 Age: 40 & over

CONFIDENTIAL EXIT SURVEY INQUIRY

(continued)

1. What is your main reason for leaving?

2. What did you like best about your job?

3. What did you dislike about your job?

4. Did you find your employment worthwhile in terms of personal growth and achievement?

Yes _____ No _____

Please explain: _____

5. Do you feel career opportunities were adequately afforded to you?

Yes _____ No _____

Please explain: _____

6. Did you feel free to go to your supervisor about your job?

Yes _____ No _____

Please explain: _____

7. Was your supervisor effective in handling problems or complaints?

Yes _____ No _____

Please explain: _____

8. Did you receive fair treatment while employed?

Yes _____ No _____

Please explain: _____

9. Do you feel you were discriminated against?

Yes _____ No _____

Please explain: _____

CONFIDENTIAL EXIT SURVEY INQUIRY

(continued)

10. Would you seek employment with the State of Rhode Island at a future date?

Yes _____ No _____

Please explain: _____

11. Would you recommend employment with the State of Rhode Island to your friends and family?

Yes _____ No _____

Please explain: _____

12. Please complete the following statement: I don't know why the State of Rhode Island doesn't just

13. Please complete the following statement: I feel the State of Rhode Island would benefit from changes, such as

14. Please complete the following statement: I feel my Department would benefit from changes, such as..

Comments

CONFIDENTIAL EXIT SURVEY INQUIRY
(continued)

Comments

Submission Instructions

Please e-mail this form to eo.compliance@doa.ri.gov with subject line: Exit Interview For (YOUR AGENCY NAME). This is a confidential e-mail and all correspondence will be treated with the upmost care. If you are completing this form online, the form will be sent to our confidential e-mail upon pressing submit.

You may also mail this form to:
ODEO/State Equal Opportunity Office, One Capitol Hill, Providence, RI 02908

**VOLUNTARY
SELF-IDENTIFICATION CARD/EEO CARD**

RHODE ISLAND DEPARTMENT OF ADMINISTRATION
OFFICE OF DIVERSITY, EQUITY AND OPPORTUNITY/STATE EQUAL OPPORTUNITY OFFICE
AFFIRMATIVE ACTION FILE

* Please note that this is a **voluntary** self-identification card and the information you provide will not be used as a basis for employment decisions *

TO BE COMPLETED BY APPLICANT OR EMPLOYEE ONLY

Applicant or Employee

Address
Number Street City State Zip Code

NOTE: When selecting racial/ethnic category, you must select only one of the boxes numbered 1 through 7. Female Male

- 1 – Black or African American (Not Hispanic or Latino)
- 2 – Hispanic or Latino
- 3 – American Indian or Alaska Native (Not Hispanic or Latino)
- 4 – Asian (Not Hispanic or Latino)
- 5 – White (Not Hispanic or Latino)
- 6 – Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- 7 – Two or More Races (Not Hispanic or Latino)
- Disabled
- Veteran
- Disabled Veteran
- Age: 40 & Over

FOR PERSONNEL USE ONLY

Department _____ Division _____
Appropriation Account No. _____ Pay Grade _____ Position No. _____
Incumbent* _____ (Use this selection for current employees who are requesting a change to their demographic designation)
Promotion _____ Transfer _____ Hired _____ List _____ No List _____ Offered _____ Not Offered _____ Refused _____
Reason for Action _____
Interviewer/HR Staff _____ Date _____

RACIAL/ETHNIC CATEGORIES

- 1 – **Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- 2 – **Hispanic or Latino** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- 3 – **American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.
- 4 – **Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asian, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- 5 – **White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- 6 – **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- 7 – **Two or More Races (Not Hispanic or Latino)** – A person who primarily identifies with two or more of the above race categories.

DISABLED:

All persons with a physical or mental impairment that substantially limits one or more major life activities. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A major life activity also includes the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. A history of such disability, or the belief on the part of others that a person has such a disability, whether it is so or not, also is recognized as a disability by the regulation.

**EQUAL EMPLOYMENT OPPORTUNITY
ADVISORY COMMITTEE**

EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE

MISSION: To provide two-way communication and suggestions on various aspects of the equal opportunity program to the agency head and equal opportunity coordinator in an agency in state government.

1. *ESTABLISHING THE COMMITTEE:*

- a. All employees should be informed of opportunities to serve on the committee
- b. Agency head appoints the committee from a list of volunteers
- c. Volunteers include:
 - i. Representation from each division of agency (appointed by chief judge of each court)
 - ii. Various job levels
 - iii. Minorities, women, and disabled persons

2. *STRUCTURE:*

- a. Terms of membership
- b. Election of officers
- c. How many members (one from each court)
- d. Alternates
- e. Subcommittees
- f. Meetings
- g. Minutes

3. *FUNCTIONS (ROLE):*

- a. Advise – NOT perform
- b. Develop short-term objectives
- c. Identify areas of possible discrimination
- d. Assist the designee of the agency head with preparing the affirmative action plan
- e. Monitor the progress of the action goals and programs and, if necessary, make recommendations to improve

4. *CHAIRPERSON (DUTIES):*

- a. Prepare agenda for meeting
- b. Preside over committee meetings
- c. Submit any committee recommendations to the agency head

5. SECRETARY (DUTIES):
 - a. Preside over meeting in the absence of chairperson
 - b. Record minutes of the meeting
 - c. Prepare minutes for distribution

6. EEO COORDINATOR:
 - a. Ex-Officio
 - b. Advisor

7. EEO OFFICERS/LIAISONS:
 - a. Ex-Officio
 - b. Advisor

8. AGENCY HEAD:
 - a. Should make a commitment that all recommendations will be reviewed and acknowledged

9. EMPLOYEES SHOULD BE INFORMED OF AGENCY POLICY:
 - a. Newsletter
 - b. Pay envelopes
 - c. Employee handbook
 - d. Copies of the affirmative action plan policy statement of key program elements

10. The state equal opportunity officer may issue such guidelines, directives, or instructions as necessary to carry out the RI General Law §28-5.1.

ENFORCEMENT AGENCIES

Department of Administration

Division of Human Resources
One Capitol Hill
Providence, RI 02908
TEL # (401) 574-8381
HRInvestigations@hr.ri.gov

Department of Administration

Office of Diversity, Equity and Opportunity
State Equal Opportunity Office
One Capitol Hill
Providence, RI 02908
TEL # (401) 222-3090
FAX # (401) 222-2490
Eoo.compliance@doa.ri.gov

RI Commission for Human Rights

180 Westminster St. Ste. 3
Providence, RI 02903-1918
TEL # (401) 222-2661/ Voice
TDD # (401) 222-2664
FAX # (401) 222-2616

U.S. Equal Employment Opportunity Commission

1801 L Street NW
Washington, D.C. 20507
TEL # (202) 663-4900/ Voice
TDD # (800) 800-3302
TDD # (202) 663-4494 (for all Area Codes)

Department of Justice

Office of the Americans with Disabilities Act
Civil Rights Division
P.O. Box 66118
Washington, D.C. 20035-6118
TEL # (202) 514-0301/ Voice
TDD # (202) 514-0381
(202) 514-6193 (Electronic Bulletin Board)