**Section 308.20 Definitions**

"Affirmative action", as in these rules, is the undertaking of specific personnel steps in recruiting, selecting, placing, transferring, promoting, and other basic terms and conditions of employment, for the purpose of eliminating present effects of past discrimination.

"Affirmative action exhibits" means affirmative action compliance reporting forms submitted by purchase of service providers to the Department, as specified by the Purchase of Service Contract.

"Civil rights compliance review" means a formal assessment conducted by the Department or other appropriate governmental agencies to determine whether the provider, directly or indirectly through its employees, has discriminated in service delivery or employment practices or failed to comply with any other laws or regulations related to the civil rights of individuals.

"Employment discrimination" or "discrimination", as used in these rules means any policy, procedure or practice which has an adverse effect on an applicant employee or group of employees with regard to their hiring, firing, compensation, terms, conditions, or privileges of employment, on the basis of race, color, religion, sex, national origin, age, or physical or mental handicap unrelated to ability.

"Purchase of service provider" means an agency or individual offering services to a Department client through a signed contract for paid services.