



BOYS & GIRLS CLUBS OF MANATEE COUNTY EQUAL EMPLOYMENT OPPORTUNITY PLAN

I. POLICY STATEMENT

It is the policy of the Boys & Girls Clubs of Manatee County and its departments and agencies to pursue equal employment opportunity regardless of race, religion, color, sex, height, weight, marital status, national origin, age, or disability as defined by federal and state law in our relationship with applicants for employment, employees of the department/agency, and the public.

II. DISSEMINATION AND COMMUNICATION

This Policy Statement will be made available to employees, applicants, and organizations outside the department/agency through employee handbooks, policy directives, posting in conspicuous locations, the Internet, statements on recruitment documents, advertising, and through notification to contractors, etc.

Executive, managerial, and supervisory personnel will be advised of the Policy, through meetings and/or training, with emphasis on individual responsibilities for implementation of the Policy.

III. RESPONSIBILITIES

A. Implementation

The department/agency director, in cooperation with the Director of the Office of the State Employer shall implement this Equal Employment Opportunity (EEO) Plan and submit the Plan to the Michigan Civil Service Commission for its review and Michigan Civil Rights Commission for its approval. The plan shall be consistent with applicable law.

B. Executives, Managers, and Supervisors

Executives, managers, and supervisors are responsible for assuring that recruitment for vacancies is handled in a manner to attract a qualified,

diverse applicant pool and that hiring decisions are based on job-related factors.

Executives, managers, and supervisors are responsible for making reasonable efforts to assure that all employees are provided a work environment that gives every employee the opportunity to succeed. Employees shall be treated in a non-discriminatory manner, consistent with applicable law, rules, regulations and policies.

C. Administration of Equal Employment Opportunity Activities

The department/agency director is responsible to undertake activities necessary to implement equal employment opportunity activities consistent with the plan. Overall Equal Employment Opportunity responsibilities shall be coordinated with the Department's Human Resources Director.

Activities in this area may include:

- (1) Implementing the EEO Plan through internal and external communication techniques.
- (2) Consulting with other human resource and departmental personnel responsible for the developing of a plan to forecast departmental workforce needs.
- (3) Identifying steps that will be taken to assure equal employment opportunity in developing pools of potential qualified employees, including identifying areas where equal employment equal opportunity improvement is necessary and recommending actions for solving them.
- (4) Reviewing personnel policies, selection processes, and record keeping procedures that affect equal employment opportunity. Employment data, practices and policies will be analyzed to determine if these afford equal employment opportunity. Appropriate steps to remedy any identified barriers will be taken in accordance with applicable law, rules, and regulations and as approved by the Chief Operating Officer.
- (5) Analyzing employment practices, including reassignments and promotions, and programs offered to employees, including training and other professional development activities to ensure that such activities occur in a non-discriminatory manner.
- (6) Reporting data related to the composition of the workforce by race, gender, color, religion, sex (including pregnancy), national

origin, age, disability or genetic information.

- (7) Coordinating Section 504/ADA/reasonable accommodation activities.
- (8) Investigating allegations of illegal discrimination and sexual harassment complaints.

IV. EMPLOYMENT PRACTICES

A. RECRUITMENT

Recruitment is a shared responsibility between the Department of Civil Service and the department/agency. Qualified applicants who reflect the composition of all such persons in the relevant labor market will be sought. All personnel involved in the recruiting, screening, and selection processes will be properly trained to ensure the elimination and absence of bias in all personnel actions.

Recruitment of applicants to assure equal opportunity may include the following employment resources:

- (1) Civil Service Employment Lists (county, multiple county, statewide) consistent with Civil Service Rules and Regulations.
- (2) Posting of vacancy(s), internally or externally (e.g., targeted newspapers, trade, professional and other journals, e-mail, Internet).
- (3) Contacting universities, colleges, schools and professional organizations.
- (4) Use of career development programs (e.g., school to work co-ops, internships and student assistants, speaking to schools and youth groups, departmental training programs).
- (5) Referral agencies (e.g., Department of Career Development or other state/local employment agencies, private agencies.)

B. HIRING

The department/agency will make hiring decisions based upon an evaluation of its workforce needs and an evaluation of a person's qualifications and ability to satisfactorily perform the essential duties of the position, with or without accommodation, consistent with applicable law, rules, regulations, and if applicable, in accordance with any contractual requirements.

C. PROMOTIONS AND CAREER ADVANCEMENT

In accordance with the principles of equal employment opportunity, the department/agency will 1) promote employees based on experience, training, and ability to perform duties of a higher level, and 2) encourage employees to participate in available career advancement activities with the department, e.g., training programs (internal and external) and tuition reimbursement (if available).

V. AFFIRMATIVE ACTION

Where there is evidence of the present effects of past discrimination (inadvertent or intentional), a narrowly tailored remedy may be warranted. Any such affirmative action plan must be approved in advance by the State Personnel Director, in accordance with Civil Service Rules, Regulations and applicable law, and then submitted to the Civil Rights Commission for its review and approval.

IV. REPORTING OF EEO EFFORTS

A. SELECTION PROCESS

Appointing authorities shall ensure equal employment opportunity consistent with Civil Service Rules and Regulations. An appointing authority shall maintain accurate documentation for all steps of the selection process, including an evaluation of the selected candidate compared to the selection criteria used. Documentation shall be maintained in accordance with Civil Service Rules and Regulations.

(Refer to Selection Regulation 3.06 for specific information regarding standards for appointment and documentation.)

B. EMPLOYEE RELATIONS AND DEVELOPMENT

Managers and supervisors are responsible to provide other information necessary for the administration of EEO within the department/agency. Each department/agency will continue to review on an annual basis:

- (1) Participation by employees in training and other professional development activities to assure that participation occurs in a non-discriminatory manner, and
- (2) Performance evaluations and disciplinary actions, to assure that such actions are taken in a non-discriminatory manner.