

Affirmative Action

Number: I-2

Revision:

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1.0 POLICY

It shall be a policy of the Town of Carolina Beach that a desirable goal of the Town workforce is to mirror the diversity of the community in terms of employment of racial minorities and females. To this end, the Town is committed to taking necessary steps in its recruitment and selection processes to assure that individuals from these groups are actively included in all aspects of the employment relationship within the Town.

2.0 PURPOSE

The Town operates on the premise that it is desirable for a municipal government organization to mirror the diversity of the community it serves. For this reason, the Town has developed an Affirmative Action Plan to demonstrate its approach to recruiting, hiring and promoting a skilled, diverse workforce. On an ongoing basis, the Town evaluates, and modifies where necessary, its employment processes to enhance its progress towards reaching its goals in Affirmative Action.

3.0 SCOPE

This policy applies to all Town employees and applicants for Town positions.

4.0 DEFINITIONS

- 4.1 **Affirmative Action** - A concerted effort by the Town to assure that qualified individuals of all races and genders are considered for employment, promotion or assignment.
- 4.2 **Equal Employment Opportunity** - A system of employee selection, assignment, and promotion in which personnel actions are made without regard for non-job related factors.

5.0 ORGANIZATIONAL RULES

- 5.1 The Town Manager has designated the Human Resource Director as the Town's EEO/Affirmative Action Coordinator.
- 5.2 With the support of the Town Manager, the Human Resources Director is responsible for the administration of the Affirmative Action Program as it relates to the employment, assignment, training and promotion of racial minorities and women.
- 5.3 The EEO/Affirmative Action Coordinator will provide technical support necessary for the effective implementation of the Affirmative Action Plan. This includes but is not limited to the following:
 - A. Development of the Town wide Affirmative Action Plan
 - B. Assisting organization management in developing Affirmative Action goals
 - C. Implementation of an internal auditing process to evaluate the effectiveness of the Affirmative Action Plan.
 - D. Recruit minorities and females for positions throughout the organization.
 - E. Assisting employees who feel that they have been discriminated against due to non-job related factors, investigating and rectifying such actions if verified.

- 5.4 Communications - All Town personnel are to be informed of the Town's Equal Employment Policy and Affirmative Action efforts through:
 - A. The Equal Employment Statement and Federal EEO posters placed on bulletin boards.
 - C. The Personnel Policy Manual
 - D. Presentation and discussion of the Plan as part of Employee Orientation
 - E. By other means as feasible and available.

6.0 PROCEDURES

- 6.1 The Town EEO/Affirmative Action Coordinator and other Human Resources staff will assist departments in the implementation of the Affirmative Action Plan as needed.

7.0 APPENDIX, APPENDICES

None