

ARTICLE 2

EQUAL OPPORTUNITY EMPLOYMENT

02.01 POLICY STATEMENT.

It is the policy of Vermilion County that all persons are entitled to equal employment opportunities and, therefore, Vermilion County is an affirmative action/equal opportunity employer. More specifically, there shall be no discrimination because of race, creed, color, national origin, religion, ancestry, marital status, age, sex, or physical or mental disability; it is required that the employee or applicant is qualified and meets the physical requirements necessary for the job. In all cases only qualified individuals shall be hired and the predetermined standards shall not be lowered in any way for employment or promotion; however, reasonable accommodations shall be made for persons with disabilities.

The responsibility for insuring that all phases of personnel administration are in accord with this policy has been assigned to the management (department heads, officeholders, agency administrators) of Vermilion County. It is management's duty to apply this policy to all employees or applicants for employment according to the personnel guidelines and the Affirmative Action Program as adopted. Employees, as applicants for employment, when classified by the above noted criteria, who are members of a class disproportionately represented in the County's work force, are referred to herein as "minority employees" or "minorities."

ARTICLE 3

AFFIRMATIVE ACTION PROGRAM

03.01 PURPOSE.

This Affirmative Action Program has been developed as an expression of Vermilion County's compliance with all laws, orders, rules, regulations and ordinances covering employees within the State of Illinois. The program is aimed at prevention of any practices of discrimination and the continuance and further development of employment practices that will facilitate full integration of the County's work force. The goal of this Affirmative Action Program is to maintain staffing levels which are representative of the available labor force in the community.

Vermilion County's Affirmative Action Program is an affirmative statement containing its employment policy and procedures which the Equal Employment Opportunity Officer of the County will implement to assure proper utilization of members of minority classes of employees and to strive for increase in their employment whenever possible.

03.02 POLICY STATEMENT.

Vermilion County is an equal opportunity employer. The hiring of employees and promotions are carried out in accordance with all laws, orders, ordinances, rules and regulations of all governmental units having jurisdiction with respect to employment policies, to provide employment opportunities without regard to race, color, sex, religion, age, national origin or ancestry.

The relationship between the employee and the County shall be based solely upon the basis of the individual's ability, performance, attitude, effort and responsibility and other work-related criteria. This policy shall be extended to practices regarding recruiting, hiring, training, promotion, rates of pay, in fact all terms and conditions under which the employee works.

The Vermilion County Affirmative Action Program shall be administered by the EEO Officer under the direction of the County Board Personnel Committee. The Affirmative Action Program shall be implemented in all cases including, but not limited to, employment, promotion, demotion, grievances, transfer, testing, advertising, layoff, rates of pay or other forms of compensation and selection for training.

03.03 POLICY COMMUNICATION.

03.03.01 Internal Notification. Vermilion County's policy of equal employment shall be made known to the employees through appropriate communications. It shall be the policy of the County to communicate to the employees and the public the County's obligation to comply with all civil rights, laws, rules and regulations. Department heads, officeholders and agency administrators of Vermilion County shall inform applicants and employees of their rights and right, under the law, to notify appropriate agencies if any act of discrimination occurs.

03.03.02 External Notification. Vermilion County shall in an effort to make its policy known, contact leaders of community organizations, educational facilities, federal and state agencies and all others interested in providing equal employment opportunities. These sources shall also be used to promote and solicit applicants for the positions that become open from time to time.

Vermilion County shall, as required by law, inform all of the organizations that provide goods or services to the County of its policies and include in all purchase orders, contracts and other documents an equal employment opportunity clause.

03.04 IMPLEMENTATION.

Vermilion County, by resolution, assigned the duties of the Equal Employment Opportunity (EEO) Officer to the Human Resources Director under the authority of the Vermilion County Board Personnel Committee. The EEO Officer shall ensure that periodic reviews and updating takes place consistent with current laws, rules, regulations and ordinances as they may be passed. The EEO Officer shall be responsible for the plan and overall principle to provide that the County reaches its stated objectives.

