

**5.000 AFFIRMATIVE ACTION/EQUAL AND FAIR EMPLOYMENT**

Department heads will adopt and include in the Affirmative Action/Equal and Fair Employment Program a system of periodic internal reviews to measure the effectiveness of their efforts to employ a diverse workforce through equal and fair employment practices. A formal audit of these efforts will be made by the Diversity Officer on a semiannual basis, or more frequently if deemed appropriate. This audit will include monitoring records of referrals, placements, transfers, promotions, terminations, review of local program results, and notification to the Court Administrator of local program effectiveness.

**5.100 Status and Effectiveness Report**

The semiannual Affirmative Action Status and Effectiveness Report must be completed by all department heads twice during each calendar year, and it must be submitted to the Office of Court Management by February 1 and August 1 of each year. This report should include:

- A. a workforce utilization analysis, which provides:
  - 1. the percentage by job category of minorities and females employed in the department;
  - 2. a record of progress in the areas of hirings, promotions, transfers and terminations.

Note: Indicate areas in which there has been no change of status.

- B. an evaluation of current programs, practices, policies, and a statement of objectives including an identification of problem areas and a specific plan for making necessary improvements.

**5.200 Recruiting and Hiring**

Section 4.000 of this Manual identifies the uniform policies and procedures to fill a position by appointment or promotion.

When the composition of employees within a Division reflects an under-utilization of women or minority employees, every effort must be made to recruit and consider such qualified applicants for hire. Adherence to the procedures set forth in this Manual is required but

does not relieve the department head of his/her responsibility in this area.

Overutilization in a specific category does not alleviate the necessity to recruit and consider applicants for a category in which they are under-utilized.

**5.300 Pre-Employment Consideration**

To aid department heads in the hiring of women and minority employees, the Pre-Employment Consideration Section has been developed as part of the Application for Employment to provide relevant information on a candidate's race and sex.

The information obtained from this form will be used to:

1. identify pre-employment status;
2. ensure the inclusion of female and minority applicants;
3. determine the effectiveness of the posting locations.

**5.400 Applicant Interview and Hiring Record**

The Applicant Interview and Hiring Record (Appendix C, Form F4) is a form designed to provide a written record of the selection process. Department heads must complete the Applicant Interview and Hiring Record on all appointments resulting from a posting; including temporary, student and summer appointments, new hires and promotions. The completed form with the approval request must be submitted to the Office of Court Management.

**5.500 Post-Employment Profile**

The New Hire Form (Appendix C, Form F32) is replacing the Employee Profile form which is no longer utilized. The information from the New Hire Form is entered and maintained in HR/CMS and will be used for statistical reporting and other personnel purposes.

**5.600 Training and Technical Assistance**

When requested, technical assistance will be provided to all department heads in matters of Equal and Fair Employment Practices. This assistance will be provided by or coordinated through the Diversity Officer of the Office of Court Management.

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The technical assistance program will include instruction in recruitment, training, reference checks, interviewing, selection, and promotion activities, as well as assistance in efforts to retain employees from underutilized groups.