

**EQUAL EMPLOYMENT OPPORTUNITY (EEO) PLAN  
FOR SARPY COUNTY, NEBRASKA**



**February 2018**

## Equal Employment Opportunity Plan

- I. **Objective:** The equal employment opportunity objective of the Sarpy County is to achieve, within a reasonable period of time, an employee profile which is an appropriate reflection of the relevant labor market availability, with respect to race, gender and other protected groups in each major job category.
  
- II. **Achievement of Objective:**
  - a. **Recruitment:** The County shall engage as needed recruiting sources for the purpose of attracting underrepresented candidates. These recruiting sources shall be notified of the County's Equal Employment Opportunity Policy. In addition, as needed, the County will work with local organizations that may have an impact on the applicant pool.
  
  - b. **Employment and Selection:**
    - i. All employees engaged in rendering hiring and promotion decisions shall be trained to ensure nondiscrimination in decision-making. The hiring and promotion results shall be reviewed periodically to ensure that hiring and promotion are the result of legally permissible justifications.
  
    - ii. All screening mechanisms used for the purpose of determining an individual's suitability for the particular job sought shall be legal. The County shall not use a screening mechanism that results in an adverse impact on minorities, females, and other members of protected groups.
  
    - iii. The County's employment site and online application shall contain a notice that the County is an Equal Opportunity Employer (EOE). Information, which is collected for Equal Employment Opportunity purposes only, regarding applicants who have protected group membership, shall not be viewed by individuals making selection decisions.
  
    - iv. Where a concern of unequal consideration or opportunity arises, applications of employees shall be reviewed by Human Resources to ensure that qualified individuals are given equal consideration and opportunity in all employment actions as prescribed by Regulations and or legal requirements.
  
    - v. Where additional training and experience would be beneficial for advancement, the Elected Official/Department Head will counsel and assist their employees.
  
    - vi. Any employee separating from County employment may request and shall be afforded the opportunity for an exit interview with the

Human Resources Department. If necessary, the exit interview will include a discussion of the employee's perception of Equal Employment Opportunity in County government and any comments they may have regarding this matter.

### **III. Internal Audit and Reporting:**

- a. In order for the County to assess its Equal Employment Opportunity Plan Objective, a systematic approach must be taken to monitor the results of the County's Plan. The systematic approach described below should enable the County to evaluate results and to plan for the future.
- b. The following reports shall be generated by the Human Resources Department and include the EEO-4 race and gender designation for:
  - i. Permanent Full-Time Employees
  - ii. Permanent Full-Time Employees grouped by Occupational Category and by Salary Level
  - iii. New Hires
  - iv. Employment
- c. Where appropriate, the Human Resources Department shall also be responsible for the following:
  - i. Analysis of progress toward goals and objectives (numerical and non-numerical).
  - ii. Review of program effectiveness designed to assist in obtaining goals and objectives.
  - iii. Analysis of performance reviews, promotions, transfers, discipline, and exit interviews of minorities, females, and other protected classes to determine whether or not disparate treatment or adverse impact may exist.
  - iv. Review of Job Opportunity announcements; newspaper advertisement and placement; and other recruitment, referral, and employment records.
  - v. Review of training, education, and management-level development programs.
- d. Human Resources shall update its Equal Employment Opportunity Plan Utilization Analysis as needed in order to ensure compliance with federal grants requirements. The most current Utilization Analysis is available at Attachment "A."