

WEAKLEY COUNTY, TENNESSEE

EQUAL EMPLOYMENT OPPORTUNITY POLICY

AND

AFFIRMATIVE ACTION PLAN

It shall be the policy of the government of Weakley County, Tennessee, to afford equal employment opportunity to all its employees and applicants without reference to race, creed, sex, age, color or national origin. This policy shall be consistent with applicable law and with requirements and objectives set forth in the Executive Orders of the President of the United States.

It is the will of Weakley County, Tennessee, not only to conform to federal mandates regarding equal employment opportunity, but also to make every effort to expand and strengthen its activities by taking affirmative action to insure the effective implementation of this policy. The government of Weakley County, Tennessee, also wishes to make known to all other agencies, organizations, departments and employment generating facilities in the county its intentions in regard to affirmative action and also to encourage them to do likewise.

This policy shall extend itself on all job levels so that all employees can expect to be guided as well as protected by this policy.

This policy and its affirmative action plan shall deal with all aspects of the employment relationship including: recruitment, selection, Promotion, demotion, transfer, termination, layoff, recall, training, compensation, benefits and facilities.

All personnel, both administrative and non-administrative; both executive positions all the way through the employment spectrum to the clerical and custodial aspects, shall be required to carry out the spirit and intent of this policy. Implementation and effectiveness of this policy is primarily the responsibility of all employees. The responsibility for the general supervision and coordination in implementing these policies has been assigned to the Equal Employment Opportunity Officer of Weakley County, Tennessee.

The equal Employment Opportunity Officer and the Affirmative Action Coordinating Committee shall be the governing body with decision-making power in any grievance or action involving an employee of this County.

The Government of Weakley County, Tennessee, shall comply with the following conditions:

A. Dissemination of Policy - This dissemination of policy statements and interpretation of this Affirmative Action Plan will, on a continuing basis, be distributed to all persons involved in the operation of county government in Weakley County, Tennessee.

B. Recruitment - In addition to being an "Equal Opportunity Employer", affirmative action requires that specific efforts be made to ensure significant minority recruitment. This County does not seek to reach a status quo of minority employees, but to possibly exceed thirteen point four percent (13.4%) or a pre-determined number of minorities in their operation. Therefore, the County will do all in its power to encourage minorities to apply for available positions.

C. Promotions and Transfer - It shall be the policy of Weakley County, Tennessee, whenever possible, to promote from within those employees in the same department who have demonstrated ability equal to or in excess of the position to be filled. This consideration must be given to all qualified candidates regardless of race, creed, color, sex or national origin. Special efforts shall be made to insure that minority employees are notified of openings so that they can be encouraged to be equipped for promotion and transfer.

D. Training - Special efforts shall be made to encourage all employees regardless of race, color, sex or national origin to participate in any educational program which will enhance their employment advancement capabilities.

E. Facilities - All Weakley County Facilities, i.e., cafeterias, restrooms, drinking fountains, will continue to remain on nonsegregated basis.

F. Compensation - In every instance, it shall be the policy of Weakley County, Tennessee, to ensure beyond any reasonable doubt that all employees receive just compensation for work performed without regard to age, race education, sex, or national origin. Some mechanism shall be developed which will determine pay raises for the employees who may find it difficult to cope with the substantial rise in the cost of living.

G. Compliance with Governmental Agencies - It is required that all employees, as well as elected officials, give full cooperation to all individuals and agencies responsible for administering executive orders, laws and regulations in the areas of equal employment opportunity and fair employment practices.

H. Demotion - Any employee who is the subject of demotion in standing with this County has, as their right, an appearance before the Affirmative Action Coordinating Committee where grievance regarding this decision shall be aired in a formal hearing. At this hearing the Equal Employment Opportunity Officer and the Affirmative Action Coordinating Committee may either support such a decision or offer a rebuttal.

#### ARTICLE I

Weakley County, Tennessee, will take immediate steps in writing to appoint an Equal Employment Opportunity Officer. Said appointment shall be made by the County Judge of Weakley County, Tennessee, and the Equal Employment Opportunity Officer shall serve at his pleasure.

