

PART I REAFFIRMATION TO AFFIRMATIVE ACTION

Roane State Community College is an educational institution committed to both good management and equitable treatment of all current employees as well as prospective employees regardless of race, color, religion, sex, national origin, age, and physical or mental disability. We recognize that our quality education provides the existence of opportunities to many in the community.

In seeking to provide fair and equal treatment on the basis of merit, Roane State Community College will make every good faith effort to overcome underutilization of minorities and women. The college will comply with all federal, state and local legislation and with all executive orders that support equal opportunity and prohibit discriminatory practices in employment.

As President of the College, I affirm my personal commitment to these goals and to the institution's policy on equal opportunity and affirmative action. Our goals will be met through the responsible officials of the college who will ensure that each of the goals and objectives in the Affirmative Action Plan are met as follows:

1. All decisions regarding recruitment, hiring, training and promotions of persons in all job titles will be made without regard to race, color, religion, sex, national origin, age, handicap or status as a disabled veteran or veteran of the Vietnam Era, except where age and sex are bona fide occupational requirements, or where a specific disability constitutes a bona fide occupational disqualification.
2. All employment decisions will be based on the principles of equal employment opportunity which are consistent with our intent to achieve the goals outlined in our Affirmative Action Plan.
3. Affirmative action will be taken to ensure that promotion decisions are made in accordance with the principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
4. All personnel actions such as compensation, benefits, transfers, layoffs, demotions, college sponsored training, education, tuition assistance, social and recreational programs will be administered without regard to race, color, religion, sex, national origin, age, handicap or status as a disabled veteran or veteran of the Vietnam Era.

The Vice-Presidents, Assistant Vice-Presidents, Deans, Division Heads, and Directors assist me in administering the provisions of the Affirmative Action Plan. They are responsible for assuring that the college's policy on affirmative action and equal opportunity is carried out within their respective administrative areas.

The Director of Human Resources is the college's Affirmative Action Officer and is responsible for monitoring the college's compliance with equal opportunity and affirmative action laws. The Affirmative Action Officer also coordinates and implements the provisions of Roane State Community College's Affirmative Action Plan.

Gary Goff, President
February 2008

EXECUTIVE SUMMARY

An analysis of RSCC's workforce by minority status composition shows that representation exceeds the overall availability in EEO categories for Executive and Managerial, Professional Non-Faculty, Technical/Para-professional and Service/Maintenance.

An underutilization of blacks exists in the Clerical & Secretarial and Skilled Craft categories. If hiring opportunities occur during the 2007-08 and 2008-09 recruiting periods, the college will make a concerted effort to continue to correct any deficiencies that may occur in these areas.

The college will place a high priority on retaining female and minority employees during 2007-08. A concentrated effort will be made to ensure that both females and minorities are considered for promotional opportunities. The college will continue to identify women with leadership abilities and encourage black faculty and staff to use available assistance program funding to increase their educational levels. These programs will help ensure that women and minorities are eligible for promotional opportunities that occur within the institution. Two females were reclassified to a higher skill level.

Seven female faculty members (78%) received a promotion in rank and four female faculty members (80%) received tenure. One hundred and fourteen employees took advantage of the Educational Assistance Program provided by the state; of those seventy-eight (68%) were female.

Additionally, in 2007-08 we have established the Roane State Leadership Institute. It affords staff from all employee groups to participate in a program that will sharpen the skills and abilities required to function as a leader in any position or situation. Eighty-eight percent of our first class is female.

COMMUNITY INVOLVEMENT - SUPPORT OF COMMUNITY ACTION PROGRAMS

RSCC, through employee participation, actively supports such activities as job fairs, career days, award days, youth motivation programs, black cultural programs, women's groups, Tennessee Technology Centers, and other community programs and activities that directly or indirectly contribute to the effectiveness of the affirmative action program. Employees are encouraged to serve on civic advisory boards involved in employment activities and render volunteer service to such area agencies as job skills centers and human resource centers and programs.

