



Washington County

Affirmative Action

Plan

**AFFIRMATIVE ACTION POLICY
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I. Introduction:

- A. The following document is the revised Affirmative Action Plan (AAP) for Washington County. It was developed by the Human Resources Office of Washington County. The AAP Ethnic Distribution Chart and portions of the Staff Work Force Comparison is based on 1990 Census Information for Washington County. The Work Force Utilization and portions of the Staff Work Force Chart are based upon 1999 Washington County Personnel records. The plan will be reviewed annually and revised as necessary to reflect accurately the position and status of affected categories of employees in Washington County toward the achievement of affirmative action goals and timetables.
- B. The following may be helpful in developing and understanding of equal employment opportunity and affirmative action.
1. Equal Employment Opportunity provides an employment environment in which all employees and employment applicants are judged on individual merit and qualifications without regard to race, color, religion, sex, age, national origin, political affiliation, veteran's status, or disability.
 2. Affirmative Action is *not* preferential treatment. It does *not* mean that unqualified persons should be hired or promoted over other people. What affirmative action does mean is that positive steps must be taken to ensure equal employment opportunity for traditionally disadvantaged groups.
 3. An Affirmative Action Plan (AAP) is a written set of specific and results oriented procedures to which Washington County will commit itself to apply every good faith effort. It is a positive management tool to be used at all organizational levels.

II. Policy Statement:

- A. It is the policy of the Quorum Court, Elected Officials of Washington County, and the Affirmative Action Officer that Washington County will provide equal opportunity to all employees and applicants for employment and will assure that there will be no discrimination against any person because of race, color, religion, sex, age, national origin, political affiliations, veteran's status, or disability; and to promote the full realization of equal employment opportunity through a positive, continuing program of affirmative action.
- A. This policy extends to all areas of employment including but not limited to the following: recruitment, selection screening, hiring, pay, promotion, transfer, layoffs, demotion, termination, disciplinary measures, and benefits.
- B. This policy is to be applied throughout Washington County Departments and Offices and its implementation is the responsibility of the elected officials and the Affirmative Action Officer of Washington County.
- C. The County's policies on equal opportunity and affirmative action efforts for women, minorities, individuals with disabilities, and Vietnam-Era veterans and veterans with disabilities are subject to a number of federal and state laws, including the following:
- Title VI and VII of the Civil Rights Act of 1964, as amended.
 - Americans with Disabilities Act of 1990, as amended.
 - Executive Order 11246, as amended.
 - Rehabilitation Act of 1973, as amended.
 - Vietnam-Era veterans Readjustment Assistance Act of 1974, as amended.

III. Affirmative Action Officer:

- A.** The Affirmative Action Officer is appointed by the County Judge after recommendation by the Personnel Committee of the Quorum Court. The term appointed will be from January 1 through December 31 of each calendar year.
- B.** **MINIMUM QUALIFICATION AND EXPERIENCE:** Executive qualities with proven ability to accomplish major program goals. Sensitivity to varied ways in which discrimination limits job opportunities and a knowledge of EEOC regulations and penalties.
- C.** **JOB SUMMARY:** The Affirmative Action Officer will be responsible for development, implementation and monitoring of the Affirmative Action Plan.
- D.** **JOB DUTIES:**
 - 1.** Develop and maintain the Affirmative Action Plan for Washington County.
 - 2.** Review and revise the Affirmative Action Plan annually to reflect minority and women employment deficiencies.
 - 3.** Direct specific recruitment efforts to improve utilization of target groups, i.e., women and minorities.
 - 4.** Review employment practices periodically to insure that minority groups, older workers, women and the disabled are not being treated unequally in all aspects of equal employment opportunity.
 - 5.** Identify problem areas of employment and recommend remedial solutions and actions.
 - 6.** Insure that all employees have the right to present grievances without fear or reprisal.
 - 7.** Perform a program evaluation of the County that will determine the effectiveness of the County's affirmative action program.
 - 8.** Work with elected officials in establishing and attaining goals to

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remedy employment under-utilization.

9. Provide an annual report to the County Judge and Quorum Court Personnel Committee regarding needs and goals for the affirmative action program.

IV. Dissemination of Affirmative Action Plan:

A. Communication of the County's Equal Employment Opportunity Policy is a vital part of the Affirmative Action Plan. The following measures will be used to communicate the County's policy of non-discrimination.

