

TO: ALL COUNTY PERSONNEL
FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR
PREPARED BY: EMPLOYEE RELATIONS & PERSONNEL DEPARTMENT
SUBJECT: AFFIRMATIVE ACTION PLAN (AAP)
PPM #: CW-P-028

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ISSUE DATE EFFECTIVE DATE
August 12, 1994 August 12, 1994
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PURPOSE:

To achieve and maintain a work force whose composition reflects the availability of protected group members in the relevant civilian labor force.

AUTHORITY:

Title VII of the Civil Rights Act, as amended, the Florida Human Relations Act.

POLICY:

County managers and supervisors, as representatives of the Board of County Commissioners, are individually responsible for practicing nondiscrimination and meeting affirmative action goals.

PROCEDURE:

The Affirmative Action Plan statistics are revised each fiscal year, and County managers and supervisors will participate in setting affirmative action goals.

The EEO/AA Specialist will apprise County managers and supervisors of their EO/AA responsibilities, provide annual training, technical assistance, and information updates as needed.


County managers and supervisors must take Affirmative Action to correct the underrepresentation of women and minorities in the work force and to employ and advance in employment disabled and Vietnam area veterans and qualified individuals with disabilities who, with or without reasonable accommodation, can perform the essential functions of a position.

County managers and supervisors are expected to make every effort to reach or surpass the affirmative action goals set for their work units.

County managers and supervisors who may have special difficulties in hiring and retaining members of under-represented groups in their work units may consult with the EEO/AA Specialist and discuss special Affirmative Action programs.

The AAP includes legal basis for EEO/AA, Policy Statement, responsibility for implementation, dissemination of policy, workforce analysis, action oriented programs, targeted work unit goals, and accomplishments.

Staff will distribute copies of the approved AAP to Department/Division Heads who will distribute copies of the Plan to managers and supervisors. Management may contact the EEO/AA Specialist to discuss the Plan.



ROBERT WEISMAN
COUNTY ADMINISTRATOR

SUPERSEDES AND/OR RESCINDS:
CW-P-028 DATED 7/1/88