Key members of management are encouraged to serve on community relations boards and other similar organizations. Several employees have membership in local chapters of professional and civic associations (e.g., the National Society of Professional Engineers, American Society of Quality Control, American Association of Training and Development, National Council for Resource Development, NAACP, Volunteer Public Relations Society, Knoxville Area Urban League, etc.). Minority and female employees should serve as models by participating in career days, youth motivation programs, and other similar programs within the community when and if they desire to participate.

Minority and small business enterprises, when available, are encouraged to participate in the performance of any federal contract.

Close contact is maintained with the placement centers of area colleges and high schools in recruiting candidates for both temporary and permanent employment. RSCC will continue to increase its involvement with minority, handicap and women's programs.

The college will feature significant accomplishments of all employees including women and minorities in local news media.

DISSEMINATION OF POLICY

RSCC'S Affirmative Action policy will be disseminated in the following manner:

Internal Dissemination via the Human Resources Web Page

RESPONSIBILITY FOR IMPLEMENTATION

As reflected in the President's equal opportunity statement, the College is committed to realistically implementing the Affirmative Action Plan. The college's Vice-Presidents, Deans, Directors and other management team members are responsible for implementing particular aspects of the plan. A part of these managers annual performance evaluation is based on their equal opportunity efforts and their affirmative action results. Additionally, the managers will be made aware of their responsibility to take steps to prevent discrimination against employees who may have been hired through affirmative action efforts.

Responsibility for the overall development, implementation, coordination, and monitoring of the Affirmative Action Program resides with the President. He has appointed Odell Fearn as Affirmative Action (AA) Officer for the college. The AA Officer has the responsibility and authority to request processes and actions necessary to implement the Affirmative Action Plan. The AA Officer is available to assist all levels of management as they are involved in the implementation process. The AA Officer serves as an advisor to members of the college who have questions relating to equal opportunity. Additionally, the AA Officer is also responsible for the following:

1. Developing and recommending policies, procedures and practices, and taking affirmative action to ensure that qualified applicants and employees are treated without regard to their race, color, religion, national origin, age, sex, handicap, or status as a disabled veteran or veteran of the Vietnam Era in accordance with all applicable laws, regulations, polices and guidelines.
2. Assist in the identification of problem areas and establishing goals and objectives to solve problem areas related to Affirmative Action and Equal Opportunity.
3. Investigating Equal Employment Opportunity Complaints and appeals and making recommendations to the President.
4. Designing and implementing audit and reporting systems that will:
 - a. measure the effectiveness of the college's program
 - b. indicate the need for remedial action
 - c. determine the degree to which the college's goals and have been attained
5. Serve as liaison between the college and enforcement agencies.
6. Serve as a liaison between the college and minority organizations, women's organizations and community action groups concerned with employment opportunities for minorities and women.

7. Inform management of the latest developments regarding equal opportunity.
8. Conduct periodic audits of training programs and hiring and promotion patterns to remove impediments to the attainment of the college's goals and objectives.
9. Participate in local minority organizations, women's organizations, community action groups and community service programs.
10. Holding regular discussions with college officials, supervisors and employees to ensure that the college's policies are being followed:
 - a. Reminding supervisors that part of their work performance is based on their equal opportunity efforts and results along with other criteria.
 - b. Informing supervisors of their responsibility to take steps to prevent discrimination against employees who may have been hired through affirmative action efforts.
11. Conduct periodic reviews of the qualifications of employees to ensure that minorities and women are given full opportunities for transfers and promotions.
12. Ensure that career counseling is available for all employees.
13. Conducting periodic audits to ensure that each college facility is in compliance with the following policies and procedures:
 - a. equal opportunity posters are properly displayed
 - b. all facilities maintained by the college for use and benefit of its employees are desegregated in policy and use
 - c. minority and female employees are afforded a full opportunity and encouraged to participate in all college sponsored educational, training, recreational and social activities
14. Reporting the status of the affirmative action program and making recommendations to the President on a regular basis.
15. Assist college officials in developing solutions to problems in the equal opportunity area.

