

Treasury Documentation

Subject: Publications for General Public Use, Required Information and Disclosures

For: EMPLOYEE HANDBOOK
FORM LIAISON HANDBOOK

Also See: ET-03120, 142

Identification ET-03088
Policy
Effective Date 6-1-2010
Replaces ET-03088 (5-1-2008)

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It is the policy of the Department of Treasury (Treasury) to include the following information in publications that are conveyed to the public.

1. Telephone help is available using TTY equipment by calling (517) 636-4999. Printed material in an alternate format may be obtained by calling 1-800-827-4000.
2. Announcements for meetings, conferences, interviews, training, and the like should include a brief notice stating that individuals with disabilities needing special accommodation(s) should call in advance. The notice should give a contact person and a phone number to call, including Treasury's TTY number and the Michigan Relay Center number.
3. All employment applications, forms, and letters should include a brief notice stating Treasury is an "Equal Employment Opportunity Employer." Where applicable, notices should state that Treasury prohibits discrimination on the basis of race, color, national origin, sex, religion, disability, age, height, weight, or marital status.

Publications include, but are not limited to, the following:

1. All tax forms and tax instruction booklets.
2. Any printed document for general circulation that informs the public how to contact Treasury for services, employment information, forms, or advice (e.g., a brochure, form or form letter, form instruction, booklet, pamphlet, training manual, bulletin, newsletter, report, poster, sign, flyer, or any other publicly distributed printed material).
3. All Treasury press releases.
4. Any presentation, paid advertisement, or public service announcement produced by or for Treasury for presentation by commercial network, public or cable television, or radio stations.
5. Any educational or training film or video produced by or for Treasury for public showings or private showings at seminars.
6. Any speech, presentation, or other program which will be attended by persons who will serve the public in any way connected with tax administration or other Treasury activity.
7. All State of Michigan, city, and departmental telephone directories and listings.

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All publications should be reviewed to ensure they do not contain any offensive, demeaning, or exclusionary language in reference to any individual based on race, color, national origin, sex, religion, disability, age, height, weight, or marital status. Exclusionary language is language that excludes individuals or groups of individuals from participating in Treasury programs or receiving services offered by Treasury to the general public.

See Policy ET-03142 in the Employee Handbook, regarding inclusive and respectful language.

End