



## *Arizona Pioneers' Home*

*Douglas A. Ducey*  
*Governor*

300 South McCormick Street  
Prescott, Arizona 86303

Ted Ihrman,  
*Superintendent*

(928) 445-2181 - FAX (928) 778-1148

February 24, 2021

The Honorable Douglas A. Ducey  
Governor  
State of Arizona  
1700 West Washington Street  
Phoenix, Arizona 85007

Dear Governor Ducey:

Arizona Pioneers' Home has completed our Equal Opportunity Plan for calendar year 2021.

The Arizona Pioneers' Home is committed to providing equal access in our employment hiring, utilizing fair employment practices, and maintaining a workplace free of discrimination, harassment and intimidation, educating our employees, organizing and fostering an atmosphere of teamwork.

The Arizona Pioneers' Home is fully dedicated to the achievement of these, and other objectives within our Equal Opportunity Plan. Our agency continues to pledge to provide equal opportunity and a discrimination-free work environment.

Respectfully,

A handwritten signature in black ink, appearing to read "Ted Ihrman RN".

Ted Ihrman RN  
Superintendent

# Arizona Pioneers' Home



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## NON-DISCRIMINATION POLICY

In recognition of its legal and moral obligations, the Arizona Pioneers' Home hereby commits itself to a policy of non-discrimination as follows:

1. The Arizona Pioneers' Home shall not discriminate on the basis of race, color, religion, sex, age, disability, national origin, or any other characteristic protected by law. Equal Opportunity applies to such employment practices as hiring, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, rates of pay or other forms of compensation, selection for training, job assignments, accessibility, working conditions and special duty details.
2. All Arizona Pioneers' Home management personnel shall actively support recruitment and career development programs to ensure equitable representation of minorities, females, seniors, LGBT and individuals with disabilities, special disabled veterans and Vietnam Era veterans in all job categories and pay grades.
3. The Arizona Pioneers' Home shall not tolerate discrimination in the agency as it creates an intimidating, degenerating, hostile and offensive working environment. Each employee has an affirmative duty to maintain a workplace free of harassment, intimidation, discrimination. The Arizona Pioneers' Home prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.
4. The Agency will post the Non-Discrimination Policy throughout departmental facilities.
5. All written bid announcements, request for proposals, employment announcements, requests for applications, program brochures, literature and general solicitations shall include the phrase:

*"AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY"*

The Arizona Pioneers' Home is committed to ensuring that all its employees can work in an environment free from harassment, discrimination and retaliation.

As Superintendent of the Arizona Pioneers' Home, I am committed to the principles of Equal Employment Opportunity. To ensure the dissemination and implementation of the Equal Opportunity Plan throughout all levels of the Department, Arlene Seagraves shall serve as the Equal Opportunity Administrator for the Arizona Pioneers' Home at (928) 277-2733 and [arlene.seagraves@aph.az.gov](mailto:arlene.seagraves@aph.az.gov).

This policy is accessible to employees at [pioneershome.az.gov](http://pioneershome.az.gov) and on the employee bulletin board in the hall, next to the Chapel on the 2<sup>nd</sup> floor.



Date 2.25.21

Agency Director and Superintendent

Any employee who has any questions or concerns about this policy should talk with Arlene Seagraves at (928) 277-2733 or the Governor's Office of Equal Opportunity, <http://eo.azgovernor.gov>, 602-542-3711.

**POLICY:** It is the policy of the Arizona Pioneers' Home to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, age, disability, national origin, or any other characteristic protected by law. Arizona Pioneers' Home prohibits any such discrimination or harassment.

**PROCEDURE:**

1. Equal Opportunity

- a. The agency shall ensure equal employment opportunity, without discrimination or harassment on the basis of race, color, religion, sex, age, disability, national origin, or any other characteristic protected by law.

