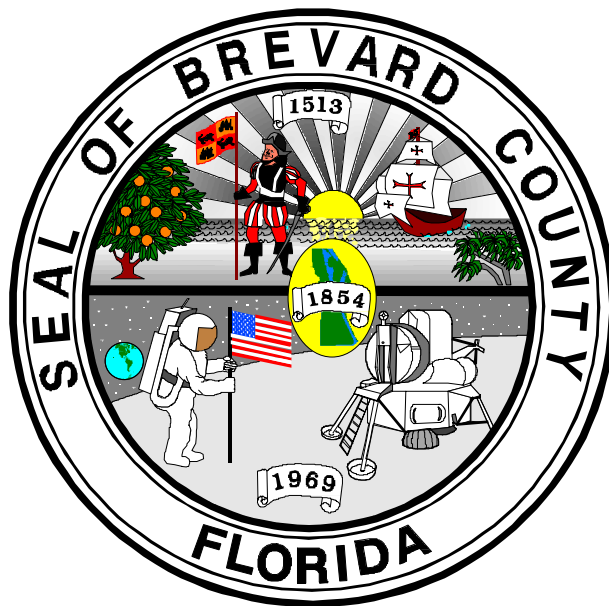


EQUAL EMPLOYMENT OPPORTUNITY PLAN

BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS



2009

**BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL EMPLOYMENT OPPORTUNITY PLAN
SEVEN STEPS
(EEOP)**

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INTRODUCTION

Brevard is a 72 mile-long, 1019-square-mile County of about 543,000 people. Brevard County, Florida is on the “Space Coast” off the Atlantic Ocean, south of Daytona Beach, Florida.

Brevard County is divided into five electoral districts and the five (5) Brevard County Board of County Commissioners oversee County government. The Commissioners rely on the County Manager and Director of Human Resources for personnel management and day-to-day government operations. Brevard County Government employs nearly 2,500 personnel. The Brevard County Government Center is located at 2725 Judge Fran Jamieson Way, Building B., Viera, Florida 32940; phone: (321) 633-2034.

Grant Information:

Brevard County is a recipient agency under the following criteria—has 50 or more employees, receives a total of \$25,000 or more in grants/sub-grants, and has 3 percent or more minorities in service population. *The direct recipient agency in Brevard County is the Brevard County Sheriff’s Office—receiving grant revenue from U.S. Department of Justice, October 1, 2009 to September 30, 2010.

Grant identification—Edward C. Byrne Memorial Justice Assistance Grant—2009-DJ-BX-1250; \$116,195.00.

Grant identification – Edward C. Byrne Memorial Justice Assistance Grant – American Recovery and Reinvestment Act – 2009-SB-B9-1978; \$478,127

Grant identification – Edward Byrne Memorial Justice Assistance Grant (Project Number not yet received); \$278,316

Grant identification – Edward Byrne memorial Justice Assistance Grant – American Recovery and Reinvestment Act of 2009 (Project Number not yet received); \$1,143,649.

Grant identification – US DOJ, Office of Community Oriented Policing Services (COPS) Meth Grant Initiative – 2007CKWX0233; \$450,000

Contact Information:

Mr. Greg Pelham
Brevard County Sheriff’s Office
Budget Manager, Budget Office
Phone: (321) 264-7753
Fax: (321) 664-5324
E-mail: Gregory.pelham@bcso.us

Personnel Management/Operations Overview:

Brevard County Office of Human Resources provides quality support services and benefits administration to employees of the Board of County Commissioners and other County agencies. Program and services include, Personnel Services, Employee Relations, Employee Benefits and Risk Management.

Operations of County government falls under a Board of County Commissioners; County Attorney Office; and a County Manager—responsible for twenty-three directorates/offices.

*Note: The Sheriff is a separate elected official who has his own personnel office—they are a charter office of county government—and do not fall under the jurisdiction of the County Manager.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

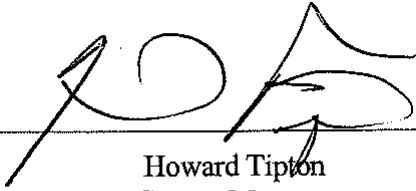
It is the continuing policy of the Board of County Commissioners of Brevard County, State of Florida, to promote the concepts of equal opportunity for all of its employees and applicants for employment.

The County shall continue to recruit, hire, train, and promote, on merit principles, persons in all job classifications without regard to race, color, religious creed, national origin, ancestry, age, gender, marital status, or a disability which does not preclude the performance of the essential functions of the job, with reasonable accommodation(s) provided as necessary.

Decisions on employment shall be based on the principles of equal employment opportunity.

Decisions regarding promotions shall be in accordance with the principles of the merit system, which affords equal opportunity by imposing only valid requirements for promotion.

All personnel actions; such as, compensation, benefits, transfers, layoffs, return from layoff, County sponsored training, education, and social and recreational programs shall be administered without regard to race, color, religious creed, national origin, ancestry, gender, age, marital status, or disability.



Howard Tipton
County Manager
Brevard County
Board of County Commissioners



Date

Employees or applicants who have questions about the County's Equal Employment Opportunity Policy or who have complaints of unlawful discrimination, including sexual harassment, are advised to contact supervision or the County's EEO Officer, Leslie Jones, to have their concerns addressed. Mr. Jones may be reached at (321) 633-2034 or Building B, Human Resources Office, 2725 Judge Fran Jamieson Way, Viera, FL 32940.

THE EQUAL EMPLOYMENT OPPORTUNITY PLAN

PURPOSE:

The purpose of this Equal Employment Opportunity (EEO) Plan is to implement the Equal Employment Opportunity (EEO) Policy of the Brevard County Board of County Commissioners (hereafter known as County). The practices and procedures outlined herein coupled with our good faith efforts will ensure equal employment opportunities within County Government.

OBJECTIVE:

The equal employment opportunity objective of the Brevard County Board of County Commissioners is to achieve, within a reasonable period of time, an employee profile which is an appropriate reflection of the relevant labor market availability, with respect to race, gender and other protected groups in each major job category.

This objective calls for achieving full utilization of minorities, women and members of other protected groups at all levels of County government employment, as well as the absence of discrimination in employment because of race, color, religious creed, national origin, ancestry, gender, age, marital status, or disability. The objective also calls for a work environment free of unlawful discrimination.

The major thrust of the County's efforts to reach the stated objective is through the implementation of an Equal Employment Opportunity Plan. An integral part of the Plan is the goals designed to change the race and gender profile in those areas where there has been underutilization of protected groups. *This is being done by directing; through the adoption of this plan, appointing authorities to meet goals for the inclusion of women and/or minorities who are substantially equally qualified to other applicants for vacancies in targeted job categories.*

The County is assuring the full realization of the stated objectives through a continuous procedure of monitoring and reporting. It should be emphasized that the County's Equal Employment Opportunity Plan is a plan of inclusion rather than exclusion.

The goals provided in this Equal Employment Opportunity Plan shall not continue beyond a period reasonably required to eliminate any existing under-representation. Additionally, this Plan seeks to harmonize the need to correct the effects of prior discrimination with the need to protect all individuals from the discrimination prohibited by non-discrimination laws. This Plan is designed to use the least restrictive programs and is designed to be remedial.

No employee or witness shall be retaliated against because of his/her having filed an internal complaint, or a complaint with an outside agency, or for having voiced opposition to an act he/she believes to be discriminatory, or for having cooperated with an investigation of a discrimination complaint.

The workforce composition continues to be reviewed on a quarterly basis to ensure proactive hiring and promotions.

