



## Affirmative Action Plan

### **COMMITMENT:**

Boone County Senior Services, Inc. (BCSSI) provides a positive and continuing Affirmative Action Plan in compliance with the intent of all Federal, State, and local statutes and regulations governing equal employment opportunities. It recognizes that current law prohibits discrimination because of age, race, sex, color, religion, national origin and sexual orientation. This plan provides the right of all persons to work and advance on the basis of merit, ability, and potential which is basic in our American heritage. The Corporation has committed itself to the continuing development and implementation of employment systems which provides for increased opportunity, particularly for minorities, females, and older workers. Because of the commitment of BCSSI of meeting the needs of the elderly, the older worker will be considered as a priority of employment in line with minorities or females.

### **RESPONSIBILITY AND AUTHORITY:**

The Director has the responsibility and authority to direct and implement the Affirmative Action Program. Responsibilities shall include, but not be limited to:

1. Periodic collection and analysis of employment data; identification of problem areas; set goals and timetables for specific remedies.
2. Implementation of Personnel Policies and Procedure manual
3. Design and implementation of evaluation system to determine program effectiveness.
4. Keep advised of all current pertinent information relating to Equal Opportunity Employment.

The Director will insure that all staff are aware of and clearly understand the provisions of the Affirmative Action Program and carry out their responsibilities in the Program as they pertain to their job.

## **IMPLEMENTATION OF COMMITMENT:**

The Plan demands dissemination of such information to all sources and possible sources or recruitment for minority, female, and older workers, to those with whom it does business, and to the community at large.

## **AFFIRMATIVE ACTION PLAN:**

- Step 1: Implement personnel policies and procedures regarding all regulations applying to Affirmative Action.
- Step 2: Continue to evaluate job descriptions and hiring criteria to ensure that they reflect actual job needs and do not inappropriately exclude potentially qualified persons.
- Step 3: Continue to emphasize recruitment, hiring, and promotion of minorities, females and older workers.
- Step 4: Develop and conduct in-service training programs that are needed to upgrade the job skills of employees at all levels.
- Step 5: Continue to inform and encourage personnel to attend meetings and conferences related to BCSSI.
- Step 6: Continue consistent efforts to utilize all resources available to reinforce the commitment of CICOA and UWCI, as well as those agencies and organizations with which they work, to affirmative action.
- Step 7: Maintenance of at least the current levels of minority, female, and elderly workers.
- Step 8: Publicize the Affirmative Action Plan of BCSSI to all employees and the community at large.