PART III

IDENTIFICATION OF PROBLEM AREAS AND CORRECTIVE ACTIONS

PROBLEMS, ACTION ITEMS, AND OBJECTIVES

Included is a discussion of problem areas where they exist, and actions to be taken to offset and correct these deficiencies.

1. Composition of Work Force

- An analysis of RSCC'S workforce by minority status composition shows that representation exceeds the overall availability in EEO categories for Executive, Professional Non-faculty, Clerical/Secretarial, Technical/Para-Professional and Service Maintenance. An underutilization exists for blacks in Clerical & Secretarial and Skilled Craft positions.
- The college has established ultimate goals to meet availability. These efforts will continue during the 2007-08 fiscal year if hiring opportunities are available. It is the institution's intent to meet ultimate availability in three years in all employee categories.

2. Transfers and Promotion Practices

- The institution has established a policy to promote equitable administration of transfers and promotions for all employees who are interested and qualified. As job openings occur, current employees are considered prior to any outside recruitment effort. All reasonable efforts will be made during 2007-08 & 2008-09 to assure Affirmative Action in the transfer and promotion of all employees with emphasis being placed on minorities.
- The college's administration will continue to monitor the Transfer and Promotion Practices to determine practices which may adversely impact promotions and transfers for minorities or women. This review will include lateral and vertical movement within and between EEO categories, job groups, job titles and departments. If it is determined that the practices are adversely impacting the professional progress of women or minorities, programs will be developed to assure the availability of transfer and promotion opportunities for all employees, including women, minorities and the disabled. For fiscal year 2007-08 seven female faculty members (78%) received a promotion in rank and four female faculty members (80%) received tenure.

3. Institution Sponsored Facilities and Programs

- RSCC facilities are maintained by state legislative appropriations and are subject to Tennessee Board of Regents facility usage policy. RSCC facilities, including classrooms and restrooms, are accessible for employees confined to wheelchairs. Walkways and access routes to classrooms and meeting areas have been architecturally adapted for handicapped population. New facilities in the future will be architecturally barrier free.
- To ensure that the college provides cultural diversity, RSCC has contacted the Oak Ridge coalition of Black Organizations, NAACP, and prominent black leaders in churches, schools, and the community to promote Affirmative Action and recruitment efforts. RSCC observes Martin Luther King Holiday and Black History Month by either sponsoring or Cosponsoring programs and events. Annually, the college sponsors a Multicultural Day to emphasize the diversity that each person and culture represents. The facility is also available for black Cultural events in the community.
- With respect to women and disabled groups, the facilities and programs are available according to Tennessee Board of Regents' policy without discrimination for any organization or group.

4. Training

- RSCC has initiated a policy to provide institutional professional development, training, and partial to full grants-in-aid to support professional education and training opportunities for all employees including minorities, women and the disabled. Minorities are encouraged to use desegregation funding to further education and professional development activities. Presently the Affirmative Action Coordinator/Human Resource Director is responsible for directing the Professional Development program of the college.
- One hundred fourteen (114) employees have taken advantage of the Educational Assistance Program provided by the state. Of those, 78 (68%) are women.
- The college offers professional development activities at the beginning of each semester, on-going computer training, professional development travel and other college activities in which women and minorities are encouraged to participate. Supervisors and search committee members are provided training and materials on interviewing techniques to help eliminate hiring biases. When hiring recommendations are made, supervisors are required to document that all Affirmative Action guidelines have been met.