2. Retaliation is Prohibited

- a. The agency encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of APH to investigate such reports. The agency prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of reports.

b. Definitions of Harassment

- i. Harassment on the basis of any protected characteristic is strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility toward an individual because of his/her race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, sex, pregnancy, military or veteran status, or any other characteristic protected by law or that of his/her relatives, friends or associates, and that:
  1. Has the purpose or effect of creating an intimidating, hostile or offensive work environment
  2. Has the purpose or effect of unreasonably interfering with an individual's work performance
  3. Otherwise adversely affects an individual's employment opportunities.
- ii. Harassment of a sexual nature or harassment based on race, color, national origin, religion, age, disability, genetic information, sex, pregnancy, military or veteran status, or any other status protected by federal law, state law, or regulation is prohibited. An agency shall prohibit the unlawful harassment of any employee in the course of the employee's work by supervisors, coworkers, or third parties, such as vendors or customers. Any employee who engages in unlawful harassment may be subject to disciplinary action, up to and including termination of employment.
- iii. Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace.
- iv. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment

- v. Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:
    - 1. Submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment.
    - 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
    - 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.
  - vi. Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender.
  - vii. Sexually harassing conduct includes, but is not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendos; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; other physical, verbal or visual conduct of a sexual nature.
- c. Individuals and Conduct Covered
- i. This policy applies to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to the agency, such as an outside vendor, consultant or customer.
  - ii. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting such as outside business trips, business meetings and business-related social events.
- d. Reporting an Incident of Harrassment, Discrimination or Retaliation
- i. The agency encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, manager, agency human resources or employee relations staff and may file a complaint under the procedures under AZ Administrative Code R2-5A-308.
  - ii. In addition, the agency encourages individuals who believe they are being subjected to such conduct promptly to advise the offender that his or her behavior is unwelcome and request that it be discontinued. APH recognizes, however, that an individual may prefer to pursue the matter through informal or formal complaint procedures.
- e. Complaint Procedures
- i. Informal Procedure
    - 1. If for any reason an individual does not wish to address the offender directly, or if such action does not successfully end the offensive conduct, the individual should promptly notify his/her immediate supervisor, manager, agency human resources or employee relations staff. An individual reporting harassment, discrimination or retaliation should be aware; however, that the Home may decide it is necessary to take action to address such conduct beyond an informal discussion. This decision will be discussed with the individual. The informal procedure is not a required first step for the reporting individual