The County shall, from time to time, require the employment of individuals to satisfy organizational work force needs. To actively provide for equal opportunity for all interested parties, the following steps will be taken:

03.04.01 Recruitment. Communication shall be established and maintained with federal and state agencies and community civic and social agencies to encourage applications from minority workers. To facilitate periodic audits of the applicant activity, records shall be maintained on the applications received, their handling and disposition. At all times, written applications shall be taken from all applicants whenever they desire to file an application of employment with the County whether there are vacancies or not.

These applications shall be kept on file with the EEO Officer for at least six months and active for 90 days so that vacancies, as they occur, may be immediately reviewed and prior applicants can be considered and qualified persons contacted.

03.04.02 Selection. After observing the policies of equal opportunity recruitment, uniform hiring qualifications capable of objective evaluations shall be used and maintained for all occupational categories. The acceptance of all applicants for employment shall be the responsibility of the EEO Officer. Acceptance for actual position placement shall be the responsibility of the department head, officeholder or agency administrator. All applicants shall be advised of the results of their application for employment and of the County's acceptance criteria upon request.

All standards used in selection of employees shall realistically be related to the job and must be on file with the EEO Officer. Progression requirements shall also be job related and shall be applied in a nondiscriminatory manner. All applicants shall be advised of the program requirements at the time they apply for a particular job. The County's selection process, including position description, job requirements, application forms, interview procedures, tests administered and validity, referral procedures, educational certification, legislative requirements, and final selection process shall be considered to ensure that at all times they remain consistent with the objectives of the program.

03.04.03 Transfers and Promotions. From time to time, the opportunity for promotion and/or transfer will occur; the County is desirous of offering those opportunities to their existing work force. Performance evaluations shall be made at regular intervals for all employees to determine progress and position for advancement, promotion or transfer. Emphasis will be placed on giving promotional opportunity to all employees identified as having qualifications for the advancement. There shall be no impediment causing discriminatory practices in promotional or transfer opportunities. Records shall be kept of the transfer and promotions of all employees. To ensure the effectiveness of this program and to identify any area that may require correction or modification, qualifications for all positions shall be kept current to ensure that they relate in a nondiscriminatory and meaningful way to the work performed.

03.04.04 Training. To ensure that the County has a work force that is efficient and well-performing, the County desires to provide training and training opportunities to those employees as may be required for the employee's upgrading and future advancement. Appropriate records of job performance shall be maintained. If the employee obtains special on-the-job training or obtains, on his or her own initiative, additional training through vocational schools, correspondence schools or other off-the-job training programs, these efforts will be appropriately noted. The County will encourage all employees to participate in these types of programs.

03.04.05 Facilities Integration. For any County-sponsored educational, recreational or other use of a facility, the policy reflected will be that the opportunity will be made available to all employees without regard to race, creed, religion, sex, age, national origin, and ancestry.

03.04.06 Reporting. The County will continue to comply with the requirements of appropriate laws, rules, regulations, and executive orders issued by governing governmental bodies and report compliance with the same as required.

In order to fulfill the annual reporting requirements of the Equal Employment Opportunity Commission, County departments, offices and agencies shall submit affirmative action information to the EEO Officer and the Personnel Committee. Such information shall include:

1. A body of procedures, in writing, which analyzes the employment practices of a department, office or agency and which sets up goals, a timetable, and specific procedures to be implemented by the department, office or agency with good faith efforts for the correction of deficiencies in the employment of minority groups.
2. A brief analysis of sex and race of current personnel by job classification.
3. A brief statement of internal or external dissemination of personnel policy and/or affirmative action commitment.
4. Identification of problems, i.e., deficiencies by job classification and salary range.
5. Establishment of goals and objectives for correcting deficiencies, if any, in job classifications and a timetable for correction.
6. Suggestions for the execution of programs or procedures designed to eliminate problems and further designed to establish goals.
7. Method of auditing the department, office, or agency to determine the effectiveness of programs in good faith.
8. Review of transfer and promotion practices within the department, office or agency to determine whether employees are being promoted on an equal basis.
9. Comparison of job duties and rates of compensation to insure that the rates of compensation for similar jobs are equal.
10. A brief statement of policy and procedures for internal and external recruitment.
11. Suggestions for the execution of policy and procedures designed to eliminate discrimination.
12. Other information deemed necessary by the EEO Officer and the Personnel Committee.