5. Technical Phases of Compliance

- RSCC will immediately and continuously implement an Affirmative Action Plan (AAP) and disseminate the plan to inform managers and staff of the institutional AAP and identified weaknesses which require attention and correction. All managers will be assessed on their commitment to the AAP as a part of their overall performance evaluation system. The RSCC EEO policy statement, required EEO posters, and official statements will be posted on official personnel and departmental bulletin boards at the main campus in Harriman, the branch campus in Oak Ridge, and the satellite campuses. Bulletin boards will be inspected periodically to assure the visibility of information to all employees
- RSCC will promote Affirmative Action effort through the public relations office by using the appropriate public media for institutional employee recruitment and program publicity. These efforts will be monitored continuously to maintain public awareness of the AAP. All printed materials used for external publication contain the EEO/Affirmative Action statement.
- RSCC, as a federal contractor (D.O.E., and Vocational Education,) is committed to maintaining compliance with all U.S. Civil Rights Laws and requirements.

6. Wage and Salary Administration

- RSCC has developed a salary equity committee to determine that no discrimination exists with regard to equity of wage and salary practices. The Affirmative Action Coordinator/ Human Resource Director serves on this committee. If discriminatory practices are identified, plans will be implemented to restore and maintain equity among all employees according to job specifications, titles, responsibilities, years of service, and EEO classification and job category.

7. Personnel Policies and Procedures Manual

- RSCC has developed a personnel package to incorporate the goals, objectives procedures and timetables prescribed in the institutional Affirmative Action Plan. This package is disseminated to each hiring manager. Workshops will be conducted to discuss procedures with line managers at least annually. Each manager is advised to have search committee members view two video tapes which the Human Resources Department maintains: "You Be the Judge" and "More Than a Gut Feeling." The videos give an overview of conducting job specific interview questions.

RSCC RECRUITING, HIRING AND RETENTION PROCEDURES

Concerted efforts have been made to improve employee recruitment and increase the flow of minority and female applicants. The requirements of the OFCCP Uniform Guidelines on Employee Selection Procedures are observed as required by 41 CFR 60-2.24(d)(2).

The primary source of applicants is the Knoxville MSA which includes Anderson County and five additional adjacent counties (Blount, Cumberland, Loudon, Morgan, and Roane), and through recruitment activities and contact with the following agencies.

- Knoxville College
- Knoxville Area Urban League
- NAACP
- Oak Ridge Associated Universities
- Tennessee Board of Regents
- Tennessee Department of Employment Security
- University of Tennessee, Knoxville
- The Recording for the Blind

Other recruiting sources are:

- Roane State Community College
- Tennessee State University
- Local Church Organizations
- Higher Ed Jobs

National Publications: (For some positions)

- Black Issues
- Local and Regional News Media
- The Chronicle of Higher Education

In an attempt to further improve recruitment and increase the flow of minority and female applicants, contacts will be made with the following organizations on an as needed basis:

- National Organization of Women (NOW)
- Women's Center, Knoxville
- League of Women Voters
- American Association of University Women

Open positions are advertised on the Human Resources Website both internally and externally based on the search criteria. All employees are encouraged to refer qualified women, minorities, and disabled candidates to apply for employment with RSCC.

Selection and Placement

1. General position descriptions exist for most job positions in the work force and are used in developing personnel position announcements. Recent organizational changes made it necessary to update many of the current job descriptions. All candidates for employment are required to complete an application form which assists in collecting affirmative action data.
2. A personnel position announcement with job specifications is completed by the supervisor who has a job opening. The position announcement is sent to Human Resources where academic, skills, and experience requirements are reviewed to assure that they are appropriate for the job classification. Human Resources then recruits internally and/or externally for candidates, screens applications, and submits resumes and applications which meet the job specifications to the hiring manager for review. There is no differential treatment for any protected group in the recruiting and selection of candidates for job openings other than positive efforts made to solicit applications from protected groups.
3. By examining resumes and applications of external candidates and the personnel folders of internal candidates, the hiring manager determines those candidates who appear most qualified and arranges interview appointments. A search committee is formed to interview the qualified applicants for administrative and faculty positions. This committee recommends to the President which candidate to hire. Human Resources obtains administrative management (including President) approval to make an employment offer. All recommendations must have a hiring justification. A qualified minority must be contacted for each position in those locations where minorities can be recruited.
4. Appointment and promotion transactions requiring approval of the Chancellor must meet administrative requirements stated in the Tennessee Board of Regents Guideline, No. P-010, to assure compliance with Affirmative Action policies.

