



Equal Employment Opportunity Policy

**Walker County Government
P.O. Box 445
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Date and effective duration of EEOP: January 1 to December 31

Policy Statement:

This is the written confirmation of the longstanding policy of Walker County to assure equal employment opportunity to its employees and applicants for employment on the basis of fitness and merit without regard to race, color, religion, national origin, disability, sex, or age. Walker County employees will follow this policy in recruitment, hiring, promotion into all classifications, compensation, benefits, transfers, assignments, tours of duty, shifts, layoffs, returns from layoff, demotions, terminations, training, educational leave, social and recreational programs, and use of County facilities. It is not the intent of this policy to permit or require the lowering of bona fide job requirements or qualification standards to give preference to any employee or applicant for employment. However, we will take positive affirmative measures in accordance with the prevailing Federal and state law to recruit minorities, females, and persons with disabilities to all levels of County government, to assure adequate representation comparative to the general population of the County.

Any employee under the jurisdiction of Walker County who fails to comply with this policy is subject to appropriate disciplinary action.

Pursuant to approval by the Walker County Commissioner on December 1, 2010, this policy is implemented in accordance with Walker County's Equal Employment Opportunity Plan.

Utilization Analysis Narrative

A comparison of Walker County's workforce to the community labor statistics for Walker County indicates no need to establish corrective goals and objectives at this time.



The Walker County Commissioner will review current employment procedures to discern if they are neutral in intent yet discriminatory in effect. If any are problematic, the County will seek ways to minimize or eliminate, if possible, such procedures. The next section of this Plan identifies specific objectives that support the County's commitment to make its workforce more reflective of published availability data.

OBJECTIVES

It is our goal to continue to ensure all groups have adequate representation by evaluating our promotional and recruitment practices to ensure all groups receive equal opportunity to secure employment. Walker County is committed to creating a workforce at all levels of employment that represents the community it serves. Although Walker County government experiences low turnover and attrition, various legislated opportunities to hire should enable the County to further diversify its workforce and meet its objectives over a five-year period.

STEPS TO ACHIEVE OBJECTIVES

Walker County government is very fortunate in that it has a number of colleges in the Chattanooga metropolitan area and in Northwest Georgia from which to draw recruits for positions. The County will undertake recruitment efforts at these institutions for any category which might show underutilization in the future.

The County also believes that it could attract employees from several areas, including local high schools and community colleges.

The County will advertise job vacancies in both mainstream and any known minority publications serving the Walker County minority community. Further, by working with African-American representatives on County boards and agencies and Hispanic groups where possible, the County will contact and offer to make presentations to minority institutions, community organizations and groups. Such presentations would give Walker County government a chance to connect with more individuals from minority communities and develop referrals and a reputation for outreach.

Walker County Government is committed to making its workforce closely reflect the relevant available community workforce to ensure opportunity regardless of race, national origin, or gender. The information below summarizes specific objectives to assist the County in reaching this goal.

Action Steps:



- Review and update the County's recruitment methods, practices and policies to promote equal employment opportunity through recruitment efforts
- Monitor recruitment policies and procedures to determine if recruitment efforts are enabling the County to meet and maintain equal employment opportunity objectives
- Promote opportunities for upward mobility of all employees regardless of race or gender through the County's Employee Development Program
- Review recruitment and retention efforts regularly and apply information derived from exit interviews to efforts to improve retention
- Provide EEO training to supervisors and managers on EEO policies, processes, documentation, interview processes and employment requirements

DISSEMINATION

Internal Dissemination:

1. We will include the EEO policy statement in any County employee personnel policy and procedures manual, and we will distribute a separate copy to all department managers.
2. We will continue to conspicuously post portions of the EEO Policy on employee bulletin boards.
3. We will continue to include the EEO Policy on the County web page.
4. Walker County will update department managers annually regarding the County's equal employment opportunity plan. Discussions will include identifying and addressing problem areas with effective solutions.

External Dissemination:

1. We will continue to communicate on written documents using County letterhead that Walker County is an "equal employment opportunity employer."
2. We will continue to inform applicants, vendors, and suppliers regularly and in writing of the County's commitment to equal employment opportunity.