



### **Equal Employment Opportunity**

NCJFCJ is firmly committed to the policy of non-discrimination, equal opportunity, and reasonable accommodation in employment. This means there can be no discrimination in any conditions of employment including recruitment, hiring, discipline, termination, opportunities for advancement, participation in training programs, transfers, wages, salaries, or benefits. Simply stated, equal opportunity means that all suitable, qualified individuals have an equal chance to compete for job opportunities within NCJFCJ, regardless of actual or perceived race, color, religion, national origin, sex, age, veteran's status, sexual orientation, disability, or any other attribute protected by law.

NCJFCJ will offer reasonable accommodation that does not cause undue hardship to all suitable, qualified applicants and employees with a known disability or for an employee's religious beliefs.

Any employee who believes that this broad-based policy is in any way not being followed in accordance with the law should advise management at once, either orally (informally) or in writing. Immediate action will be taken to correct any inconsistency with requirements of law.

Any and all employees involved in discriminatory practices are subject to disciplinary action up to and including termination. NCJFCJ is also committed to this policy through maintenance of its Affirmative Action Plan.



## **Affirmative Action Plan**

### *Statement of Affirmative Action Intent*

NCJFCJ adheres to the policy, intent, and spirit of the Equal Employment Opportunity Program. Employment recruitment practices reflect an actively aggressive and positive attitude toward minority groups. This positive approach will not cease at that point where the staffing profile reflects a community's demographic composition.

In no case shall actual or perceived race, color, religion, national origin, sex, age, veteran's status, sexual orientation, disability, or any other attribute protected by law, prevent any applicant from seeking and obtaining a position with NCJFCJ commensurate with ability or potential.

### *Recruitment, Selection, Referral, and Testing*

Whenever a vacancy occurs on the staff of NCJFCJ, or whenever it becomes necessary to create a new position, the following procedures will be observed:

1. Utilize available community minority news media to publicize employment opportunities in addition to other means.
2. Include the phrase "An Equal Opportunity Employer" in all advertisements placed for NCJFCJ.
3. Advise all recruitment sources of the desire to employ minorities and women as vacancies occur.
4. Encourage employees to refer applicants from minority and women's groups.
5. Inform, in writing, minority and women's organizations in the community, of NCJFCJ's Affirmative Action Plan.
6. Disseminate all job requirements on position vacancy listings to minority and women's groups.
7. Administer only tests which measure abilities, aptitudes, specialized background knowledge, and/or skills actually required for the position.
8. Utilize existing community training programs to the greatest degree possible to provide employment of applicants.

### *Promotion*

1. Publicize promotional opportunities within each department of NCJFCJ.
2. Establish and upgrade programs providing for:
  - a) Listing of job vacancies
  - b) Equal opportunity to all employees to apply for promotion
  - c) Fair selection standards
  - d) Point out deficiencies and needs for remedial action.
3. Publicize vocational achievements of employees in local news media.

4. Post all promotional opportunities on department bulletin boards and circulate to all employees.
5. Encourage all employees, especially minorities or women, to seek promotional opportunities within NCJFCJ.

#### *Compensation*

1. Assure equal pay for equal work regardless of protected attributes, with due consideration for seniority and longevity.
2. Conduct continuing review of jobs to ensure that job requirements are not discriminatory.
3. Ensure that qualification standards for all jobs are based upon the minimum required to perform necessary duties and responsibilities.
4. Review all job classifications within NCJFCJ on an annual basis.

#### *Training*

1. Provide a system of educational leave with partial pay to train employees in work-related specialties at all levels of employment where possible within budgetary limitations.
2. Establish a method of informing employees at all levels of training opportunities.
3. Provide on-the-job training to prepare employees to meet the full requirements of their job and to provide for career growth at all levels of employment.
4. Provide an opportunity for employees to participate in training opportunities leading to advancement.
5. Encourage all employees, including minorities and women, to participate in education and training programs.
6. Encourage employees to avail themselves of training opportunities offered by community agencies.

#### *Record Keeping System*

Personnel records will be maintained to permit assessment of NCJFCJ's effort to establish, maintain and advance its Affirmative Action policies. NCJFCJ will keep records of referrals, placements, transfers, promotions and terminations at all levels to ensure that the goals of the Affirmative Action Plan are met.