THE EQUAL EMPLOYMENT OPPORTUNITY PLAN

SUMMARY OF EFFORTS AND PROGRESS

EFFORTS:

We have continued to provide equal employment opportunity training to supervisory level employees. This has been accomplished by providing a two-hour workshop to familiarize supervisors with Brevard County's Equal Employment Opportunity Plan, specifically how the plan works and what their responsibilities are under this plan. In the workshop, supervisors review each section of the plan, discuss the County's goals established under this plan, and the process each supervisor should utilize to assist him/her in achieving these goals. Those in attendance include all supervisors who are involved in the County's recruitment, screening, and selection process.

In addition, we continually emphasize equal employment opportunity awareness to our general employee population through mandatory training classes, such as, *New Employee Orientation* and *Discriminatory Harassment* class, which includes *Sexual Harassment Awareness and Prevention*.

We continue to mandate training for all supervisors to promote the concepts of equal opportunity, which includes the following courses: *Hiring in an EEO Environment*, *Supervision and Discipline* and *Managing Diversity*.

We have an Employee Relations Manager/EEO Officer position to attempt to proactively address employee issues and concerns before the employee decides to take more formal measures. The Employee Relations Manager utilizes workplace assessments and effective communication and mediation skills to broker positive employee relations and conflict resolution in the workplace.

All departments have EEO data readily available to them through our Human Resources software package (SAP).

For recruiting purposes, we continue to send the weekly Job Opportunities publication to all minority and female organizations on our mailing list. We also place our Job Opportunity announcements on the Internet and the Space Coast Government television channel as well as continuing our telephone "Jobline". All provide 24-hour access to all potential applicants.

We continue to attach the Utilization Analysis Narrative from the Equal Employment Opportunity Plan to all Lists of Applicants for targeted key positions.

All complaints brought forward since 2007 were investigated. When requested or as appropriate, reasonable accommodations were made under the Americans with Disabilities Act (ADA).

A review of each selected candidate is performed by Personnel Officers to confirm that the best-qualified candidate has been selected.

PROGRESS:

The results of our equal employment opportunity efforts continue to show progression of various targeted groups that were not (in the last reporting period) on parity with or surpassing the labor market statistics but now matches or surpass labor market statistics. The following pages show the current status of our EEO efforts – which shows where each targeted group exceeded, matched, improved substantially, or was underutilized in each job category.

Current Status

(Shows our Efforts and Progress)

- As a result of our efforts, our employee profiles **exceed** the race/gender profile of the labor market availability for the following targeted areas:

JOB CATEGORY	TARGETED GROUP
Officials/Managers	Black Both Genders; Hispanic Male; Asian/Pacific Islander Male; White Female; Total Females*
Professionals	Black Both Genders; White Female; Hispanic Female; Asian/Pacific Islander Female; Total Females*
Technicians	White Female; Hispanic Female; Total Females*
Protective Services	None
Para-Professional	Black Both Genders; White Female; Hispanic Female; Asian/Pacific Islander Female; Total Females*
Administrative Support	Black Both Genders; White Female; Hispanic Female; Total Females*
Skilled Craft	Black Male; Hispanic Male; Asian/Pacific Islander Male; American Indian or Alaskan Native Male
Service Maintenance	Black Male; Hispanic Male; Asian/Pacific Islander Male; American Indian or Alaskan Native Male

- In addition, our employee profiles **match** the race/gender profile of the labor market availability for the following targeted areas:

JOB CATEGORY	TARGETED GROUP
Officials/Managers	American Indian or Alaskan Native Both Genders
Professionals	Black Male; Hispanic Male; American Indian or Alaskan Native Both Genders
Technicians	Black Both Genders; Hispanic Male; American Indian or Alaskan Native Both Genders; Asian/Pacific Islander Female
Protective Services	Hispanic Both Genders; Asian/Pacific Islander Both Genders; American Indian or Alaskan Native Both Genders
Para-Professional	Hispanic Male; American Indian or Alaskan Native Both Genders
Administrative Support	Asian/Pacific Islander Both Genders; American Indian or Alaskan Native Both Genders
Skilled Craft	Hispanic Female; Asian/Pacific Islander Female; American Indian or Alaskan Native Female
Service Maintenance	American Indian or Alaskan Native Female

**This Targeted Group was derived from the percent of total females compared to the percent of the total for both genders.*

Current Status (Cont.)
(Shows our Efforts and Progress)

- In the two years since our last comparison with the relevant labor market, the following job categories have undergone **substantial improvements**:

JOB CATEGORY	TARGETED GROUP
Officials/Managers	Black Male
Para-Professional	Hispanic Female
Administrative Support	White Female; Total Females
Service Maintenance	Total Females

- While we have made progress toward our objective of reflecting the relevant labor market, we recognize that there are **targeted** areas that are **underutilized** and need additional attention:

JOB CATEGORY	TARGETED GROUP
Officials/Managers	Hispanic Female; Asian/Pacific Islander Female
Professionals	Asian/Pacific Islander Male
Technicians	Asian/Pacific Islander Male
Protective Services	Black Both Genders; White Female; Total Females*
Para-Professional	Asian/Pacific Islander Male
Administrative Support	Hispanic Male
Skilled Craft	White Female; Black Female; Total Females*
Service Maintenance	White Female; Black Female; Hispanic Female; Asian/Pacific Islander Female; Total Females*

We will continue our efforts to match the labor market's race/gender profile by identifying the above areas as targeted positions for such underutilized protected group members where candidates are substantially equally qualified compared to other candidates.

**This Targeted Group was derived from the percent of total females compared to the percent of the total for both genders.*

**BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS
EEO PLAN DATA
PERMANENT FULL TIME EMPLOYEES AS OF 07/01/2009**

	MALE					FEMALE					GRAND TOTALS	
	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMER INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMER INDIAN OR ALASKAN NATIVE		TOTAL FEMALES
	WHITE	BLACK				WHITE	BLACK					
OFFICIALS & MANAGERS	86	6	5	2	0	52	5	1	0	0	58	157
<i>PERCENT OF GRAND TOTAL</i>	54.8%	3.8%	3.2%	1.3%	0.0%	33.1%	3.2%	0.6%	0.0%	0.0%	36.9%	100%
PROFESSIONALS	149	15	5	0	1	151	20	12	6	1	190	360
<i>PERCENT OF GRAND TOTAL</i>	41.4%	4.2%	1.4%	0.0%	0.3%	41.9%	5.6%	3.3%	1.7%	0.3%	52.8%	100%
TECHNICIANS	111	7	6	0	0	82	5	6	1	0	94	218
<i>PERCENT OF GRAND TOTAL</i>	50.9%	3.2%	2.8%	0.0%	0.0%	37.6%	2.3%	2.8%	0.5%	0.0%	43.1%	100%
PROTECTIVE SERVICE	396	6	15	2	0	52	0	1	2	2	57	476
<i>PERCENT OF GRAND TOTAL</i>	83.2%	1.3%	3.2%	0.4%	0.0%	10.9%	0.0%	0.2%	0.4%	0.4%	12.0%	100%
PARAPROFESSIONAL	39	8	3	0	1	88	14	8	3	1	114	165
<i>PERCENT OF GRAND TOTAL</i>	23.6%	4.9%	1.8%	0.0%	0.6%	53.3%	8.5%	4.9%	1.8%	0.6%	69.1%	100%
ADMINISTRATIVE SUPPORT	10	5	1	1	0	134	25	11	0	3	173	190
<i>PERCENT OF GRAND TOTAL</i>	5.3%	2.6%	0.5%	0.5%	0.0%	70.5%	13.2%	5.8%	0.0%	1.6%	91.1%	100%
SKILLED CRAFTS	226	28	12	3	3	3	0	0	0	0	3	275
<i>PERCENT OF GRAND TOTAL</i>	82.2%	10.2%	4.4%	1.1%	1.1%	1.1%	0.0%	0.0%	0.0%	0.0%	1.1%	100%
SERVICE MAINTENANCE	245	49	20	5	3	42	1	4	0	1	48	370
<i>PERCENT OF GRAND TOTAL</i>	66.2%	13.2%	5.4%	1.4%	0.8%	11.4%	0.3%	1.1%	0.0%	0.3%	13.0%	100%
TOTAL NUMBER	1,262	124	67	13	8	604	70	43	12	8	737	2,211
<i>TOTAL PERCENTAGE</i>	57.1%	5.6%	3.0%	0.6%	0.4%	27.3%	3.2%	1.9%	0.5%	0.4%	33.3%	100%

**BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS
EEO PLAN DATA
PERMANENT PART TIME EMPLOYEES AS OF 07/01/2009**

	MALE					FEMALE					GRAND TOTALS	
	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMER INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMER INDIAN OR ALASKAN NATIVE		TOTAL FEMALES
	WHITE	BLACK				WHITE	BLACK					
OFFICIALS & MANAGERS <i>PERCENT OF GRAND TOTAL</i>	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0%
PROFESSIONALS <i>PERCENT OF GRAND TOTAL</i>	2 28.6%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	5 71.4%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	5 71.4%	7 100%
TECHNICIANS <i>PERCENT OF GRAND TOTAL</i>	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	5 71.4%	1 14.3%	1 14.3%	0 0.0%	0 0.0%	7 100.0%	7 100%
PROTECTIVE SERVICE <i>PERCENT OF GRAND TOTAL</i>	4 50.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	4 50.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	4 0.0%	8 0%
PARAPROFESSIONAL <i>PERCENT OF GRAND TOTAL</i>	4 8.7%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	38 82.6%	3 6.5%	1 2.2%	0 0.0%	0 0.0%	42 91.3%	46 100%
ADMINISTRATIVE SUPPORT <i>PERCENT OF GRAND TOTAL</i>	57 21.8%	14 5.4%	1 0.4%	1 0.4%	0 0.0%	147 56.3%	27 10.3%	11 4.2%	3 1.2%	0 0.0%	188 72.0%	261 100%
SKILLED CRAFTS <i>PERCENT OF GRAND TOTAL</i>	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0%
SERVICE MAINTENANCE <i>PERCENT OF GRAND TOTAL</i>	34 49.3%	10 14.5%	5 7.3%	0 0.0%	2 2.9%	11 15.9%	6 8.7%	1 1.5%	0 0.0%	0 0.0%	18 26.1%	69 100%
TOTAL NUMBER <i>TOTAL PERCENTAGE</i>	101 25.4%	24 6.0%	6 1.5%	1 0.3%	2 0.5%	210 52.8%	37 9.3%	14 3.5%	3 0.8%	0 0.0%	264 66.3%	398 100%

**BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS
EEO PLAN DATA
PERMANENT FULL TIME EMPLOYEES BY SALARY AS OF 07/01/2009**

	MALE					FEMALE					GRAND TOTAL	
	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMER INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMER INDIAN OR ALASKAN NATIVE		TOTAL FEMALES
	WHITE	BLACK				WHITE	BLACK					
OFFICIALS & MANAGERS												
UP TO \$15,900	0	0	0	0	0	0	0	0	0	0	0	
\$16,000 - \$19,900	0	0	0	0	0	0	0	0	0	0	0	
\$20,000 - \$24,900	0	0	0	0	0	0	0	0	0	0	0	
\$25,000 - \$32,900	0	0	0	0	0	0	0	0	0	0	0	
\$33,000 - \$42,900	1	0	0	0	0	3	0	0	0	0	3	
\$43,000 - \$54,900	13	2	2	0	0	8	1	1	0	0	10	
\$55,000 - \$69,900	29	2	0	0	0	20	2	0	0	0	22	
\$70,000 AND OVER	43	2	3	2	0	21	2	0	0	0	23	
SUBTOTAL	86	6	5	2	0	52	5	1	0	0	58	
PROFESSIONALS												
UP TO \$15,900	0	0	0	0	0	0	0	0	0	0	0	
\$16,000 - \$19,900	0	0	0	0	0	1	0	0	0	0	1	
\$20,000 - \$24,900	0	0	0	0	0	2	0	0	0	0	2	
\$25,000 - \$32,900	3	1	0	0	0	6	1	1	0	1	9	
\$33,000 - \$42,900	33	6	3	0	0	53	10	7	2	0	72	
\$43,000 - \$54,900	51	6	1	0	1	57	9	2	3	0	71	
\$55,000 - \$69,900	41	1	1	0	0	23	0	2	0	0	25	
\$70,000 AND OVER	21	1	0	0	0	9	0	0	1	0	10	
SUBTOTAL	149	15	5	0	1	151	20	12	6	1	190	
TECHNICIANS												
UP TO \$15,900	0	0	0	0	0	0	0	0	0	0	0	
\$16,000 - \$19,900	0	0	0	0	0	0	0	0	0	0	0	
\$20,000 - \$24,900	1	0	0	0	0	2	0	0	0	0	2	
\$25,000 - \$32,900	18	2	1	0	0	32	5	3	0	0	40	
\$33,000 - \$42,900	55	3	2	0	0	40	0	2	1	0	43	
\$43,000 - \$54,900	28	2	2	0	0	7	0	1	0	0	8	
\$55,000 - \$69,900	9	0	1	0	0	1	0	0	0	0	1	
\$70,000 AND OVER	0	0	0	0	0	0	0	0	0	0	0	
SUBTOTAL	111	7	6	0	0	82	5	6	1	0	94	

**BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS
EEO PLAN DATA
PERMANENT FULL TIME EMPLOYEES BY SALARY AS OF 07/01/2009**

	MALE					FEMALE					GRAND TOTAL	
	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMER INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMER INDIAN OR ALASKAN NATIVE		TOTAL FEMALES
	WHITE	BLACK				WHITE	BLACK					
PROTECTIVE SERVICE												
UP TO \$15,900	0	0	0	0	0	0	0	0	0	0	0	
\$16,000 - \$19,900	0	0	0	0	0	0	0	0	0	0	0	
\$20,000 - \$24,900	7	0	0	0	0	1	0	0	0	0	1	
\$25,000 - \$32,900	23	0	2	0	0	5	0	0	0	0	5	
\$33,000 - \$42,900	166	3	7	1	0	21	0	1	2	0	24	
\$43,000 - \$54,900	136	3	5	1	0	19	0	0	0	1	20	
\$55,000 - \$69,900	64	0	1	0	0	6	0	0	0	1	7	
\$70,000 AND OVER	0	0	0	0	0	0	0	0	0	0	0	
SUBTOTAL	396	6	15	2	0	52	0	1	2	2	57	
PARAPROFESSIONAL												
UP TO \$15,900	0	0	0	0	0	0	0	0	0	0	0	
\$16,000 - \$19,900	0	0	0	0	0	0	0	0	0	0	0	
\$20,000 - \$24,900	1	0	0	0	0	0	0	1	0	0	1	
\$25,000 - \$32,900	13	2	2	0	1	20	5	2	0	0	27	
\$33,000 - \$42,900	25	5	1	0	0	56	6	4	2	1	69	
\$43,000 - \$54,900	0	1	0	0	0	12	3	1	1	0	17	
\$55,000 - \$69,900	0	0	0	0	0	0	0	0	0	0	0	
\$70,000 AND OVER	0	0	0	0	0	0	0	0	0	0	0	
SUBTOTAL	39	8	3	0	1	88	14	8	3	1	114	
ADMINISTRATIVE SUPPORT												
UP TO \$15,900	0	0	0	0	0	0	0	0	0	0	0	
\$16,000 - \$19,900	0	0	0	0	0	1	0	0	0	0	1	
\$20,000 - \$24,900	2	1	1	0	0	24	4	4	0	2	34	
\$25,000 - \$32,900	7	4	0	1	0	70	17	6	0	1	94	
\$33,000 - \$42,900	1	0	0	0	0	33	3	1	0	0	37	
\$43,000 - \$54,900	0	0	0	0	0	4	1	0	0	0	5	
\$55,000 - \$69,900	0	0	0	0	0	2	0	0	0	0	2	
\$70,000 AND OVER	0	0	0	0	0	0	0	0	0	0	0	
SUBTOTAL	10	5	1	1	0	134	25	11	0	3	173	

**BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS
EEO PLAN DATA
PERMANENT FULL TIME EMPLOYEES BY SALARY AS OF 07/01/2009**

	MALE					FEMALE					GRAND TOTAL	
	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMER INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMER INDIAN OR ALASKAN NATIVE		TOTAL FEMALES
	WHITE	BLACK				WHITE	BLACK					
SKILLED CRAFTS												
UP TO \$15,900	0	0	0	0	0	0	0	0	0	0	0	
\$16,000 - \$19,900	0	0	0	0	0	0	0	0	0	0	0	
\$20,000 - \$24,900	0	0	0	0	0	0	0	0	0	0	0	
\$25,000 - \$32,900	50	12	4	1	0	2	0	0	0	0	2	
\$33,000 - \$42,900	122	14	5	2	3	1	0	0	0	0	1	
\$43,000 - \$54,900	52	2	2	0	0	0	0	0	0	0	0	
\$55,000 - \$69,900	2	0	1	0	0	0	0	0	0	0	0	
\$70,000 AND OVER	0	0	0	0	0	0	0	0	0	0	0	
SUBTOTAL	226	28	12	3	3	3	0	0	0	0	3	
SERVICE MAINTENANCE												
UP TO \$15,900	0	0	0	0	0	0	0	0	0	0	0	
\$16,000 - \$19,900	0	0	0	0	0	0	0	0	0	0	0	
\$20,000 - \$24,900	89	20	5	4	0	19	1	3	0	0	23	
\$25,000 - \$32,900	110	21	14	1	1	19	0	1	0	1	21	
\$33,000 - \$42,900	45	8	1	0	2	4	0	0	0	0	4	
\$43,000 - \$54,900	1	0	0	0	0	0	0	0	0	0	0	
\$55,000 - \$69,900	0	0	0	0	0	0	0	0	0	0	0	
\$70,000 AND OVER	0	0	0	0	0	0	0	0	0	0	0	
SUBTOTAL	245	49	20	5	3	42	1	4	0	1	48	
TOTAL	1262	124	67	13	8	604	70	43	12	8	737	

**BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS
EEO PLAN DATA
NEW HIRES DURING 07/01/07 TO 06/30/09**

	MALE					FEMALE					GRAND TOTALS
	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMER INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMER INDIAN OR ALASKAN NATIVE	
	WHITE	BLACK				WHITE	BLACK				
OFFICIALS/ADMINISTRATORS	4	4	0	1	0	4	0	0	0	0	13
PERCENT OF GRAND TOTAL	30.8%	30.8%	0.0%	7.7%	0.0%	30.8%	0.0%	0.0%	0.0%	0.0%	100.0%
PROFESSIONALS	13	4	0	0	0	10	3	1	0	0	31
PERCENT OF GRAND TOTAL	41.9%	12.9%	0.0%	0.0%	0.0%	32.3%	9.7%	3.2%	0.0%	0.0%	100.0%
TECHNICIANS	8	1	0	0	0	4	0	0	0	0	13
PERCENT OF GRAND TOTAL	61.5%	7.7%	0.0%	0.0%	0.0%	30.8%	0.0%	0.0%	0.0%	0.0%	100.0%
PROTECTIVE SERVICE	50	0	4	0	0	6	0	0	0	0	60
PERCENT OF GRAND TOTAL	83.3%	0.0%	6.7%	0.0%	0.0%	10.0%	0.0%	0.0%	0.0%	0.0%	100.0%
PARAPROFESSIONAL	5	0	2	0	0	4	0	0	0	0	11
PERCENT OF GRAND TOTAL	45.5%	0.0%	18.2%	0.0%	0.0%	36.4%	0.0%	0.0%	0.0%	0.0%	100.0%
ADMINISTRATIVE SUPPORT	1	0	0	0	0	14	1	3	0	0	19
PERCENT OF GRAND TOTAL	5.3%	0.0%	0.0%	0.0%	0.0%	73.7%	5.3%	15.8%	0.0%	0.0%	100.0%
SKILLED CRAFTS	18	0	0	0	0	0	0	0	0	0	18
PERCENT OF GRAND TOTAL	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
SERVICE MAINTENANCE	36	10	2	3	0	8	0	1	0	0	60
PERCENT OF GRAND TOTAL	60.0%	16.7%	3.3%	5.0%	0.0%	13.3%	0.0%	1.7%	0.0%	0.0%	100.0%
TOTAL NUMBER	135	19	8	4	0	50	4	5	0	0	225
TOTAL PERCENTAGE	60.0%	8.4%	3.6%	1.8%	0.0%	22.2%	1.8%	2.2%	0.0%	0.0%	100.0%

**BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS
EEO PLAN DATA
EMPLOYMENT ACTIONS 07/01/07 TO 06/30/09**

	MALE					FEMALE					GRAND TOTALS
	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMER INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMER INDIAN OR ALASKAN NATIVE	
	WHITE	BLACK				WHITE	BLACK				
APPLICANTS	9405	1739	1068	135	106	8000	1531	876	150	76	23,086
PERCENT OF GRAND TOTAL	40.7%	7.5%	4.6%	0.6%	0.5%	34.7%	6.6%	3.8%	0.6%	0.3%	100.0%
HIRES	135	19	8	4	0	50	4	5	0	0	225
PERCENT OF GRAND TOTAL	60.0%	8.4%	3.6%	1.8%	0.0%	22.2%	1.8%	2.2%	0.0%	0.0%	100.0%
PROMOTIONS	74	6	7	4	0	91	9	6	0	0	197
PERCENT OF GRAND TOTAL	37.6%	3.0%	3.6%	2.0%	0.0%	46.2%	4.6%	3.0%	0.0%	0.0%	100.0%
TERMS VOLUNTARY	60	6	3	1	0	36	3	4	1	0	114
PERCENT OF GRAND TOTAL	52.6%	5.3%	2.6%	0.9%	0.0%	31.6%	2.6%	3.5%	0.9%	0.0%	100.0%
TERMS INVOLUNTARY	36	7	2	0	0	39	7	2	0	0	93
PERCENT OF GRAND TOTAL	38.7%	7.5%	2.2%	0.0%	0.0%	41.9%	7.5%	2.2%	0.0%	0.0%	100.0%
TRANSFERS	104	13	14	2	0	119	23	9	0	2	286
PERCENT OF GRAND TOTAL	36.4%	4.5%	4.9%	0.7%	0.0%	41.6%	8.0%	3.1%	0.0%	0.7%	100.0%
RETIREMENTS	73	9	2	1	2	55	9	1	2	1	155
PERCENT OF GRAND TOTAL	47.1%	5.8%	1.3%	0.6%	1.3%	35.5%	5.8%	0.6%	1.3%	0.6%	100.0%

**BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS
EEO PLAN DATA
DISCIPLINARY ACTIONS 07/01/07 - 06/30/09**

	MALE					FEMALE					GRAND TOTALS
	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMER INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMER INDIAN OR ALASKAN NATIVE	
	WHITE	BLACK				WHITE	BLACK				
REPRIMAND (WRITTEN)	77	18	10	4	0	30	6	5	0	0	150
PERCENT OF GRAND TOTAL	51.3%	12.0%	6.7%	2.7%	0.0%	20.0%	4.0%	3.3%	0.0%	0.0%	100.0%
SUSPENSION	57	13	8	3	5	13	2	0	0	0	101
PERCENT OF GRAND TOTAL	56.4%	12.9%	7.9%	3.0%	5.0%	12.9%	2.0%	0.0%	0.0%	0.0%	100.0%
DEMOTION	5	0	0	0	0	0	0	0	0	0	5
PERCENT OF GRAND TOTAL	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
DISCIPLINARY PROBATION	20	1	2	0	4	5	0	0	0	0	32
PERCENT OF GRAND TOTAL	62.5%	3.1%	6.3%	0.0%	12.5%	15.6%	0.0%	0.0%	0.0%	0.0%	100.0%
TERMINATION	11	1	0	0	0	3	2	0	0	0	17
PERCENT OF GRAND TOTAL	64.7%	5.9%	0.0%	0.0%	0.0%	17.6%	11.8%	0.0%	0.0%	0.0%	100.0%
GRAND TOTALS	170	33	20	7	9	51	10	5	0	0	305
TOTAL PERCENTAGE	55.7%	10.8%	6.6%	2.3%	3.0%	16.7%	3.3%	1.6%	0.0%	0.0%	100.0%