ii. Formal Procedure

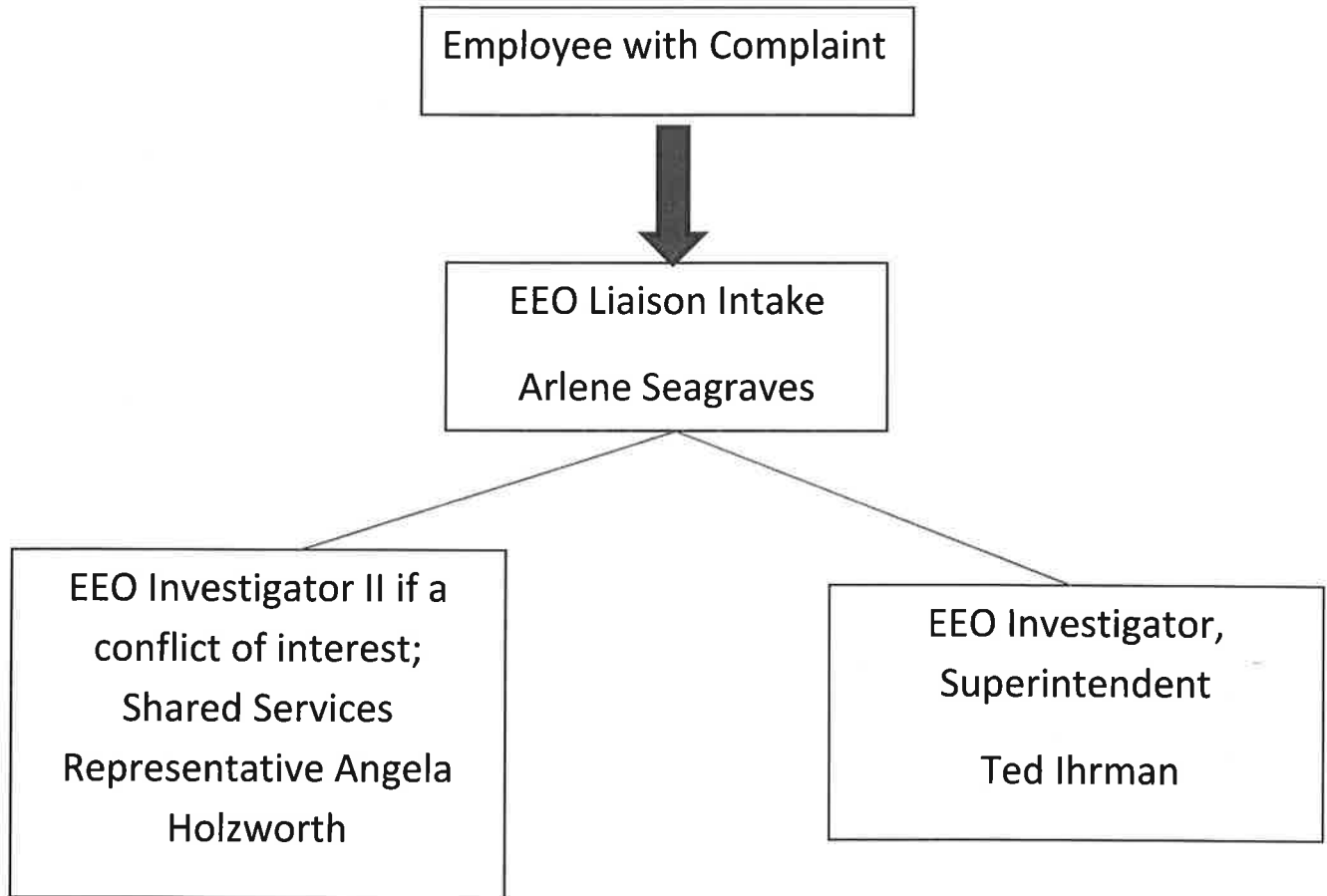
1. As noted above, individuals who believe they have been the victims of conduct prohibited by this policy statement or believe they have witnessed such conduct should discuss their concerns with a member of management, agency human resources or employee relations staff
2. Any reported allegations of harassment, discrimination or retaliation will be promptly investigated. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.
3. Confidentiality will be maintained throughout the investigatory process to the extent consistent with appropriate investigation and corrective action. Depending on the nature of the complaint, it may not be possible to preserve confidentiality.
4. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.
5. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as a reprimand, suspension without pay or termination, as the agency believes appropriate under the circumstances. Responsive action may also include a reassignment or transfer.
6. If a party to a complaint does not agree with its resolution, that party may appeal to the Superintendent or designee in charge. Employees may also contact the Governor's Office of Equal Opportunity, the Arizona Attorney General's Civil Rights Division, and the Federal Equal Employment Opportunity Commission.
7. False complaints of harassment, discrimination or retaliation as opposed to complaints that, even if erroneous are made in good faith, may be the subject of appropriate disciplinary action.

iii. Awareness

1. The agency will post the Non-Discriminatory policy throughout the agency. The policy is also accessible to employees on the agency website ([www.pioneershome.az.gov](http://www.pioneershome.az.gov)).
2. All employment announcements shall include the phrase: "AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY."

