

**CITY OF NICEVILLE, FLORIDA**

**EQUAL EMPLOYMENT OPPORTUNITY PLAN**

## **INTRODUCTION OF THE EQUAL EMPLOYMENT OPPORTUNITY PLAN**

Grantee on all Projects: City of Niceville  
208 N. Partin Drive  
Niceville, FL 32578  
(850)729-4008

Project Number One: 2008-JAGD-OKAL-2-Q0-031  
Project Title: NPD LASER Program  
Edward Byrne Memorial Justice Assistance Grant

Amount: \$ 2,237.00 (Federal)  
Dates: 2/1/08 – 7/31/08  
Project Manager: Wanda Cruttenden

### **POLICY OF EQUAL EMPLOYMENT OPPORTUNITY**

The City of Niceville is an Equal Opportunity Employer. People who are selected for employment in the City are hired on the basis of qualifications. No discrimination will be made concerning employment, compensation, promotion and other conditions of employment for reasons of age, sex, race, color, religion, disability or national origin.

### **TIME PERIOD OF PLAN**

The Equal Employment Opportunity Plan of the City of Niceville shall remain in effect indefinitely, with provisions for updates as goals are met or the need for modification is evident.

01/09

## **STEPS TO ACHIEVING GOALS**

The following steps will be taken to meet the Goals and Objectives set forth herein.

1. The City Manager has issued a letter announcing his commitment to Affirmative Action, soliciting the recruitment and retention of minorities and females.
2. Announce all underutilized entry level recruitment in the “Sunshine.”
3. Maintain a mailing list of interested minority and female applicants to receive notice of job announcements.
4. Attend high school “career days” and take advantage of other recruitment opportunities.
5. Establish and maintain contact with community organizations to obtain recruiting assistance.
6. Follow up on minority and female applicants who do not report for interviews.
7. Solicit the assistance of minorities and females currently employed in municipal government.

## **SPECIAL BULLETIN**

RE: Equal Employment Opportunity Plan

In keeping with the City of Niceville's policy to afford equal employment opportunity for all qualified persons and to prohibit discrimination in employment, the City has adopted an Equal Employment Opportunity Plan.

The City's objective is to achieve equal employment opportunity for all qualified persons and to select applicants based on the qualification(s) of the applicant to perform job duties.

We will achieve this goal through the establishment of this Plan, and by taking into account the availability of qualified persons in the relevant job market, and by actively recruiting qualified members of minorities and female groups. The City will attempt to recruit minority employees until the percentage equals the percentage of minorities in the County.

The City of Niceville is committed to ensuring the attainment of equal employment opportunity and through this Plan will work to maintain a workforce that is reflective of the current labor market.

Lannie L. Corbin  
City Manager

## **COMMUNICATION OF THE PLAN**

### **INTERNAL**

Each Department Head will receive a copy of the City's Equal Employment Opportunity Plan. Recommendations and suggestions for changes will be reviewed and implemented as necessary. The Plan will be communicated to supervisors and employees by their respective Department Heads. It is hoped that a greater acceptance of the Plan will be enhanced through use of these channels. Copies of the Plan will also be available in the Personnel Office for any employee who wishes to review the Plan. Department bulletin boards will inform employees of any significant changes made in the Plan. The City will communicate its commitment to equal employment opportunity to its employees through the Employee Handbook.

### **EXTERNAL**

Copies of the Plan will be available for any interested person. The Equal Employment Opportunity Plan has been presented to the City Manager and has been approved. All recruiting sources, such as civic organizations, churches, fraternal societies, employment agencies, educational institutions, etc., shall be informed of the City's commitment.

### **MAINTENANCE**

This policy shall be reviewed and updated as needed.

## **STATEMENT OF POLICY**

Recognizing its legal and moral responsibilities, the City of Niceville has voluntarily adopted this equal employment opportunity for all individuals regardless of race, color, religion, sex, national origin, age, and/or handicap.

The diversity plan encompasses all departments of the City and concerns all employment practices; including, but not limited to, recruiting, testing, hiring, transfers, promotions, training, compensation, benefits, layoffs, and terminations. All managerial and supervisory personnel share in the responsibility for the implementation and dissemination of this policy.

This Plan states the City's commitment to non-discriminatory practices and is a positive, not neutral, diversity program. This policy will benefit the City through the efficient utilization, development, and management of Human Resources.

Lannie L. Corbin  
City Manager

Wanda Cruttenden  
City Planner