**LABOR FORCE BY MINORITY STATUS FROM CENSUS 2000
BREVARD COUNTY**

RACIAL/ETHNIC CATEGORY	2000 Population	Civilian Labor Force	Employed	Unemployed	Unemployment Rate
White non-Hispanic	413,411	184,805	183,685	1,120	0.6%
Black non-Hispanic	40,000	15,210	15,000	210	1.4%
Hispanic	21,970	10,039	9,929	110	1.1%
Asian non-Hispanic	7,152	3,489	3,455	34	3.4%
NHOPI non-Hispanic	305	111	111	0	0.0%
AIAN non-Hispanic	1,765	1,000	1,000	0	0.0%
B&W-NHIS	N/A	214	214	0	0.0%
Asian&Wh-NHIS	N/A	554	544	10	1.0%
AIAN&Wh-NHIS	N/A	1270	1270	0	0.0%
AIAN&Bik-NHIS	N/A	103	103	0	0.0%
Bal. 2+ Races, NHIS	N/A	1289	1269	20	1.6%
Female **	243,044	100,809	100,080	729	0.7%

** Includes all races

NOTE: Sum of detail may not equal totals due to rounding.

Source: Census 2000 - Residence Data Results (www.census.gov/eeo2000/)

**LOCAL LABOR MARKET DATA FROM CENSUS 2000 - RESIDENCE DATA RESULTS BY OCCUPATIONAL CATEGORY
 COMPARED TO BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS EMPLOYMENT
 INCLUDES BOTH FULL-TIME AND PART-TIME PERMANENT EMPLOYEES**

		MALE					FEMALE					Percent Females to Total
		White	Black	Hispanic	Asian or Pacific Islander	Amer Indian or Alaskan Native	White	Black	Hispanic	Asian or Pacific Islander	Amer Indian or Alaskan Native	
Officials and Managers	LBR	56.5%	2.4%	1.9%	0.9%	0.2%	34.4%	1.5%	1.4%	0.7%	0.1%	38.1%
	MKT COUNTY	54.8%	3.8%	3.2%	1.3%	0.0%	33.1%	3.2%	0.6%	0.0%	0.0%	36.9%
Professional	LBR	46.5%	1.2%	2.2%	1.5%	0.1%	42.4%	3.4%	1.9%	0.8%	0.1%	48.6%
	MKT COUNTY	41.1%	4.1%	1.4%	0.0%	0.3%	42.5%	5.4%	3.3%	1.6%	0.3%	53.1%
Technicians	LBR	46.8%	4.2%	2.9%	1.4%	0.3%	39.1%	2.9%	1.4%	0.7%	0.2%	44.4%
	MKT COUNTY	49.3%	3.1%	2.7%	0.0%	0.0%	38.7%	2.7%	3.1%	0.4%	0.0%	44.9%
Protective Service	LBR	69.5%	7.1%	3.7%	0.0%	0.8%	15.9%	2.4%	0.4%	0.2%	0.0%	18.9%
	MKT COUNTY	82.6%	1.2%	3.1%	0.4%	0.0%	11.6%	0.0%	0.2%	0.4%	0.4%	12.6%
Paraprofessionals *	LBR	46.5%	1.6%	2.3%	1.5%	0.2%	41.9%	3.4%	1.8%	0.8%	0.1%	48.0%
	MKT COUNTY	20.4%	3.8%	1.4%	0.0%	0.5%	59.7%	8.1%	4.3%	1.4%	0.5%	73.9%
Administrative Support	LBR	26.7%	1.8%	1.4%	0.4%	0.1%	60.9%	4.2%	3.0%	1.2%	0.4%	69.7%
	MKT COUNTY	14.9%	4.2%	0.4%	0.4%	0.0%	62.3%	11.5%	4.9%	0.7%	0.7%	80.0%
Skilled Craft	LBR	81.1%	5.2%	4.0%	0.8%	0.6%	6.4%	1.0%	0.4%	0.5%	0.0%	8.3%
	MKT COUNTY	82.2%	10.2%	4.4%	1.1%	1.1%	1.1%	0.0%	0.0%	0.0%	0.0%	1.1%
Service Maintenance	LBR	44.7%	5.4%	3.5%	0.5%	0.4%	34.8%	6.6%	2.9%	1.1%	0.2%	45.5%
	MKT COUNTY	63.6%	13.4%	5.7%	1.1%	1.1%	12.1%	1.6%	1.1%	0.0%	0.2%	15.0%

* No labor market statistics were delineated for the paraprofessional category. For comparison purposes only, labor market statistics for the two most closely related categories, professionals and technicians were averaged.

Effective 07-01-09

**LOCAL LABOR MARKET DATA FROM CENSUS 2000 - RESIDENCE DATA RESULTS BY OCCUPATIONAL CATEGORY
 COMPARED TO BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS EMPLOYMENT
 INCLUDES BOTH FULL-TIME AND PART-TIME PERMANENT EMPLOYEES**

		MALE					FEMALE					Percent Females to Total
		White	Black	Hispanic	Asian or Pacific Islander	Amer Indian or Alaskan Native	White	Black	Hispanic	Asian or Pacific Islander	Amer Indian or Alaskan Native	
Officials and Managers	LBR	56.5%	2.4%	1.9%	0.9%	0.2%	34.4%	1.5%	1.4%	0.7%	0.1%	38.1%
	MKT COUNTY	54.8%	3.8%	3.2%	1.3%	0.0%	33.1%	3.2%	0.6%	0.0%	0.0%	36.9%
Professional	LBR	46.5%	1.2%	2.2%	1.5%	0.1%	42.4%	3.4%	1.9%	0.8%	0.1%	48.6%
	MKT COUNTY	41.1%	4.1%	1.4%	0.0%	0.3%	42.5%	5.4%	3.3%	1.6%	0.3%	53.1%
Technicians	LBR	46.8%	4.2%	2.9%	1.4%	0.3%	39.1%	2.9%	1.4%	0.7%	0.2%	44.4%
	MKT COUNTY	49.3%	3.1%	2.7%	0.0%	0.0%	38.7%	2.7%	3.1%	0.4%	0.0%	44.9%
Protective Service	LBR	69.5%	7.1%	3.7%	0.0%	0.8%	15.9%	2.4%	0.4%	0.2%	0.0%	18.9%
	MKT COUNTY	82.6%	1.2%	3.1%	0.4%	0.0%	11.6%	0.0%	0.2%	0.4%	0.4%	12.6%
Paraprofessionals *	LBR	46.5%	1.6%	2.3%	1.5%	0.2%	41.9%	3.4%	1.8%	0.8%	0.1%	48.0%
	MKT COUNTY	20.4%	3.8%	1.4%	0.0%	0.5%	59.7%	8.1%	4.3%	1.4%	0.5%	73.9%
Administrative Support	LBR	26.7%	1.8%	1.4%	0.4%	0.1%	60.9%	4.2%	3.0%	1.2%	0.4%	69.7%
	MKT COUNTY	14.9%	4.2%	0.4%	0.4%	0.0%	62.3%	11.5%	4.9%	0.7%	0.7%	80.0%
Skilled Craft	LBR	81.1%	5.2%	4.0%	0.8%	0.6%	6.4%	1.0%	0.4%	0.5%	0.0%	8.3%
	MKT COUNTY	82.2%	10.2%	4.4%	1.1%	1.1%	1.1%	0.0%	0.0%	0.0%	0.0%	1.1%
Service Maintenance	LBR	44.7%	5.4%	3.5%	0.5%	0.4%	34.8%	6.6%	2.9%	1.1%	0.2%	45.5%
	MKT COUNTY	63.6%	13.4%	5.7%	1.1%	1.1%	12.1%	1.6%	1.1%	0.0%	0.2%	15.0%

* No labor market statistics were delineated for the paraprofessional category. For comparison purposes only, labor market statistics for the two most closely related categories, professionals and technicians were averaged.