# Arizona Pioneers' Home Organizational Chart

2021



**Complaint Data Form**  
Arizona Pioneers' Home

In 2020, there were no complaints filed with the EO Liaison, Arlene Seagraves, or the Superintendent, Ted Ihrman. Here is their contact information:

Arlene Seagraves, Human Resources Supervisor  
(928) 277-2733 \* [arlene.seagraves@aph.az.gov](mailto:arlene.seagraves@aph.az.gov)

Ted Ihrman RN, Superintendent  
(928) 445-2181 \* [ted.ihrman@aph.az.gov](mailto:ted.ihrman@aph.az.gov)

Angela Holzworth is our Shared Services Liaison. Her contact information is:

(602) 542-4097 \* [angela.holzworth@azdoa.gov](mailto:angela.holzworth@azdoa.gov)

The AAG assigned to the Arizona Pioneers' Home is Michelle Kunzman. She can be reached at:

(602) 542-7673 \* [michelle.kunzman@azag.gov](mailto:michelle.kunzman@azag.gov)



## 2020 Agency Complaint Data Form

Full Agency Name: Arizona Pioneers' Home		
EO Contact Name: Arlene Seagraves		
Title	Phone	Email
HR Supervisor	(928) 277-2733	arlene.seagraves@aph.az.gov
Person in charge of communicating receipt of EEOC Charge Letters: Ted Ihrman		
Title	Phone	Email
Superintendent	(928) 277-2750	ted.ihrman@aph.az.gov

Basis	Internal Complaints Total by Basis	Percent % of Total Internal by Basis	External Claims Total by Basis	Mediated Cases Total by Basis	Aged Cases Open > year Total by Basis	Closed Cases Total by Basis
Age	0	0	0	0	0	0
Disability	0	0	0	0	0	0
Equal Pay	0	0	0	0	0	0
Genetic Information	0	0	0	0	0	0
Harassment	0	0	0	0	0	0
Sexual Harassment	0	0	0	0	0	0
National Origin	0	0	0	0	0	0
Pregnancy	0	0	0	0	0	0
Race/Color	0	0	0	0	0	0
Religion	0	0	0	0	0	0
Retaliation	0	0	0	0	0	0
Sex	0	0	0	0	0	0
<b>Cumulative TOTALS</b>	0	100%	0	0	0	0
How many EO complainants separated from employment?	0	0	0			
How many EO complainants were APPLICANTS?	0	0	0			
How many EO complainants held USERRA status?	0	0	0			

# SOA EEO-4 Report

XP391 Date: 02/25/21  
Time: 08:18

JOB SUBMISSION PARAMETERS

User Name: apso2676  
Job Name: EEOAPH  
Step Nbr: 1

Main Company: PI 1 STATE OF ARIZONA  
Agency : PI

Period Ending: 010121  
Control Number: 11111111

## Functional Groups:

### Ethnicity

White: WHIT  
Black or African American: BLCK  
Hispanic: HISP  
Asian: ASA  
American Indian or Alaska Native: AIND  
Hawaiian/Pacific Islander: HPAC  
Multi: TWOM







SOA EEO-4 Report

REV. EEO-4 1995

STATE OF ARIZONA  
STATE AND LOCAL GOVERNMENT INFORMATION  
2021 EEO-4 REPORT

STATE OF ARIZONA  
PIONEERS' HOME  
DEPARTMENT OF ADMINISTRATION  
PHOENIX  
AZ 85007

CONTROL NUMBER 11111111

FUNCTIONS: 00 03 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00

Column Descriptions: A = Total, B and G = White, C and J = Black/African American  
D and K = Hispanic, E and L = Asian, F and M = American Indian/Alaska Native  
G and N = Hawaiian/Pacific Islander, H and O = Multi

2. OTHER THAN FULL-TIME EMPLOYEES

JOB CATEGORY	SALARIES															
	TOTAL	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
OFFICIAL/ADM	66	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PROFESSIONALS	67	5	0	0	0	0	0	0	0	4	0	1	0	0	0	0
TECHNICIANS	68	3	0	0	0	0	0	0	0	1	1	0	1	0	0	0
PROTECT/SRVCS	69	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PARA-PROF	70	6	0	0	0	1	0	0	0	0	0	1	2	0	0	1
ADMIN SUPPORT	71	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SKILLED CRAFT	72	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SERV/MAINT	73	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Totals	74	14	1	0	0	1	0	0	0	5	1	2	3	0	0	1
By Category		14	2													
By Male		12														
By Female		2														

