

**Office locations:**

**Illinois Department of  
Children & Family Services**

1911 S. Indiana Ave., 4th floor  
Chicago, IL 60616  
(312) 328-2495

406 East Monroe  
Springfield, IL 62701  
(217) 524-1248

**Illinois Department of Human Rights**

100 West Randolph  
Chicago, IL 60601  
(312) 814-6200

222 College Street  
Springfield, IL 62706  
(217) 785-5100

**U.S. Equal Employment Opportunity  
Commission**

500 West Madison, 28th Floor  
Chicago, IL 60661  
(312) 353-2713

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



*Now  
is the  
time.*



**Illinois Department of  
Children & Family Services**

**Affirmative Action**

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

Office of Affirmative Action  
1911 S. Indiana Ave., 4th floor  
Chicago, Illinois 60616  
(312) 328-2495

or

406 E. Monroe St.  
Springfield, Illinois 62701  
(217) 524-1248

**The Office of Affirmative Action** is charged with the overall responsibility of assuring that the agency is in compliance with civil rights rules and regulations, and that the rights of all agency employees, applicants, clients and service providers are protected against unlawful discrimination because of:

- Race
- Color
- Sex
- Sexual Orientation
- Sexual Harassment
- Religion
- Age
- National Origin
- Ancestry
- Physical or Mental Disability
- Military Discharge
- Marital Status
- Citizenship Status
- Arrest Record
- Retaliation
- Aiding and Abetting
- Coercion
- Veteran Status

**Director's AA/EEO  
Policy Statement**

The Department of Children and Family Services is dedicated to the principles of equality in all of its policies and operations. The Department is also committed to assuring that this concept becomes a reality for its employees and clients. Sexual Harassment and unlawful discrimination will not be tolerated in the workplace. In instances where employees feel they have been sexually harassed or discriminated against, they can register such complaints through available means, without fear of retaliation.

Department efforts to achieve equality in its many endeavors are reflected in the Agency's Affirmative Action Plan which involves undertaking Affirmative Action to correct underutilization of minorities and females in all levels of employment, and increasing the number of persons with disabilities in all levels. The Plan is rooted in the philosophy of equal treatment for all, and decisions regarding recruitment, hiring, training, promotion, layoff and awarding of benefits will be made without regard to race, color, religion, sex, national origin or ancestry, age, disability, marital status, arrest record, military status, unfavorable discharge from military service, citizenship status, sexual orientation and veteran status.

The Department of Children and Family Services will provide reasonable accommodations to persons with qualifying physical or mental disabilities, whose request for an accommodation is made known to the Department, unless such an accommodation would cause the Department undue hardship.

Executive, managerial and supervisory staff are all expected to provide their support and commitment in the implementation of the Affirmative Action Plan.

## Role of the Office of Affirmative Action

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

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

## Non-Discrimination Laws

### FEDERAL

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 – prohibits discrimination on the basis of race, color or national origin in programs or activities receiving federal financial assistance.

TITLE VII OF THE CIVIL RIGHTS ACT OF 1964 – prohibits discrimination on the basis of race, color, religion, sex or national origin in any terms, conditions, compensation or privileges of employment.

AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967 – prohibits employers from discriminating against persons 40 and over in any area of employment because of age.

EQUAL PAY ACT OF 1963 – requires employers to provide equal pay for men and women performing similar work.

SECTION 504 OF THE REHABILITATION ACT OF 1973 – prohibits discrimination on the basis of handicap in all areas of employment and/or service delivery by recipients of federal financial assistance.

AMERICANS WITH DISABILITIES ACT OF 1990 – prohibits discrimination against individuals with disabilities in employment, public services and transportation, public accommodations, and telecommunications services.

EXECUTIVE ORDER 11246 – requires the establishment of Affirmative Action programs by all federal contractors and subcontractors, and prohibits discrimination on the basis of race, color, religion, sex or national origin.

VIETNAM ERA VETERANS READJUSTMENT ACT OF 1974 – prohibits discrimination against qualified disabled veterans of the Vietnam era by employers receiving federal contracts.

### STATE

ILLINOIS HUMAN RIGHTS ACT – protects all individuals within Illinois from discrimination in employment because of race, color, religion, sex, national origin, ancestry, age (40 and over), marital status, physical or mental handicap unrelated to ability or unfavorable discharge (except dishonorable) from military service. The Act also prohibits retaliation against any person who reasonably opposes an unlawful discriminatory act or practice; prohibits inquiries on employment applications regarding an applicant's arrest (but not conviction) record; and prohibits sexual harassment in employment and higher education. Aiding and abetting, as well as coercion, are also prohibited.

Public Act 86-1411 – requires state agencies that do not meet their equal employment opportunity goals,

by EEO categories, to establish necessary training programs to prepare and promote minorities and women in furtherance of achieving those goals.

Public Act 88-498 – entitles employees not restricted by bargaining unit agreements to be accompanied and advised by a representative of an employee association of which they are a member (i.e. Illinois Association of Minorities in Government) during any meeting, investigation, negotiation, conference or other proceeding between the state employee and the agency Equal Employment Opportunity Officer.

Public Act 91-0178 – provides worker protection and transitional assistance to persons targeted for layoffs. Such assistance may include help in seeking other employment, payment for re-training, relocation expenses and even child care while the individual is seeking employment. Specific provisions include: a 30-day notice before layoffs can be effected; no layoffs earlier than ten working days after notification to the Illinois Department of Human Rights, unless for emergency; notification to each employee targeted for layoff; notification to each employee about transitional assistance available from the State Dislocated Worker Unit at the Department of Commerce and Community Affairs (DCCA); and notification to the Dislocated Worker Unit at DCCA about employees targeted for layoff. (The State Dislocated Worker Program currently is in the process of being transferred to the Illinois Department of Employment Security.)

## DCFS Administrative Rules

Part 308 – states the nondiscrimination requirements of the Department's service providers.

Part 429 – states the Department's policy of non-discrimination in employment practices.

## AFSCME Union Contract

Article III, Section 1 – addresses the prohibition of discrimination.

Article III, Section 4 – addresses Equal Employment/Affirmative Action.

Article XXXI, Section 3 – addresses Affirmative Action committees.

PERSONNEL RULE 302.790 – addresses the prohibition of discrimination.

## How to File a Charge

If you feel that you have been discriminated against because of your race, color, sex, religion, age, national origin, ancestry, physical or mental disability, military discharge (except dishonorable), or marital status in any terms, conditions, compensation or privileges of employment (i.e. promotion, termination), etc., you have the right to file a charge with the Office of Affirmative Action, the Department of Human Rights or the Equal Employment Opportunity Commission. A charge can be filed not only by DCFS employees, but also by any applicant for employment; any recipient of Department aid or services; any Department service provider, or any subcontractor. A charge can be initiated verbally or in writing, but must be filed with the Illinois Department of Human Rights within 180 days of the alleged discriminatory act or within 300 days when filed with the Equal Employment Opportunity Commission or Office of Affirmative Action. DCFS complaint forms are available through the Office of Affirmative Action.

## What Happens After a Charge is Filed?

The Office of Affirmative Action will conduct an internal investigation and make a recommendation within 30 working days, whenever possible, to the Director's Office and other appropriate management personnel regarding whether there is substantial evidence to support the charge. If there is a substantial evidence finding, conciliation will be recommended. If there is a lack of substantial evidence finding, conciliation will not be recommended. The complainant will be notified of the results of the investigation and if he/she is not satisfied, the charge can be filed with the Illinois Department of Human Rights or the Equal Employment Opportunity Commission, if filed within the required timeframe of the alleged discriminatory act.