Effective 07-01-09

UTILIZATION

(Goals)

The Utilization Analysis conducted compares the most recent data available of the relevant labor market from the Census 2000 Data Tool—EEO Residence Data Results for Brevard County by occupational category with the Board of County Commissioners workforce of all permanent employees as of July 2009.

The following groups are included in the Board of County Commissioners' workforce:

- * County Manager's Office*
- * Management Services Group*
- * Office of Human Resources*
- * Community Services Group*
- * Community Development Group*

A comparison with the relevant labor market indicates **underutilization** of some targeted protected groups in the following job categories:

JOB CATEGORY	TARGETED PROTECTED GROUP
Officials/Managers	Hispanic Female; Asian/Pacific Islander Female
Professionals	Asian/Pacific Islander Male
Technicians	Asian/Pacific Islander Male
Protective Services	Black Both Genders; White Female; Total Females*
Para-Professional	Asian/Pacific Islander Male
Administrative Support	Hispanic Male
Skilled Craft	White Female; Black Female; Total Females*
Service Maintenance	White Female; Black Female; Hispanic Female; Asian/Pacific Islander Female; Total Females*

Under this equal employment opportunity plan, by identifying targeted protected groups, the County shall attempt to increase the representations of those targeted. This shall be accomplished by directing, through the adoption of this plan, appointing authorities to meet goals for the inclusion of women and/or minorities who are substantially equally qualified to other applicants for vacancies in targeted job categories.

* *This Targeted Protected Group was derived from the percent of total females compared to the percent of the total for both genders.*

Achieving EEOP Objectives

(EEOP Procedures)

The County considers its Equal Employment Opportunity Plan a results-oriented program designed to enhance the opportunities and numbers of employees who are minority, female, or members of other protected groups. The ultimate success of this undertaking is largely the result of the good-faith efforts detailed in these Equal Employment Opportunity Plan procedures. In this section the substantive procedures/steps, which are used to convert commitments to measurable progress, are outlined. The following procedures are intended to help achieve our EEOP objectives:

A. RECRUITING:

The County shall actively seek minorities, females and members of other protected groups for employment. In order to improve recruitment and increase the flow of minority and female applicants, the Office of Human Resources shall regularly contact local minority/female organizations and local, state and federal employment agencies (see Minority Recruitment Mailing List). The County shall inform these recruiting sources of the County's Equal Employment policy through distribution of the weekly Job Opportunity Announcement, which states that we are an Equal Opportunity Employer.

B. EMPLOYMENT AND SELECTION:

The minority/gender identities of applicants and new hires shall be reviewed periodically to assure that sufficient numbers are applying for jobs and to assure that the selection process is not adversely impacting upon the County's ability to meet its EEO program goals.

All employees engaged in rendering hiring and promotion decisions shall be trained to assure nondiscrimination in decision-making. The hiring and promotion results shall be reviewed periodically to ensure that non-discrimination is a fact.

All screening mechanisms used shall be for purposes of determining an individual's suitability for the particular job sought or to meet other lawful purposes. The County shall not use any non job-related screening mechanism that has an adverse impact on minorities, females and members of other protected groups.

The County's employment application form shall contain a notice that the County is an Equal Opportunity Employer (EOE).

Information, which is collected for EEO purposes only, regarding applicants who have protected group membership, shall be maintained in a file separate from applications.

Appointing authorities will be notified in writing on each list of candidates issued, when that position is a targeted position in accordance with this plan.

C. PROMOTIONS:

Where a concern of unequal consideration or opportunity arises, applications of employees shall be reviewed by the Office of Human Resources to assure that qualified individuals are given equal consideration and opportunities for upgrades, promotions, and transfers.

Where additional training and experience would be helpful for advancement, Personnel Officers will counsel and assist employees. Members of underrepresented groups shall be given preference, when substantially equally qualified, for all developmental training designed to enhance an employee's ability to assume targeted positions.

D. COMMUNITY ACTION:

It is imperative that a good working relationship exists between the County and the community in order to inform the minority, female and disabled persons of the employment opportunities in the County. Positive relationships result in creating mutual respect and cooperation.

E. FACILITIES:

All work areas, lunchrooms, snack bars, recreational areas and other County facilities shall be maintained on a racially desegregated basis.

F. OTHER:

1. A copy of the policy statement signed by the Chair of the Board of County Commissioners and the County Manager shall be posted on Human Resources bulletin boards and issued to all employees.
2. The EEO Officer and ADA Coordinator shall be available on request to speak with any employee concerning work-related problems of discrimination or unequal treatment. [See Merit System Policies XIII, "Employee Grievances and Appeals" and Merit System Procedure XIII, "Employee Grievances and Appeals."]

G. PERFORMANCE EVALUATIONS:

All annual performance evaluations for the County Manager, the Assistant County Managers, Department/Office Directors, and supervisory personnel shall evaluate each employee's commitment to equal employment opportunities. The appraisal of equal employment opportunity efforts and results, along with any other criteria necessary, will be used to evaluate whether a manager's job performance is acceptable.

H. EXIT INTERVIEWS:

Any employee separating from County Employment may request and shall be afforded the opportunity of an exit interview. Exit Interviews shall be offered and conducted by the Office of Human Resources and include a discussion of the employee's perception of Equal Employment Opportunity in County government and any comments they may have in this area.

INTERNAL AUDIT AND REPORTING

In order for the County government to assess its objective of achieving, within a reasonable period of time, an employment profile with respect to protected groups in each job category, a systematic approach must be taken to monitor the results of the County's program. The systematic approach described below should enable the County to evaluate results and to plan for the future.

A. INFORMATION SYSTEMS REPORTS:

The following reports shall be generated by Information Systems at least bi-annually and include EEO-4 race and gender designation:

- Permanent Full-Time Employees
- Permanent Part-Time Employees
- Permanent Full-Time Employees grouped by Occupational Category and by Salary Level
- New Hires
- Employment
- Disciplinary Actions

B. OFFICE OF HUMAN RESOURCES REVIEWS:

The Office of Human Resources shall be responsible for the following reviews:

- Analysis of progress toward goals and objectives (numerical and non-numerical).
- Review of effectiveness of programs designed to assist in obtaining goals and objectives.
- Analysis of merit reviews, promotions, transfers, disciplines, terminations, and exit interviews of minorities, females, and other protected classes to determine whether or not disparate treatment or adverse impact exists.
- Review of advertisement wording, newspaper placement, and other recruitment, referral and employment records.
- Review of training, educational, and supervisory development programs.

COMPLAINT RESOLUTION PROCEDURES

It shall be the objective of the County to resolve issues of discrimination and/or disparate treatment and/or harassment of members of the protected groups on an informal basis by involving the immediate supervisor and/or the Employee Relations Manager/EEO Officer. The Employee Relations Manager/EEO Officer is responsible for mediating complaints of discrimination at the early stages by counseling employees in matters of discrimination in employment, disparate treatment, adverse impact, sexual harassment, etc., and by advising or assisting management in the complaint resolution process before a formal grievance is filed by an employee.