Promotions

1. Minority, female, and disabled employees are given equal opportunity for promotion. To ensure this, the following policy has been established: A vacancy, as announced by a personnel requisition, is posted via email and on the Human Resources Webpage to permit regular RSCC employees to apply and compete for the position. Eligible and qualified employees are interviewed by the

hiring manager who recommends a selection to Human Resources for review in accordance with procedures contained in Selection and Placement above.

2. RSCC routinely posts on the Human Resources bulletin board job announcements of other school vacancies which allows employees an opportunity to apply for positions at other locations.
3. The criteria used in promoting all employees are based upon performance and qualifications.

Retention of Minorities and Women

1. Exit interviews are conducted with terminating employees. If any inference of possible employee discrimination is drawn from an interview, Human Resources will refer the matter to the Department Head and appropriate Dean for review and correction if indicated.
2. All involuntary terminations are reviewed by the Human Resources Director as a matter of policy prior to the effective date of termination. Reasons for involuntary terminations are documented in personnel files and face-to-face with employees to be determinate prior to effective date. Employees are informed of complaint procedure. Involuntary terminations of faculty will meet guidelines in RSCC and TBR tenure policies.

Employee Training Program

1. Although institutionally sponsored training, internal and external, is open to all employees meeting course requirements, managers and supervisors are prompted to consider the minority, women, and disabled employees in their work force in determining eligibility. The objective is to take advantage of all training courses to develop the potential of minorities, women and the disabled to better utilize their talents, and increase their eligibility for promotion and increased responsibilities.
2. Educational assistance such as tuition payment for one course each term at RSCC or other state institutions is open to all full-time employees. Managers and supervisors have been advised to encourage minorities and women to take advantage of this assistance.
3. On-the-job training is used, when appropriate, to permit immediate productivity and eventual entry and promotion or transfer into higher level functional job families.

Internal Review/Complaint Procedure

RSCC has an effective internal review process for handling complaints on work-related issues, if an employee cannot satisfactorily resolve them through informal discussions with supervisors. Employee procedures are:

1. Attempt first to resolve the matter by bringing it to the attention of his or her immediate supervisor or the next higher level of management.
2. If the matter is not resolved to the employee's satisfaction, or if the employee believes there is a good reason not to approach management, the employee should contact the RSCC Affirmative Action Officer/Human Resources Director.
3. If the matter is still unresolved, the employee should follow procedures outlined in RSCC'S Complaint Procedure.

Management Involvement and Communication on Program

1. All managers and supervisors are responsible for the implementation of the current Affirmative Action Program in the course of their own supervisory duties.
2. Human Resources will brief management periodically on progress made toward meeting annual Affirmative Action goals, objectives and timetables.
3. Managers will include discussions on equal employment opportunity and Affirmative Action in regular and special meetings with other supervisors and staff members.
4. At least annually, management will inform employees of progress made in implementing the current Affirmative Action Program.