3. NEW HIRES DURING FISCAL YEAR - PERMANENT FULL TIME ONLY

	TOTAL	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
OFFICIAL/ADM	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PROFESSIONALS	76	6	0	0	0	0	0	0	0	5	1	0	0	0	0	0
TECHNICIANS	77	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0
PROTECT/SRVCS	78	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PARA-PROF	79	10	0	0	0	0	0	0	0	4	0	0	3	0	0	0
ADMIN SUPPORT	80	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0
SKILLED CRAFT	81	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0
SERV/MAINT	82	5	2	0	0	1	0	0	0	2	0	0	0	0	0	0
TOTAL	83	23	4	0	0	1	0	0	1	13	1	0	3	0	0	0
NEW HIRES																

CERTIFICATION. I certify that the information given in this report is correct and true to the best of my knowledge and was reported in accordance with accompanying instructions. (Willfully false statements on this report are punishable by law, U. S. Code, Title 18, Section 1001.)

NAME OF PERSON TO CONTACT REGARDING THIS REPORT: **Ted Thuman**  
ADDRESS: **300 S. McCormick Prescott AZ 86303**  
TELEPHONE NUMBER (INCLUDE AREA CODE): **928-445-2181**  
TITLE: **Superintendent**  
DATE: **2.25.21**

TYPED TITLE OF CERTIFYING OFFICIAL:  
SIGNATURE OF CERTIFYING OFFICIAL: *Ted Thuman*

# SOA EEO-4 Report

XP391 EEO-4 Exception Report - 4 Employees Not Included

Date 02/25/21  
Time 08:22

Company 1 STATE OF ARIZONA

Employee	Name	Reason for exclusion
26137	HERMAN, MARY A.	Job Code inactive
136022	MYRICK, BRYAN E.	UNSP ethnicity not in include list
142736	CARROLL, JENNIFER R.	UNSP ethnicity not in include list
189045	WEBBER, JOYCE E.	UNSP ethnicity not in include list

# SOA EEO-4 Report

AGENCY HIRING SUMMARY  
PI - PIONEERS' HOME

PAGE 1

Number of employees hired during 01/01/2020 - 01/01/2021

White	23
Asian	17
African American/Black	4
Hispanic	1
American Indian/Alaskan Native	0
Unspecified	0
Hawaiian/Pacific Islander	0
Multi	0
Female	1
Male	17
Individuals with Disability	6
Age 40 and above	1
Veteran	13
Veterans with Disability	2
Covered Employee (Merit system)	0
Uncovered Employee (FTE)	23



# SOA EEO-4 Report

PIONEERS' HOME  
 Workforce Analysis  
 Review of Calendar Year 2021  
 Utilization of Asian Americans

Occupational Categories	Total Employees	Males	Females	Total	Total Percent	ClF%	Parity	Utilization	Parity Goal
OFFICIAL/ADM	4	0	0	0	0.0%	.3%	1	BELOW	1
PROFESSIONALS	23	0	1	1	4.3%	5.8%	1	PARITY	0
TECHNICIANS	7	0	0	0	0.0%	5.3%	1	BELOW	1
PROTECT/SRVCS	0	0	0	0	0.0%	1.3%	0	PARITY	0
PARA-PROF	25	0	3	3	12.0%	.2%	1	PARITY	0
ADMIN SUPPRT	3	0	0	0	0.0%	2.5%	1	BELOW	1
SKILLED CRAFT	2	0	0	0	0.0%	1.5%	1	BELOW	1
SERV/MAINT	27	1	0	1	3.7%	2.8%	1	PARITY	0
Tot Agency Emp	91	1	4	5					