A. FORMAL COMPLAINT PROCEDURE:

The County has implemented such EEO practices, including the Complaint Resolution Procedures outlined below, to resolve complaints of discrimination and/or disparate treatment and/or harassment of members of protected groups in-house. However, employees should note that nothing in the County's Equal Employment Opportunity Plan or Complaint Resolution procedures prevents an employee from initiating a discrimination complaint, at any time, with any civil rights agency, nor are time limits for such agencies waived by any of the County's procedures or EEO Policies.

B. STEPS:

RESPONSIBILITY	STEP	ACTION
<p><u>Originator</u> (Employee with complaint or Supervisor to whom complaint was reported.)</p>	1	Reports complaint to the EEO Officer as soon as possible after the alleged act of unlawful discrimination, disparate treatment or sexual harassment.
<p>EEO Officer</p>	2	Consults with County Attorney's Office to determine if complaint should be addressed through this complaint resolution process or referred to an outside third party for investigation.
<p>EEO Officer</p>	3	When determined that the complaint will be handled internally, confers with employee and other concerned parties, as appropriate and attempts to resolve the complaint by conducting a thorough investigation as expeditiously as possible after request for investigation. Provides proposed findings and recommends course of action to Human Resources Director for review.

Complaints are handled on a case-by-case basis and variations in complexity will impact the time it takes to complete the investigation and recommend a course of action.

DISCRIMINATORY HARASSMENT POLICY

A. POLICY:

It is the policy of the Brevard Board of County Commissioners to maintain a work environment that respects the dignity and worth of each individual, and permits employees to feel free from intimidation, coercion, unlawful harassment or retaliation. Any form of unlawful discrimination against an individual on the basis of race, color, sex, national origin, religion, age, disability, pregnancy, veteran status, marital status or any other characteristic protected by applicable law is a form of employee misconduct which undermines the integrity of employment relationship and shall not be condoned.

Discriminatory harassment, including but not limited to racial harassment, sexual harassment, harassment based on national origin, religion, age, disability, pregnancy, veteran status or marital status, infringes on an individual's right to a work environment that is free from intimidating or offensive behavior, and will not be tolerated.

B. DEFINITION:

Discriminatory Harassment/Other Prohibited Harassment—unwelcome (verbal or physical) conduct relating to an individual's race, color, gender, age, religion, national origin, disability, veteran status, marital status or other characteristic protected by law that has the purpose or effect of unreasonably interfering with or creating an offensive or hostile work environment is prohibited.

It is impossible to identify all of the conduct that could constitute other prohibited harassment. The following are examples of conduct that can constitute such harassment:

- Using epithets or slurs;
- Mocking, ridiculing, or mimicking another's-culture, accent, appearance, color or customs;
- Threatening, intimidating, or engaging in hostile or offensive acts that focus on an individual's race, color, gender, age, religion, national origin, disability, veteran status, marital status, or any other characteristic protected by law;
- Offensive jokes or pranks;
- Posting offensive material on walls, bulletin boards, or elsewhere on County property;
- Circulating offensive material in the workplace-in writing, by electronic means, or otherwise.

C. DIRECTIVES:

- a) Discriminatory harassment is not acceptable and will not be tolerated. All employees are expected to comply with this policy demonstrating sensitivity and respect for others.
- b) Any employee who believes he or she has experienced discriminatory harassment is strongly encouraged to immediately report the situation to his or her supervisor or appropriate authority. If an employee is being harassed by a supervisor, he or she is strongly encouraged to report the situation to his or her next level of supervision, including his or her Department or Office Director.
- c) Employees may also contact the Employee Relations Manager/EEO Officer, Personnel Manager or Human Resources Director to report their concerns concerning discriminatory harassment or any other form of unlawful employment discrimination.
- d) Managers and supervisors are responsible to fully and fairly investigate and address any concerns or complaints of discriminatory harassment promptly. Managers and supervisors are also responsible to fully and fairly investigate and stop harassment that comes to their attention through observation or other sources of information, even if there is no formal complaint.
- e) As soon as the investigation is concluded and an evaluation made of the results of the investigation, appropriate action will be taken. If it is concluded that discriminatory harassment has occurred, appropriate corrective action will be taken immediately to rectify the situation. The type of action to be taken depends on, among other things, the kind and degree of harassment, the employment status and level of responsibility of the offending individual, any past finding of inappropriate conduct, and the extent of the offending individual's cooperation in the investigation. The action taken may include, but is not limited to, verbal or written counseling, referral to professional counseling, disciplinary suspension or probation, or immediate termination from employment.
- f) Retaliation against an individual for reporting discriminatory harassment or cooperating in the investigation of such a report is considered a serious offense, as it undermines the integrity of this policy. As a result, any form of retaliation against an individual for making report of harassment or for assisting in the investigation of such a report is strictly prohibited.
- g) Reports of perceived retaliation should be made promptly, and can be made in the same manner as reports of discriminatory harassment. Those reports will be investigated and resolved in the same manner as reports of discriminatory harassment. If it is concluded that retaliation has occurred, appropriate action will be taken to immediately correct the situation. Appropriate action may include immediate termination from employment.
- h) Discriminatory harassment is a serious breach of the County's policy and may be a violation of the law. As a result, a report of such harassment is an extremely serious matter that could have a very damaging effect on an accused individual's professional and personal reputation, career and personal life. A report of discriminatory harassment should not be use to address complaints for something other than discriminatory harassment, or made to achieve some purpose other than the eradication of discriminatory harassment.

SEXUAL HARASSMENT POLICY

A. POLICY:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment, or (4) such conduct has the purpose or effect of unreasonably interfering with, or creating an offensive or hostile environment for, a non-employee individual.

Sexual harassment is a form of employee misconduct that undermines the integrity of the employment or County business relationship. All persons must be provided an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment debilitates morale and interferes with the productivity of its victims and co-workers. Sexual harassment is a prohibited personnel practice when it results in discrimination for or against an employee on the basis of conduct not related to performance in a particular job category; such as, the taking of or refusal to take personnel action, including promotion of employees who submit to sexual advances or who refuse to protest sexual overtures.

In recognition of the employee's individual rights and dignity, the County does not tolerate the harassment of individuals with words or signs relating to sexual activities. Requests for sexual favors are forbidden. Employees found to be harassing other persons sexually will be disciplined up to and including termination.

There shall be no retaliation against or the suffering of any adverse effects for reporting any complaint of sexual harassment.

B. CONSIDERATIONS:

The following considerations govern the County's sexual harassment policy:

1. A man, as well as, a woman may be the victim of sexual harassment, and a woman, as well as, a man may be the harasser.
2. The harasser does not have to be the victim's supervisor. She/he may also be an agent of the County, a supervisory employee who does not supervise the victim, a non-supervisory employee (co-worker), a subordinate, or, in some circumstances, even a non-employee.
3. The harassed does not have to be a county employee. She/he may also be a client/customer or agent of the County or a person providing unpaid/volunteer service to the County.
4. The act at issue is unwelcome sexual advances; the gender of the parties is not the issue.

5. The victim does not have to be the person to whom the unwelcome sexual conduct is directed. She/he may be someone who is affected by such conduct when it is directed toward another person. For example, the sexual harassment of one female (or male) employee may create an intimidating, hostile, or offensive working environment for another female (or male).
6. VICTIMS ARE REQUESTED TO REPORT THE ACT OF SEXUAL HARASSMENT IMMEDIATELY TO THEIR SUPERVISOR OR APPROPRIATE AUTHORITY. IF AN EMPLOYEE IS BEING HARASSED BY A SUPERVISOR, HE/SHE SHOULD CONTACT THE EEO OFFICER, PERSONNEL MANAGER, OR HUMAN RESOURCES DIRECTOR. THE COUNTY WILL NOT BE HELD RESPONSIBLE FOR THE ACT UNLESS THE PROPER AUTHORITY KNEW OR SHOULD HAVE KNOWN THAT THE ACT OCCURRED AND FAILED TO TAKE APPROPRIATE CORRECTIVE ACTION.
7. Managers and supervisors should understand it is their responsibility to investigate and stop harassment that comes to their attention through observation or information of the work place, even if there is no formal complaint.
8. All personnel, including directors, administrators, supervisors, and professionals, are covered by the provisions of the Sexual Harassment Policy.

