

PERSONNEL 3.0

Affirmative Action/EEO -- 3.1

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Date Last

Revised:

Signature:

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Assistant Commissioner
Bureau of Health Services

POLICY

Equal employment opportunities shall be available for all present and prospective employees regardless of race, color, sex, national origin, religion, age, physical or mental disability or veteran status except that veteran's preference will be given as provided by applicable state law.

APPLICABILITY

This policy applies to all employees of the Bureau of Health Services.

PURPOSE

To ensure equitable treatment of all present and prospective employees.

PROCEDURE

Discrimination in employment opportunities is a violation of Title VI and Title VII of Civil Rights Act of 1964. Interviews and selection of all new hires and all promotions must be done in accordance with the Department's Affirmative Action Plan. An Affirmative Action Plan for the Department of Health has been developed to assist the Department in achieving the goal of equal employment opportunity for all. The Department's Affirmative Action Officer has overall responsibility for implementation of the Affirmative Action Plan including development of specific goals and timetables and for reporting progress to the Commissioner of Health.

The monitoring of the Department's Affirmative Action Program is an ongoing process. A statistical evaluation is done on a quarterly basis. The quarterly report includes the

total minorities and females employed in each Equal Employment Opportunity (EEO) Category; distribution of employees by race and sex in each administrative office; distribution of minorities and females by salary range; minority personnel actions; and cumulative minority percent including changes, current status, and planned changes by administrative offices. The quarterly report is sent to each division of the Bureau of Health Services. When under-utilization of minorities and females is disproportionately high, it will be discussed with the Department's administrative personnel.

The EEO Unit monitors the number of minorities and females interviewed for job openings by the use of a [Tennessee Department of Health EEO Report, PH-1454](#), sent with all Certificates of Eligibles by the Division of Human Resources. A report is sent to all Bureau Directors monthly, and provides information concerning classes of Certificates of Eligibles on which minorities most frequently appear as well as information on the classes of jobs for which minorities do not normally appear. This enables the EEO Unit to concentrate recruitment efforts in those areas.

All managers and supervisors are encouraged to participate in courses entitled "Introduction to the Americans with Disabilities Act" and "Generations: M.E.E.T. on Common Ground for Supervisors/Managers," which provides information about the federal law requirements prohibiting discrimination. In addition, EEO/AA performance should be included as a behavior or work outcome associated with an appropriate major job responsibility, i.e., leadership, personnel administration, etc., for all managers and supervisors.

All offices of the Department of Health, including Central Office, Regional Offices, and Local Health Departments, must have available to the public and their employees at all times copies of the [Title VI Civil Rights Complaint Form, PH-1453](#). Complaints may be filed with the Department of Health, including Regional Offices and County Health Departments, or with the Department of Health and Human Services in Washington, D.C. Each complaint will be investigated promptly. The person making the complaint will be notified of the findings and corrective action will be taken immediately if warranted by the findings.

NECESSARY FORMS

1. [Tennessee Department of Health EEO Report, PH-1454](#)
2. [Title VI Civil Rights Complaint Form, PH-1453](#)

REFERENCE DOCUMENTS

1. Affirmative Action Plan by Tennessee Department of Health, 1991-92
2. Title VI and Title VII of the Civil Rights Act of 1964
3. Title VII of the EEO Act of 1972

OFFICE OF PRIMARY RESPONSIBILITY

Division of Human Resources, Department of Health, (615)741-7305

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