Vermilion County shall maintain a current Equal Opportunity/Affirmative Action Program and copies of the program shall be available for dissemination to employees and other interested persons.

03.04.07 Compliance Review. The EEO Officer shall conduct compliance reviews of each department, office and agency. The EEO Officer shall inform all departments, offices and agencies, in a reasonable time, prior to the initiation of a compliance review. The EEO Officer shall inform each department, office or agency within 30 days of the findings and recommendations and shall forward a copy to the Personnel Committee.

03.04.08 Complaint Processing. Within 10 working days of the filing of a complaint, the EEO Officer shall notify the department head, agency head, or officeholder, and the Personnel Committee. The notice will include the date, place and circumstances of the alleged unlawful practice. Notification of a schedule of review will be sent to the department, office or agency as far in advance as possible but at least 10 working days prior to the initiation of the investigation.

The EEO Officer shall receive all complaints of discrimination practices and shall recommend to the Personnel Committee sanctions necessary to correct a noncomplying department, office or agency. The committee shall act on the EEO Officer's recommendations as judged appropriate and proper and make recommendations to the full County Board for its action.

03.05 GOALS.

The goal of this Affirmative Action Program is to maintain staffing levels in professional, labor, office, clerical and skill positions which are representative of the available labor force in the community. Employment shall be determined by prevailing needs. Employment openings shall be through attrition and growth requirements. Each and every new employee shall be hired on the basis of need only. All of the goals and objectives mentioned above shall be examined periodically to ascertain the effectiveness of this Affirmative Action Program in attaining equal opportunity goals and requirements.

03.06 VERMILION COUNTY SHERIFF'S DEPARTMENT.

It is the County's goal to recruit a larger number of females in order to increase the availability for hiring females as Deputy Sheriffs. Extensive recruiting will be done to acquaint females with opportunities that exist for them as Deputy Sheriffs.

Such recruitment will be aimed toward the female community with emphasis on the requirements, standards and desirability of being a Deputy Sheriff.

Procedures will be developed to aid and orient females to testing procedures, testing dates, and cover opportunities as Deputy Sheriffs for Vermilion County.

The Captain of Patrol, of the Vermilion County Sheriff's Department will coordinate such activities for the Sheriff's Department.

The following is a plan that will be followed to orient females to the possibility of a career as a Deputy Sheriff. This plan should not be construed as limiting the department in any way in attempting to make people aware of the requirements and procedures to become a Deputy Sheriff.

1. The Vermilion County Sheriff's Department will seek representation at all Career Days, College Days and other such activities within the County high schools to talk about career opportunities.
2. Close cooperation will be maintained with Danville Area Community College, which has a Police Science program, in making cooperative education agreements available, particularly to females, so that they can be oriented to police work.
3. Notices of testing will be sent to all community colleges and universities in East Central Illinois. Such notices will also be sent to the YWCA, Women's Club, Executive Club, high school counselors and other groups or agencies that might be identified with a substantial female population.
4. Field trips and tours of the County jail and Sheriff's Department will be encouraged.
5. An appropriate exhibit will be developed about the Sheriff's Department and will be displayed at appropriate gatherings. If at all possible, deputies staffing this exhibit will represent categories being recruited.

6. Extensive news media contacts will be made, stressing opportunities for females. Test dates will be advertised and widely distributed, emphasizing that Vermilion County is an Affirmative Action/Equal Opportunity Employer.

The long-term employment parity goal for female Deputy Sheriffs is 35%. The annual hiring goal to meet the long-term goal will be 50% in order to reach representational parity within a reasonable period of time.

03.07 SUMMARY STATEMENT.

Vermilion County shall continue to ensure that its policy toward equal employment for all is stated in a positive manner and is clearly communicated to County personnel, other organizations and the public.