INTERNAL AUDIT AND REPORTING SYSTEMS

1. Human Resources will prepare annual reports on the progress in meeting the objectives of the current Affirmative Action Program.
2. Management will review these reports and make necessary implementation adjustments to achieve the planned objectives.
3. Human Resources will keep records on recruiting, hiring, terminations and employment so as to identify problems requiring management's attention. Such records will identify, if possible, minorities and women in the areas of applicant processing, educational assistance, interviewing, job offers, promotions, training, transfers, and terminations.
4. Human Resources will review each personnel action recommendation in light of the Affirmative Action Program and report to management those recommendations not in apparent consonance with the principles of Equal Employment Opportunity and Affirmative Action.
5. Management, with the direction of the Affirmative Action Coordinator/Human Resources Director, will address and, when appropriate, redress all situations not in consonance with the principles of Equal Employment Opportunity and Affirmative Action.
6. The Affirmative Action Coordinator will provide Institutional Affirmative Action reporting according to Tennessee Board of Regents policies and guidelines.

PART IV
COMPLIANCE WITH GUIDELINES ON SEX DISCRIMINATION

The position of Roane State Community College regarding employment is to seek, employ, promote, compensate, and provide other conditions of employment without regard to sex, unless sex is a bona fide occupational qualification within the interpretation of the law.

Roane State's facility is non-unionized and as such has no bargaining agreement. The facility complies with all state and federal laws, rules, orders, and regulations. However, where state protective laws operate to restrict the employment opportunity of any sex, the facility adheres to the federal laws in accordance with established court rulings and agency direction.

Recruitment and Advertisement

1. Job vacancies are open to all qualified candidates regardless of sex. Recruitment is conducted and advertising placed so that neither sex is favored.
2. Advertisements for employment in any media must not specify a preference between men and women for the position listed. The clause "Equal Employment Opportunity/ Affirmative Action Employer" (EEO/AA) is included in all advertisements.
3. Employment agencies and recruiting sources will be notified at least annually of the institutional nondiscrimination policy with regard to all protected groups, including women, in employment opportunities.

Job Policies and Practices

1. RSCC written personnel policies relating to Equal Employment Opportunity and Affirmative Action must indicate that there shall be no discrimination against employees because of sex.
2. No distinctions based upon sex shall be made in employment opportunities, wages, hours, benefits, or other conditions of employment.
3. No distinctions shall be made between married and unmarried members of one sex that are not made between married and unmarried members of the other sex.
4. Employment shall not be denied to women because they have young children.
5. Sufficient physical facilities are to be provided for employees of both sexes at all work stations

6. Women are not to be penalized in the conditions of their employment because they require time away from work for child bearing. They shall be returned to their original job or to one of similar status and pay, if available, without loss of tenure or seniority.
7. Policies determining the age at which employees must retire are to be identical for men and women in similar job classifications.
8. Women must have access to equal participation in all training programs.
9. All maternity leave, disability, and sick leave benefits are the same for all employees.

Prevention of Sexual Harassment in the Work Place

1. The affirmed position of the United States Equal Opportunity Commission is that sexual harassment in employment amounts to a violation of the sex discrimination provisions of Title VII of the 1964 Civil Rights Act. According to federal guidelines on sex discrimination, sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

2. It is the policy of RSCC to provide a work place free of harassment as defined above.

RSCC POLICY STATEMENT FOR SEXUAL HARASSMENT

It is the policy of RSCC that, pursuant to Title VII of the Civil Rights Act of 1964 and regulations adopted pursuant thereto, RSCC will not condone sexual harassment of employees or students. All allegations of sexual harassment will be affirmatively addressed in compliance with the Tennessee Board of Regents Policies. RSCC Harassment-Sexual, Racial, and other policy is written to comply with Board policies. Such allegations are subject to RSCC institutional hearing policies and the Tennessee Uniform Administrative Procedures Act regulations and current TBR guidelines regarding sexual harassment.

It is the policy of RSCC that no student or employee should experience discrimination due to race, sex, color, religion, age, national origin, and/or disabling condition.

