



technical bulletin

Municipal Technical Advisory Service
Institute for Public Service, The University of Tennessee
In cooperation with the Tennessee Municipal League

August 8, 1973

MUST YOUR CITY FILE NEW EEOC EMPLOYEE REPORT?

According to newly-issued regulations, as required by Title 29, Chapter XIV, Part 1602, Code of Federal Regulations, all local and state governments with 100 or more employees must file employment reports with the U. S. Equal Employment Opportunity Commission (EEOC) by Oct. 31, 1973.

The report form--EEO-4--requires reporting the race, sex, salary range and job classification of all employees. (See copy on reverse side.) The reporting regulations were mandated by the 1972 amendments to the Civil Rights Act of 1964, which brought local and state government under the anti-discrimination clauses of the Act.

All political jurisdictions with 15 or more employees must maintain records for fulfilling EEO-4 requirements for a period of three years. Also, all towns and cities must maintain all personnel and employment records (including, but not necessarily limited to, application forms and other records concerning hiring, promotion, demotion, transfer, layoff or termination, rates of pay or other terms of compensation, and selection for training or apprenticeship) for a period of two years. The requirements of this section do not apply to application forms and other preemployment records of applicants for positions which applicants know are of a temporary or seasonal nature.

The Equal Employment Opportunity Commission's Form EEO-4 and the instructions for preparing it should be sent to all municipalities within the next 30 days by the Commission. However, EEOC emphasizes that all jurisdictions with 100 or more employees must file a report even if one isn't received by mail.

The full regulations were published in the Federal Register May 14, 1973 (Vol. 38, No. 92). For further information, contact William Cody, Executive Director, EEOC, Room 1204, 1800 G Street, N.W., Washington, D.C. 20006.

If you need assistance in preparing the forms, contact the MTAS Personnel Consultant for your area (226 Capitol Blvd., Room 317, Nashville 37219, Phone (615) 256-3447).

MTAS LIBRARY

(Over)

AUG 13 1973

EXCLUDE SCHOOL SYSTEMS AND EDUCATIONAL INSTITUTIONS
(Read attached instructions prior to completing this form)

FORM
APPROVED
OMB NO.
124-80009

MAIL COMPLETED
FORM TO:

A. TYPE OF GOVERNMENT (Check one box only)

- ☐ 1. State ☐ 2. County ☐ 3. City ☐ 4. Township ☐ 5. Special district
- ☐ 6. Other (Specify) _____

B. IDENTIFICATION

1. NAME OF POLITICAL JURISDICTION (If same as label, skip to Item C)

EEOC USE ONLY	
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2. Address - Number and Street

CITY;TOWN

COUNTY

STATE/ZIP

8

C. FUNCTION

(Check one box to indicate the function for which this form is being submitted. Data should be reported for all departments and agencies in your government covered by the function indicated. If you cannot supply the data for every agency within the function, please attach a list showing name and address of agencies whose data are not included.)

1. LIBRARY ACQUISITION For acquiring the books and papers, including purchasing, gifts, exchange and transfer from other institutions.

GENERAL CONCEPT: Culture consists of the sum of the learned behavior patterns and attitudes that are shared by the members of a society and that distinguish them from other groups.

8 HEALTH Program of public health services, but cannot check existing
 water food and shelter regulations control health care

4. HOUSING Costs enterprisers less than public housing. Low housing cost
discourages enterprisers housing for strictly business ~~relationships~~ rental control

