

CITY OF NICEVILLE, FLORIDA

EQUAL EMPLOYMENT OPPORTUNITY PLAN

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.
8. Utilize the services and assistance of the Florida Chamber of Commerce, Florida Department of Labor and Employment Security, listings of federal agencies and other appropriate sources to identify small and minority business concerns, service disabled veteran owned small businesses, and women's business enterprises.
9. Maintain and update bid solicitation lists, which include small and minority business concerns, service disabled veteran owned small businesses, and women's business enterprises.
10. Notify small and minority business concerns, service disabled veteran owned small businesses, and women's business enterprises of contracting opportunities with the City.
11. Divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business concerns, service disabled veteran owned small businesses, and women's business enterprises.
12. Establish delivery schedules, where the requirement permits, which encourage participation by small and minority business concerns, service disabled veteran owned small businesses and women's business enterprises.
13. Require contractors and suppliers, if subcontracts are to be let, to take the affirmative steps listed in items 8. through 12. above.

SPECIAL BULLETIN

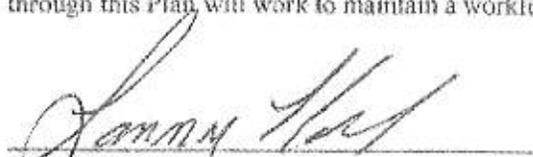
RE: Equal Employment Opportunity Plan

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.

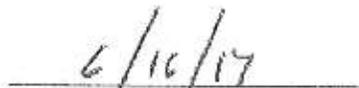
The City's objective is to achieve equal employment opportunity for all qualified persons and to select applicants based on the qualification(s) of the applicant to perform job duties.

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.



Lante L. Corbin
City Manager



Date

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

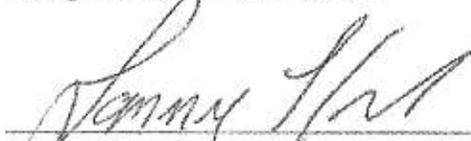
This policy shall be reviewed and updated as needed.

STATEMENT OF POLICY

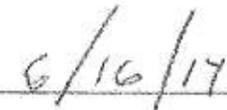
Recognizing its legal and moral responsibilities, the City of Niceville has voluntarily adopted this equal employment opportunity for all individuals regardless of age, sex, race, color, religion, handicap, marital status, familial status, genetics or national origin.

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.



Leticia L. Corbin
City Manager



Date