PART V
AFFIRMATIVE ACTION FOR THE HANDICAPPED, DISABLED VETERANS
AND VETERANS OF THE VIETNAM ERA

Purpose and Policy

It is the policy of RSCC to seek and employ qualified personnel in all areas and to provide equal employment opportunities for all applicants and employees in recruiting, hiring, placement, training, compensation and benefits, promotion, transfer and termination. RSCC is, moreover, dedicated to take affirmative action to employ and advance in employment qualified handicapped individuals, disabled veterans, and veterans of the Vietnam Era. RSCC is resolved to take voluntary, positive, business-oriented action which will contribute to the furtherance of the spirit and intent of federal, state, and local legislation, government regulations, and executive orders by providing Affirmative Action and Equal Employment Opportunity to all qualified handicapped individuals and covered veterans.

Institutional policy statements of RSCC are contained in Part 1 of this plan.

Equal Employment Opportunity and Affirmative Action Procedures

1. All applicants or candidates for promotion will be given equal consideration for any open position with evaluation based upon qualifications for the position to be filled. Reasonable efforts will be made to accommodate a disabled or handicapped applicant or candidate who is otherwise technically qualified for training, transfers, and promotions.
2. Facilities for handicapped employees will meet the standards established by federal and state laws.

Applicability of the Affirmative Action Program

RSCC will maintain a list of all employees who are covered under the definitions of disabled veterans and veterans of the Vietnam Era and handicapped individuals in the applicable regulations. These individuals are identified in two ways:

1. All employees and applicants who feel they are covered and wish to benefit under the Affirmative Action Program are invited to identify themselves voluntarily and in confidence.
2. Those employees or applicants who are known to be disabled or veterans of the Vietnam Era, or handicapped individuals are also included in this listing.

3. The college submits a VET-100 report annually to the United States Department of Labor. A "Handicapped/Disabled Veteran Log" allows for the compilation of data on employment, training, and promotional opportunities offered to handicapped or veteran employees.

Affirmative Action Practices and Procedures

In general, the provisions set forth in Part 1 regarding implementation of the program are also applicable to handicapped, disabled, and Vietnam-era veterans.

1. Proper Consideration of Qualification

- RSCC periodically reviews its employment procedures to assure careful, thorough, and systematic consideration of the job qualification of known handicapped individuals and covered veteran applicants for job vacancies filled either by hiring or promotion, and for all training opportunities offered or available.
- This is accomplished by identifying and reviewing the qualifications of handicapped individuals and covered veterans against the mental and physical qualifications stated in the personnel requisition, before the final selection for a position is made.

2. Physical and Mental Qualifications

- To the extent that physical and mental job qualification requirements tend to screen out qualified handicapped individuals or disabled veterans in the selection of employees or applicants for employment or other changes in employment status such as promotion or training, RSCC assures that the requirements are related to the specific job(s) for which the individual is being considered and are consistent with business necessity and the safe performance of the job.
- Information obtained from applicants and employees concerning a physical or mental condition is kept confidential, except that: a) Supervisors and managers may be informed regarding accommodations or restrictions on work or duties; b) First aid and safety personnel may be informed when, and to the extent appropriate, if the condition might require emergency treatment; and c) government officials investigating compliance with the EEO law will be informed.

3. Reasonable Accommodations

- RSCC makes reasonable accommodations to the physical and mental limitations of employees or applicants to the extent that such accommodation does not impose an undue hardship on the conduct of business. RSCC has reviewed and assured that facility planning includes reasonable accommodation to the special needs of handicapped

individuals and disabled veterans including access to the building, utilization of rest room facilities, and mobility requirements within the building and parking locations.

4. Compensation

- In offering employment or promotions to disabled individuals or covered veterans, RSCC does not reduce the amount of compensation offered because of any disability income, pension, or other benefit the applicant or employee receives from other sources.

5. Medical Examinations

- RSCC does not require physical or mental examinations of applicants or employees. Selection of candidates for employment is based on meeting the specific job requirements that are directly related to the job, including education, skill and experience.