# SOA EEO-4 Report

PIONEERS' HOME  
 Workforce Analysis  
 Review of Calendar Year 2021  
 Utilization of African Americans

Occupational Categories	Total Employees	Males	Females	Total	Total Percent	CLF%	Parity	Utilization	Parity Goal
OFFICIAL/ADM	4	0	0	0	0.0%	3.0%	1	BELOW	1
PROFESSIONALS	23	0	1	1	4.3%	3.8%	1	PARITY	0
TECHNICIANS	7	0	0	0	0.0%	3.4%	1	BELOW	1
PROTECT/SRVCS	0	0	0	0	0.0%	4.8%	0	PARITY	0
PARA-PROF	25	0	0	0	0.0%	2.2%	1	BELOW	1
ADMIN SUPP/RT	3	0	0	0	0.0%	3.7%	1	BELOW	1
SKILLED CRAFT	2	0	0	0	0.0%	2.1%	1	BELOW	1
SERV/MAINT	27	0	0	0	0.0%	3.6%	1	BELOW	1
Tot Agency Emp	91	0	1	1					

# SOA EEO-4 Report

PIONEERS' HOME  
 Workforce Analysis  
 Review of Calendar Year 2021  
 Utilization of Hispanics

Occupational Categories	Total Employees	Males	Females	Total	Total Percent	CLF%	Parity	Utilization	Parity Goal
OFFICIAL/ADM	4	1	0	1	25.0%	14.1%	1	PARITY	0
PROFESSIONALS	23	0	2	2	8.7%	11.6%	3	BELOW	1
TECHNICIANS	7	0	0	0	0.0%	16.5%	1	BELOW	1
PROTECT/SRVCS	0	0	0	0	0.0%	22.6%	0	PARITY	0
PARA-PROF	25	0	3	3	12.0%	14.7%	4	BELOW	1
ADMIN SUPPORT	3	0	0	0	0.0%	23.0%	1	BELOW	1
SKILLED CRAFT	2	0	0	0	0.0%	39.3%	1	BELOW	1
SERV/MAINT	27	1	1	2	7.4%	42.3%	11	BELOW	9
Tot Agency Emp	91	2	6	8					

# SOA EEO-4 Report

PIONEERS' HOME  
Workforce Analysis  
Review of Calendar Year 2021  
Utilization of Native Americans

Occupational Categories	Total Employees	Males	Females	Total	Total Percent	CI/F%	Parity	Utilization	Parity Goal
OFFICIAL/ADM	4	0	0	0	0.0%	1.6%	1	BELOW	1
PROFESSIONALS	23	0	0	0	0.0%	2.1%	1	BELOW	1
TECHNICIANS	7	0	0	0	0.0%	2.7%	1	BELOW	1
PROTECT/SRVCS	0	0	0	0	0.0%	4.4%	0	PARITY	0
PARA-PROF	25	0	1	1	4.0%	8.3%	2	BELOW	1
ADMIN SUPPORT	3	0	0	0	0.0%	2.6%	1	BELOW	1
SKILLED CRAFT	2	0	0	0	0.0%	3.3%	1	BELOW	1
SERV/MAINT	27	0	0	0	0.0%	4.0%	1	BELOW	1
Tot Agency Emp	91	0	1	1					1





# SOA EEO-4 Report

PIONEERS' HOME  
 Workforce Analysis  
 Review of Calendar Year 2021  
 Utilization of Females

Occupational Categories	Total Employees	Males	Females	Total	Total Percent	CLF%	Parity	Utilization	Parity Goal
OFFICIAL/ADM	4	0	1	1	25.0%	41.0%	2	BELOW	1
PROFESSIONALS	23	0	22	22	95.7%	53.4%	12	PARITY	0
TECHNICIANS	7	0	6	6	85.7%	52.0%	4	PARITY	0
PROTECT/SRVCS	0	0	0	0	0.0%	19.5%	0	PARITY	0
PARA-PROF	25	0	20	20	80.0%	49.8%	12	PARITY	0
ADMIN SUPPORT	3	0	3	3	100.0%	62.5%	2	PARITY	0
SKILLED CRAFT	2	0	0	0	0.0%	5.0%	1	BELOW	0
SERV/MAINT	27	0	14	14	51.9%	42.4%	11	PARITY	0
Tot Agency Emp	91	0	66	66					