1. Internal Dissemination:

- a. The equal employment opportunity policy statement will be included in all official Washington County policy documents.**
- b. The EEO policy will be included in all Personnel Policy and practice statements and Washington County Personnel Policy Manuals.**
- c. Post the EEO policy statement on all bulletin boards in all areas where county employees work.**
- d. Meetings will be held annually with the County Judge, Affirmative Action Officer, Chairperson of the Personnel Committee, and elected officials to discuss the Affirmative Action Policy and their individual responsibilities for equal employment opportunity.**
- e. New employees should be informed of the County's policy during orientation meetings.**

2. External Dissemination:

- a. The county will inform all recruiting sources, of this policy and of its intent to seek out applicants without regard to race, color, religion, sex, age, national origin, political affiliation, veteran's status, or disability.**
- b. All job openings advertised in the media, on bulletin boards, or by employment agencies shall include the statement: "Washington County is an Equal Opportunity/Affirmative Action Employer".**
- c. A copy of the County's EEO policy will be provided to all**

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sub-contractors, vendors, and suppliers, requesting appropriate support of the policy.

V. Goals

- A. The goal of Washington County is to have a balance of employees at all organizational levels among persons, without regard to race, color, religion, sex, age, national origin, political affiliation, veteran's status, or disability.

- B. Goals to correct deficiencies in equal employment will be considered when:
 - 1. Adding new positions.
 - 2. Refilling existing positions.
 - 3. Promotions and transfers.

- B. Elected Officials will be asked to submit their plans to help achieve our goals.

VI. Upward Mobility, Recruiting and Selections:

A. Upward Mobility

1. Upward mobility is favored and employees are encouraged to improve their work skills so that this can be attained.

B. Recruitment

1. Recruitment for County employment is conducted by the Personnel Office. Recruitment efforts will be communicated by:
 - a. Listing all job openings with the Arkansas State Employment Security Division.
 - b. Posting all job openings on county bulletin boards.
 - c. Weekly job opening notices will be sent to all organizations that will provide an address.
 - d. Jobs will be posted on the county web page.
 - e. Jobs will be advertised in area media.

C. Selection

1. A record of reasons why applicants interviewed for under utilized areas were rejected will be maintained and submitted to applicants upon request.

VII. Program Evaluation:

- A. An evaluation of the Affirmative Action Plan (AAP) will be made annually by the Affirmative Action Officer. The major objectives of EEO evaluation will be to:**
 - 1. Assess the effectiveness of management in:**
 - a. Identifying the factors and problems bearing on equal employment opportunity.**
 - b. Developing and implementing action programs to meet and overcome obstacles to fill equality of opportunity.**
 - 2. Determine data upon which to base recommendations or directions for future remedial equal employment opportunity.**
- B. The evaluation will be directed toward determining what efforts were made and results accomplished in achieving goals and action steps.**
- C. Specific Action Steps:**
 - 1. Signatures of all elected officials acknowledging their understanding and support of the AAP.**
 - 2. Filing the EEOC-4 Report to the Federal Government.**
 - 3. Review and Revise the County AAP based on findings from the review and evaluation.**
 - 4. Insure that goals for employment of women and minorities are being considered when making hiring decisions..**
 - 5. Perform the duties outlined in the Affirmative Action Officer Section.**
 - 6. Program Evaluation.**

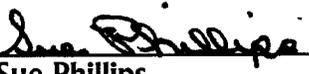
VIII. Appendices

This section contains:

- Washington County Workforce Census
- Community Labor Statistics (Source: 1990 Census)
- Workforce Utilization Analysis

AFFIRMATIVE ACTION ACKNOWLEDGMENT STATEMENT

I have read and understand Washington County's Affirmative Action Plan and support the AAP.

<u>Signature</u>	<u>Elected Official</u>	<u>Date</u>
 Jerry Hunton	County Judge	<u>5-31-2000</u>
 Marilyn Edwards	County Clerk	<u>5-31-2000</u>
 Kathleen Harness	Circuit Clerk	<u>5-31-2000</u>
 Sue Phillips	Assessor	<u>5-31-00</u>
 May Tanner	Collector	<u>5-31-00</u>
 Roger Haney	Treasurer	<u>5-31-00</u>
 Kenneth McKee	Sheriff	<u>5-31-00</u>