Plan of Action

In addition to procedures described in Part 3, Problems, Action Items, Objectives and Timetables, additional procedures pertaining to handicapped disabled, and Vietnam-era veterans are stated in the following. Our institution views its Affirmative Action Program as a result-oriented program designed to enhance the opportunities of qualified handicapped individuals and covered veterans. It is recognized that the ultimate success of this undertaking will be largely the result of the "good faith efforts" detailed in the plan of action section of this Affirmative Action Program. Management supports the program and the dissemination of the commitment to all employees enlisting their adherence to institutional Equal Employment Opportunity policies.

1. Recruitment

- RSCC is actively seeking qualified disabled persons and covered veterans for existing and future employment. In order to improve recruitment and increase the flow of qualified disabled applicants, the institution will contact local and state employment referral agencies and specialized placement agencies.
- RSCC periodically informs primary recruiting sources of its EEO policy and maintains a file of sources notified and acknowledgments received. When possible, briefing sessions are conducted on RSCC premises with representatives from these recruiting sources.

2. Mandatory Job Listing

- Employment openings are listed with the Tennessee Job Service offices in the service area and the Recording for the blind concurrently with the use of other external recruitment sources or efforts

3. Employment and Selection

- All employees engaged in making hiring and selection decisions are trained to assure nondiscrimination in decision making. Employment decisions will be reviewed periodically by management to monitor results. The records of disabled and covered veteran employees will be reviewed to assure that qualified individuals are given equal consideration as opportunities for upgrading, promotion, and transfer occur. Where additional training and experience would be helpful for advancement, management will counsel and assist handicapped and covered veteran employees. Current policies allows for internal posting of all job openings and the consideration of internal employees for promotional opportunities prior to external recruiting. These policies are applicable to all employees and do not favor any one group over another.

4. Training

- Disabled employees and covered veterans are given equal access to all developmental training designed to enhance an employee's ability to assume positions of greater responsibility.
- RSCC's Professional Development Program is made available to all employees who wish to enhance their opportunity with the College by supplementing their education.

5. Facilities

- In arranging office and classroom space and utilizing facilities, special consideration shall be given, insofar as, it is economically and physically practicable, to the removal of architectural barriers to the disabled. The present facility has been constructed functionally for disabled persons to include: accessible drinking facilities throughout the building, wide stalls and grab bars in the rest rooms, entrances to buildings at ground level and at least 32-inch wide doors and sloping ramps.
- Existing machines, equipment, and facilities are inspected periodically in order to identify areas where additional modifications might be made to accommodate disabled workers.

6. Subcontracts

- All company contracts include an Equal Employment Opportunity clause, when appropriate.

7. Employee Assistance and Counseling

- The Human Resource Office is available on request to work with any employee concerning work-related problems or, when feasible, other problems which might affect an employee's work performance. The institution offers professional assistance through United Behavior Health, an Employee assistance company.

8. Management and Employee Education

- All employees will be informed of the Affirmative Action Program for hiring the disabled through information posted on Bulletin Boards, and other Affirmative Action Programs to be developed by the Human Resource Office.

9. Layoffs/Terminations

- In the event employment reductions should become necessary, procedures will be implemented to affect the retention of qualified disabled and covered veterans to the extent that is possible. Internal placement efforts will be aggressively sought for those covered employees on layoff status.

BIBLIOGRAPHY

Chapter 60: Equal Employment Opportunity, Title 41, Part 60 of the Code of Federal Regulations, U.S. Department of Labor Employment Standards Administration Office of Federal Contract Compliance Programs

Executive Order 11246 and implementing regulations, 41 C.F.R. Part 60-1, et. seq.

"Guidelines for Developing Affirmative Action Plans," The State University and Community College System of Tennessee (Susan C. Short), dated January 16, 1986.

SREB Data, States, IPEDS Completion File, Compiled by the Tennessee Board of Regents

Tennessee Data for Affirmative Action Plans, 2000 Supplement, Tennessee Department of Employment Security, Nashville, TN

Metropolitan Service Area Data, Knoxville, Tennessee