PIONEERS' HOME  
 Workforce Analysis  
 Review of Calendar Year 2021  
 Utilization of Hawaiian/Pacific Islander

Occupational Categories	Total Employees	Males	Females	Total	Total Percent	CLF%	Parity	Utilization	Parity Goal
OFFICIAL/ADM	4	0	0	0	0.0%	0.0%	*	*	*
PROFESSIONALS	23	0	0	0	0.0%	0.0%	*	*	*
TECHNICIANS	7	0	0	0	0.0%	0.0%	*	*	*
PROTECT/SRVCS	0	0	0	0	0.0%	0.0%	*	*	*
PARA-PROF	25	0	0	0	0.0%	0.0%	*	*	*
ADMTN SUPPORT	3	0	0	0	0.0%	0.0%	*	*	*
SKILLED CRAFT	2	0	0	0	0.0%	0.0%	*	*	*
SERV/MAINT	27	0	0	0	0.0%	0.0%	*	*	*
Tot Agency Emp	91	0	0	0					



# SOA EEO-4 Report

PIONEERS' HOME  
 Workforce Analysis  
 Review of Calendar Year 2021  
 Utilization of Multi

Occupational Categories	Total Employees	Males	Females	Total	Total Percent	CLF%	Parity	Utilization	Parity Goal
OFFICIAL/ADM	4	0	0	0	0.0%	0.0%	*	*	*
PROFESSIONALS	23	0	0	0	0.0%	0.0%	*	*	*
TECHNICIANS	7	0	0	0	0.0%	0.0%	*	*	*
PROTECT/SRVCS	0	0	0	0	0.0%	0.0%	*	*	*
PARA-PROF	25	1	0	1	4.0%	0.0%	*	*	*
ADMTN SUPPORT	3	0	0	0	0.0%	0.0%	*	*	*
SKILLED CRAFT	2	0	0	0	0.0%	0.0%	*	*	*
SERV/MAINT	27	1	0	1	3.7%	0.0%	*	*	*
Tot Agency Emp	91	2	0	2					

# **2020 Arizona Pioneers' Home Accomplishments**

## **Goal I - Policy Compliance**

### **Access to Officials**

At the direction of the Superintendent, APH will handle EO complaint intakes and Shared Services will be included in our meetings.

## **Goal II - Discrimination Prevention**

### **Preventative Strategies**

Human Resources will continue to provide current employees and new hires with the EO complaint reporting procedures and make available the brochures provided by DOA. The EEO policy will be reviewed with all new employees during their orientation, and also posted within the building. Our website will also include language regarding EEO.

## **Goal VI – Complaint Process**

### **Intake and Counseling**

APH will continue to work with Shared Services, utilizing their forms and processes to address EEO complaints as brought to the attention of management.

## **Goal VII – Staff Resources**

### **EO Resources**

APH continues to partner with Shared Services when needed.

## 2021 EEO-4 REPORT and STRATEGIC PLAN

AGENCY CODE	Agency	FTE Count	Director	Director Email	Director Phone
PI	Arizona Pioneers' Home	105	Ted Ihrman	ted.ihrman@aph. h.az.gov	(928) 277-2750
HR Manager	HR Email	HR Phone	EO Liaison	EO Email	EO Phone
Arlene Seagraves	arlene.seagraves @aph.az.gov	(928) 277-2733	Arlene Seagraves	arlene.seagraves @aph.az.gov	(928) 277-2733

Directions: Complete Part I and Part II as directed, and submit this form with all supporting documents.

