

CITY OF LEXINGTON

EQUAL EMPLOYMENT OPPORTUNITY PLAN

INTRODUCTION

The City of Lexington, NC is a municipality located in the Piedmont Triad region of North Carolina. The population of Lexington is 20,030, according to the 2000 census. The City of Lexington provides traditional general government services in the areas of law enforcement, fire protection, sanitation services, recreation programming and facilities, street and storm water drainage control, community development, and maintenance of public cemeteries and grounds. Additionally, the City of Lexington operates three utility companies (electric, natural gas, and water and sewer) and a municipal golf course as revenue-generating enterprises. The City of Lexington strives to develop a workforce that is reflective of the community it serves.

The City of Lexington is an equal opportunity employer that makes an effort to recruit, train, and maintain minority individuals within the community. The City of Lexington complies with all federal and state laws involved with hiring, promotion, and retention practices. Discrimination against employees based on race, color, religion, sex, national origin, age, disability and sexual harassment are prohibited.

Recruitment area for the City of Lexington usually consists of Davidson and surrounding counties in North Carolina. Community Labor Statistics are from the Census 2000 Data Tool.

This Equal Opportunity Employment Plan is effective on July 14, 2008 and shall be effective until June 30, 2010 at which time it shall be reviewed and updated.

Individuals who may be contacted regarding this Equal Employment Opportunity Plan are:

John Gray, City Manager

Alan Carson, Assistant City Manager/Human Resources Director

John Lollis, Chief of Police.

All of the above may be contacted by telephone at 336-248-2489

All of the above may receive correspondence at:

City of Lexington

28 W. Center Street

Lexington, NC 27292

It is the continuing policy of the City of Lexington to afford equal employment opportunity to qualified individual regardless of their sex, race, creed, national origin, or non-disqualifying disability, and to conform to applicable laws and

regulations. Equal opportunity includes, but is not limited to, recruiting, hiring, training, compensation, benefits, promotions, transfers, discipline and provision of services.

It is the policy of the City of Lexington to provide its employees a viable means for communicating and resolving grievances and complaints regarding unlawful discriminatory employment practices. Any employee of the City of Lexington who fails to comply with this policy is subject to appropriate disciplinary action.

UTILIZATION ANALYSIS

The two minority categories of which a significant percentage of individuals reside and work within Davidson County, North Carolina are blacks and females. Community Labor Statistics reflect a growing number of Hispanics while Asians and American Indians represent less than 1 percent in almost every category.

Current statistics reflect a negative utilization in every category among officials and administrators except black males. In the professionals category, there is an under utilization among black males, and females of every racial category. There is also an under utilization of women in the service and maintenance category, skilled craft category, and protective services non-sworn.

GOALS

Recruitment for professional, officials, technical and service/maintenance jobs will be enhanced by continually updating the pay and classification study with emphasis on being competitive in Davidson County and surrounding area. A recently implemented pay adjustment should make the City of Lexington's positions more attractive to talented minorities with the new more comparable wage structure.

The Human Resources Department, in cooperation with the hiring department, will make reasonable efforts in the recruitment process to obtain a pool of qualified applicants which reflect the make up of the relevant labor market, and will publicize all vacancies. Each hiring manager will make its hiring decisions based solely on job-related factors.

Employees will be promoted according to their experience, training and demonstrated ability to perform duties of a higher level job. Reasonable efforts will be made to see that the skills, abilities and potential of each employee are identified and developed, and that all employees are given equal opportunities for promotions by being offered, within the limits of available resources, cross-training, reassignments, special assignments, and outside job-related training. Each manager must apply equal employment opportunity practices and policies in their work units and will seek, as resources permit, to provide training programs which enable employees to develop their job skills fully.

DISSEMINATION

Notices will be sent to all departments for posting at time clocks informing employees of the review and update of the EEOP. A copy will be on view at the City Manager's Office, 26 W. Center Street, at the Human Resources Department, 711 Talbert Boulevard, and on the city's web site at www.lexingtonnc.net. Job postings and applications will continue to include the statement that the City of Lexington is an Equal Opportunity Employer. Alan Carson, Assistant City Manager and Director of Human Resources is designated to implement the provisions of the EEOP.

It is the continuing policy of the City of Lexington to provide equal employment opportunity to qualified individuals regardless of their sex, race, creed, national origin, or non-disqualifying disability, and to conform to applicable laws and regulations. Equal opportunity includes, but is not limited to, recruiting, hiring, training, compensation, benefits, promotions, transfers, discipline and provision of services.

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(signature) (title)

8-14-08
(date)