A finding of unlawful sexual harassment does not depend on the victim's having suffered a concrete economic injury as a result of the harasser's conduct. For example, improper sexual advances which do not result in the loss of a promotion by the victim or the discharge of the victim may, nonetheless, constitute sexual harassment when they unreasonably interfere with the victim's work or create a harmful or offensive work environment.

AMERICANS WITH DISABILITIES ACT (ADA)

A. PROPER CONSIDERATION OF QUALIFICATIONS:

The ADA Coordinator and the Human Resources Director shall periodically review the County's employment procedures to assure that job qualifications are based upon essential job functions.

B. PHYSICAL AND MENTAL QUALIFICATIONS:

The Employment & Compensation Section of the Office of Human Resources shall review with line management and supervisors all job qualification requirements to ensure that such requirements are related to essential job functions and consistent with business necessity and the safe performance of the job.

When job requirements have the effect of screening out otherwise qualified individuals with disabilities as defined by the Americans with Disabilities Act (ADA) in the selection of applicants for employment or employees for changes in employment status; such as promotion or training, the County shall ensure that the requirements are related to the essential functions of the specific job(s) for which the individual is being considered.

Information obtained from an applicant/employee concerning a disability as defined by the ADA shall be kept confidential, except that:

1. Supervisors and managers may be informed regarding possible accommodations to be made or restrictions on work or duties,
2. An employee's supervisor(s) and area safety coordinator may be informed when and to what extent, if appropriate, any condition might require emergency treatment, and
3. Government officials investigating compliance with the EEO laws will be provided documentation that is focused and tailored to produce information relevant to the investigation.

C. REASONABLE ACCOMMODATION:

The County shall make reasonable accommodations for employees or applicants, with disabilities as defined by the ADA, to the extent that such accommodation does not impose an undue hardship on the conduct of County business.

Reasonable accommodation shall be defined as any adjustment to a job or work environment that permits an applicant or employee with a disability, as defined by the ADA, to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities.

Reasonable accommodation may include:

- acquiring or modifying equipment or devices,
- job restructuring,
- part-time or modified work schedules,
- reassignment to a vacant position,
- adjusting or modifying examinations, training materials or policies,
- providing readers and interpreters, and
- making the workplace readily accessible to and usable by people with disabilities.

Reasonable accommodations shall also be made to enable individuals with disabilities to participate in the application process and to enjoy benefits and privileges of employment equal to those available to other applicants.

The County Health and Wellness Officer and/or the ADA Coordinator shall assist departments/offices to evaluate requests for reasonable accommodations and other situations where reasonable accommodations are appropriate.

[See Administrative Order #AO-02: The ADA Employee Accommodation Request.]

POLICY DISSEMINATION

A. INTERNAL POLICY DISSEMINATION:

1. A description of the County's EEO policy shall be incorporated into the County's Personnel Handbook under the section entitled "You and Your Job."
2. The County's EEO Policy and Equal Employment Opportunity Plan shall be discussed at employee orientation programs.
3. The County's EEO policy shall be displayed in areas where employees or applicants have access to review the policy. Copies of the policy shall also be available in the Office of Human Resources.
4. All directors and supervisory level employees shall become thoroughly familiar with the County's EEO Policy. Training sessions on EEO shall include a statement from the County Manager reaffirming his support of the program. In addition, individual supervisory responsibility for program effectiveness shall be precisely outlined in the training sessions.
5. The County's EEO Policy shall be communicated to all County employees.
6. The County's EEO Policy and Equal Employment Opportunity Plan shall be public records.
7. Any types of publications by the County, which feature pictorial presentations of groups of County employees shall include pictures of minorities and non-minorities, women and members of other protected groups.
8. Management and supervisors engaged in the county's hiring process shall receive training on the applicable State and Federal EEO laws.
9. Copies of the County's Equal Employment Opportunity Plan shall be available in the Office of Human Resources and at all County public libraries for all employees to review and utilize.
10. The Director of Human Resources will meet with Union officials to inform them of the County's EEO Policy and Equal Employment Opportunity Plan and request their cooperation.

B. EXTERNAL POLICY DISSEMINATION:

1. The EEO policy and the County's Equal Employment Opportunity Plan shall be provided to organizations identified within the community whose membership includes significant members of minorities, women and other protected groups.
2. All sources used for recruitment including minority and women's organizations, community agencies, community leaders, high schools, vocational and technical schools, colleges and junior colleges shall be informed in writing, through distribution of the weekly Job Opportunity publication, of the County's EEO policy. These sources shall be encouraged to actively recruit and refer minorities, women and members of other protected groups for all positions within the County.
3. All employment advertisements shall contain the phrase, An Equal Opportunity Employer.

C. EQUAL EMPLOYMENT OPPORTUNITY POSTERS:

Any posters required by Title VII, Fair Labor Standards Act, Americans with Disabilities Act, etc., concerning equal employment, age discrimination, equal pay, and the disabled, as well as, the County's internal EEO Policy shall be displayed in a conspicuous place in the Office of Human Resources.

MINORITY RECRUITMENT MAILING LIST

AARP – Melbourne Office
17 E. Hibiscus Blvd. #216
Melbourne, FL 32901

AMERICAN BUSINESS WOMEN'S ASSOC.
PO Box 1073
Titusville, FL 32780

AMERICAN BUSINESS WOMEN'S ASSOC.
PO Box 360015
Melbourne, FL 32936-0015

BREVARD ACHIEVEMENT CENTER
1845 Cogswell Street
Rockledge, FL 32955

CLUB HISPANO-AMERICANO OF BREVARD
Ester Barba
970 South Fork Circle
Melbourne, FL 32901

DEPT OF FAMILY & CHILDREN'S SVS375
Billy Rollings
Commerce Pkwy, Suite 101
Rockledge, FL 32955

DIVISION OF BLIND SERVICES
Alex McLaughlin
1185 Dunn Avenue
Daytona Beach, FL 32114

E. MIMS PROG. CIVIC LEAGUE, INC.
PO Box 892
Mims, FL 32754

EL PLAYERO (Hispanic Publication)
PO Box 1508
Melbourne, FL 32902

NAACP, CENTRAL BRANCH
Alberta Wilson, President
PO Box 516
Cocoa, FL 32923

NAACP, NORTH BRANCH
William Gary, President
PO Box 957
Titusville, FL 32781

NAACP, SOUTH BRANCH
Charles Favor, President
PO Box 2031
Melbourne, FL 32922

Secretary
SPANISH-AMERICAN VET. ASSOC. BREVARD
PO Box 447
Melbourne, FL 32902

SOUTH MELBOURNE CIVIC LEAGUE
Rev. Carol Williams Glanton
907 East Covina Way
Melbourne, FL 32901

SPACE COAST CENTER FOR INDEPENDENT
LIVING
803 N. Fiske Blvd, Suite B
Cocoa, FL 32922-7323

U.T.B. UNITED THIRD BRIDGE, INC.
Samuel C. Lopez, President
2293 Aurora Rd
Melbourne, FL 32935

VOCATIONAL REHABILITATION
2300 Commerce Park Drive NE, Suite 4
Palm Bay, FL 32905

VOCATIONAL REHABILITATION
1815 S. Washington Ave #102
Titusville, FL 32780

WOMEN'S CENTER
1425 Aurora Road
Melbourne, FL 32935