<b>PART I DISCRIMINATION FREE WORKPLACE MEASURES</b>	Fully Completed	Partially Completed	Not Completed
Cover Letter to the Governor <ul style="list-style-type: none"> <li>• Non-discrimination affirmation</li> <li>• Signed by the Director</li> <li>• Letterhead</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Attach an explanation.	<input type="checkbox"/> Attach an explanation.
Non-discrimination Policy Statement <ul style="list-style-type: none"> <li>• Signed by agency Director</li> <li>• Includes physical location descriptions where the policy is posted</li> <li>• Includes website address and location description where policy is posted</li> <li>• EOE/ADA Employer language</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Attach an explanation.	<input type="checkbox"/> Attach an explanation.
Agency Nondiscrimination Policy <ul style="list-style-type: none"> <li>• Actual policy attached</li> <li>• Policy updated as laws change</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Attach an explanation.	<input type="checkbox"/> Attach an explanation.
Agency Organization Chart <ul style="list-style-type: none"> <li>• Identifying the reporting structure of agency EO personnel</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Attach an explanation.	<input type="checkbox"/> Attach an explanation.
Complaint Data Form <ul style="list-style-type: none"> <li>• Identifying complaint data</li> <li>• Contact information of EO Liaison/EO Officer</li> <li>• Contact information of employee who reports charge letters to GOEO</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Attach an explanation.	<input type="checkbox"/> Attach an explanation.
HRIS XP391 REPORT <ul style="list-style-type: none"> <li>• Including list of employees excluded in report</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Attach an explanation.	<input type="checkbox"/> Attach an explanation.
Agency Highlights and Successes Narrative (Optional)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>PART II EQUAL OPPORTUNITY STRATEGIC PLAN</b>	Fully Completed	Partially Completed	Not Completed
Agency Equal Opportunity Report Strategic Plan: <ul style="list-style-type: none"> <li>GOEO Poster posted in public areas</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Attach an explanation.	<input type="checkbox"/> Attach an explanation.

**Part II**

**2021 STRATEGIC GOALS**

GOAL I

**POLICY COMPLIANCE SMART GOAL:**

Access to Officials – Agency EO personnel will have access to the agency’s Proper Contact at the Attorney General’s Office. This contact is Michelle Kunzman, AAG. She can be reached at 602-542-7673 or michelle.kunzman@azag.gov

GOAL II

**PROGRAM ACCOUNTABILITY SMART GOAL:**

Conflicts of Interest – Utilize a Conflict of Interest Worksheet so it is part of the intake procedure on every EO complaint filed. As the EO Intake agency officer, I will work with my ADOA Shared Consultant on developing this worksheet. Target date for completion of this goal will be end of March.

GOAL III

**DISCRIMINATION PREVENTION SMART GOAL:**

Preventative Strategies – A copy of the self-audit review of achievements will be provided to the agency director on a yearly basis in a form most useful to the director. Target date end of April.

GOAL VI

**COMPLAINT PROCESS SMART GOAL:**

Utilize ADOA’s complaint form internally for those employees who may have an EEO complaint. This practice has already been implemented.

GOAL V

**CONFLICT MANAGEMENT SMART GOAL:**

Reasonable accommodation – Working with ADOA Shared Services, APH would like to develop a log to be utilized and retained for historical purposes, on every reasonable accommodation request 2020 forward, and those that have been approved, the type, time and duration of each approved request. Target date end of June.

GOAL VI

**WORKPLACE DIVERSITY SMART GOAL:**

Corrective Action and Retaining - APH would like to inform all staff members, in writing, when a policy that has to do with equal opportunity rights and responsibilities are updated or revised. To start after policy updated or revised.

GOAL VII

**STAFF RESOURCES SMART GOAL:**

Information Access –There will be written protocol that directs how discrimination, harassment and retaliation complaints are routed into the agency EO process. This information will be shared with all existing staff, and new staff upon hire during orientation. Target date for completion 9/2021.