



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved Jan. 17, 2006

2.10

Council Personnel

Equal Employment Opportunity

1. POLICY STATEMENT

It is the policy of the Prosecuting Attorneys' Council of Georgia (the Council) to select, develop and promote employees based on individual ability and job performance, and to provide equal employment opportunity to all people in all aspects of employer-employee relations without discrimination because of race, color, religion, sex, national origin, ancestry, age, disability or sexual orientation. This policy affects decisions including, but not limited to, an employee's compensation, benefits, terms and conditions of employment, opportunities for promotion, training and development, transfer, and other privileges of employment. The Council will maintain a work environment free of sexual harassment and intimidation. The Council will comply with the letter and spirit of applicable state and federal statutes concerning equal employment opportunity. This policy will follow the guidelines for equal employment opportunity in accordance with the Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964 as amended, Age Discrimination in Employment Act of 1967, Rehabilitation Act of 1973 and applicable state and federal statutes.

2. PROVISIONS

- a. Consistent with the foregoing policy statement, the Council will follow these guidelines to ensure equal opportunity employment:
 - i. Federal and state government nondiscrimination posters will be displayed permanently in conspicuous locations in all facilities where notices to employees and applications for employment customarily are placed.
 - ii. Any established incident of discrimination or sexual harassment by any employee will result in appropriate disciplinary action, including possible termination. It is the responsibility of every employee, and particularly every management and supervisory employee, to bring to the Council's attention any evidence of discrimination or sexual harassment so that the matter can be investigated and appropriate action taken. Such information should be directed to the employee's supervisor, or if not practical, another supervisor, the Assistant Executive Director or the Executive Director.
 - iii. Supervisors will take appropriate action to ensure the rights of individuals to file complaints, furnish information, or participate in an investigation, public



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved Jan. 17, 2006

2.10

Council Personnel

Equal Employment Opportunity

hearing or other activity related to equal employment opportunity law will be respected and not interfered with in any manner.

- iv. All employees will have the opportunity to participate in job-related classes and developmental programs to improve skills and increase potential for advancement.
- b. In addition, the Council Human Resources Division will ensure the following:
 - i. Any job posting programs will be administered without discrimination.
 - ii. References in job notices, advertisements, forms and specifications relating to employment will not indicate any preference, limitation or discrimination based on race, color, sex, age, religion, national origin, ancestry, disability or sexual orientation. All the Council recruitment advertisements will include the phrase "An Equal Opportunity Employer."
 - iii. Any tests used in the selection process will be in accordance with federal and state hiring guidelines. Copies of tests used by the Council, will be kept on file in the work units or in the Human Resources Division in accordance with established retention schedules.
 - iv. Questions on all pre-employment forms and during pre-employment interviews will not be designed to reveal religious creed, national origin, ancestry, disability or marital status.
- c. All personnel actions including, but not limited to, compensation, benefits administration, transfer, promotion, demotion, termination, layoff, and return from layoff will be administered on a non-discriminatory basis.
- d. The Council Equal Employment Opportunity policy will be explained to all new employees during employee orientation.
- e. A record of all applicants for full-time employment, including applications and other materials used in the selection process and reasons for rejection, must be retained for two (2) years, and then destroyed within six (6) months. A record of job placements including promotions, transfers, demotions, layoffs and terminations with reason will



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved Jan. 17, 2006

2.10

Council Personnel

Equal Employment Opportunity

be retained for two (2) years, and then destroyed within six (6) months. Records pertaining to discrimination complaints filed with a federal or state agency will be retained separately from the personnel file and preserved until such complaint is fully and finally disposed of and all appeals or related proceedings terminated.

- f. It is the policy of the Council to hire and promote the most qualified individuals, regardless of their race or gender. The Council will take affirmative steps to increase the number of qualified minorities in the applicant pool for new hires thereby increasing the number of minorities eligible eventually for promotion. The Council does not, however, adhere to any quotas or set-asides.