The person selected shall be sensitive to and aware of special problems of minority groups, including women.

Such person shall have authority in those matters pertaining to Equal Opportunity and Affirmative Action related to employment, contracting, sub-contracting, etc.

Said person will be responsible only to the County Judge, and shall have such duties, responsibilities and qualifications set forth in the Equal Employment Opportunity Act. of 1964, and the amendments to said Act.

#### ARTICLE II

The Government of Weakley County, Tennessee, will give priority in its employment and promotion to the residents of said County to the greatest extent feasible. The Equal Employment Opportunity Officer will develop equal means to accomplish this objective.

#### ARTICLE III

Weakley County, Tennessee, will utilize the various organizations which represent minority groups' interest in its recruitment effort, and extend its recruitment to in-state and out-of-state post-secondary institutions as such action shall be necessary.

#### ARTICLE IV

Weakley County, Tennessee, will, to the extent that funds are available, provide the Equal Employment Opportunity Officer with the staff necessary to carry out such functions. Staff shall consist of at least one woman and one black an minorities.

#### ARTICLE V

The Equal Employment Opportunity Policy and Affirmative Action Plan for Weakley County will be conspicuously posted on the bulletin board at all county buildings and a copy will be in the file of all county office holders.

ARTICLE VI

Recruitment and Examination Proposal

A. What will be done?

L. Recruitment efforts will be tailored to reach the employment disadvantaged.

Weakley County, Tennessee, will employ personnel who are able to relate culturally in seeking and evaluating disadvantaged applicants.

2. Liaison between community groups, civil rights groups, and councils representing the employment disadvantaged, will be maintained by Weakley County, Tennessee.

3. Over-testing will be avoided.

ARTICLE VII

Weakley County, Tennessee's Equal Employment Opportunity Officer will see that each contractor and sub-contractor complies with the Equal Employment Act and its amended Acts.

A. The Equal Employment Opportunity Officer will see that each department within the County creates its own Affirmative Action Plan or adopts this plan.

ARTICLE VIII

Weakley County, Tennessee's Equal Employment Opportunity Officer will see that each contractor and sub-contractor complies with the Equal Employment Act and its amended Acts.

A. The Equal Employment Opportunity Officer will see that each department within the County creates its own Affirmative Action Plan or adopts this plan.

ARTICLE VIII

Weakley County, Tennessee, will use its best effort to create parity between minority groups in relationship to contracts and total dollar value of contracts and to this end take this action:

1. Solicit proposals from minority organizations.

ARTICLE IX

All aspects of the department's affirmative action program will be more effective as Supervisory and Managerial Personnel become more knowledgeable in the area of human relations and acquire skills in interpersonnel and interracial relations.

ARTICLE X

The Equal Employment Opportunity Officer will be available to conduct human relations training and planning programs in cooperation with outside agencies.

COROLLARY

It is the intent of this Affirmative Action Plan to protect the rights of employers and employees in this County, and to insure all parties that justice and fairness shall manifest itself in every aspect of the operation of the Government of Weakley County, Tennessee.

Records of all meaningful activities related to the furtherance of this policy will be maintained, and all progress in this area will be submitted to the Equal Employment Opportunity Coordinating Officer of Weakley County, Tennessee.

Pursuant to the rules of the Quarterly Court, this resolution is sponsored by the following members of the Weakley County Quarterly Court:

- 1. /S/ Kerry S. Killebrew
- 2. /S/ R. H. Pearson

Approved

/S/ Larry W. Taylor  
Chairman Personnel Committee

Chairman Budget Committee

Motion made by Esq. R. H. Pearson that the foregoing and hereto attached resolution be approved, motion seconded by Esq. Johnny Tharp. Upon being put to a voice vote motion carried.

Attested:

/S/ James T. Omer  
County Court Clerk

Approved:

/S/ Charles T. Butts