2 SYDNEY and WARRIMOO, Australia, 1940-1941, 1942-1943, 1944-1945, 1946-1947, 1948-1949, 1950-1951, 1952-1953, 1954-1955, 1956-1957, 1958-1959, 1960-1961, 1962-1963, 1964-1965, 1966-1967, 1968-1969, 1970-1971, 1972-1973, 1974-1975, 1976-1977, 1978-1979, 1980-1981, 1982-1983, 1984-1985, 1986-1987, 1988-1989, 1990-1991, 1992-1993, 1994-1995, 1996-1997, 1998-1999, 2000-2001, 2002-2003, 2004-2005, 2006-2007, 2008-2009, 2010-2011, 2012-2013, 2014-2015, 2016-2017, 2018-2019, 2020-2021, 2022-2023, 2024-2025, 2026-2027, 2028-2029, 2030-2031, 2032-2033, 2034-2035, 2036-2037, 2038-2039, 2040-2041, 2042-2043, 2044-2045, 2046-2047, 2048-2049, 2050-2051, 2052-2053, 2054-2055, 2056-2057, 2058-2059, 2060-2061, 2062-2063, 2064-2065, 2066-2067, 2068-2069, 2070-2071, 2072-2073, 2074-2075, 2076-2077, 2078-2079, 2080-2081, 2082-2083, 2084-2085, 2086-2087, 2088-2089, 2090-2091, 2092-2093, 2094-2095, 2096-2097, 2098-2099, 2100-2101, 2102-2103, 2104-2105, 2106-2107, 2108-2109, 2110-2111, 2112-2113, 2114-2115, 2116-2117, 2118-2119, 2120-2121, 2122-2123, 2124-2125, 2126-2127, 2128-2129, 2130-2131, 2132-2133, 2134-2135, 2136-2137, 2138-2139, 2140-2141, 2142-2143, 2144-2145, 2146-2147, 2148-2149, 2150-2151, 2152-2153, 2154-2155, 2156-2157, 2158-2159, 2160-2161, 2162-2163, 2164-2165, 2166-2167, 2168-2169, 2170-2171, 2172-2173, 2174-2175, 2176-2177, 2178-2179, 2180-2181, 2182-2183, 2184-2185, 2186-2187, 2188-2189, 2190-2191, 2192-2193, 2194-2195, 2196-2197, 2198-2199, 2200-2201, 2202-2203, 2204-2205, 2206-2207, 2208-2209, 2210-2211, 2212-2213, 2214-2215, 2216-2217, 2218-2219, 2220-2221, 2222-2223, 2224-2225, 2226-2227, 2228-2229, 2230-2231, 2232-2233, 2234-2235, 2236-2237, 2238-2239, 2240-2241, 2242-2243, 2244-2245, 2246-2247, 2248-2249, 2250-2251, 2252-2253, 2254-2255, 2256-2257, 2258-2259, 2260-2261, 2262-2263, 2264-2265, 2266-2267, 2268-2269, 2270-2271, 2272-2273, 2274-2275, 2276-2277, 2278-2279, 2280-2281, 2282-2283, 2284-2285, 2286-2287, 2288-2289, 2290-2291, 2292-2293, 2294-2295, 2296-2297, 2298-2299, 2300-2301, 2302-2303, 2304-2305, 2306-2307, 2308-2309, 2310-2311, 2312-2313, 2314-2315, 2316-2317, 2318-2319, 2320-2321, 2322-2323, 2324-2325, 2326-2327, 2328-2329, 2330-2331, 2332-2333, 2334-2335, 2336-2337, 2338-2339, 2340-2341, 2342-2343, 2344-2345, 2346-2347, 2348-2349, 2350-2351, 2352-2353, 2354-2355, 2356-2357, 2358-2359, 2360-2361, 2362-2363, 2364-2365, 2366-2367, 2368-2369, 2370-2371, 2372-2373, 2374-2375, 2376-2377, 2378-2379, 2380-2381, 2382-2383, 2384-2385, 2386-2387, 2388-2389, 2390-2391, 2392-2393, 2394-2395, 2396-2397, 2398-2399, 2400-2401, 2402-2403, 2404-2405, 2406-2407, 2408-2409, 2410-2411, 2412-2413, 2414-2415, 2416-2417, 2418-2419, 2420-2421, 2422-2423, 2424-2425, 2426-2427, 2428-2429, 2430-2431, 2432-2433, 2434-2435, 2436-2437, 2438-2439, 2440-2441, 2442-2443, 2444-2445, 2446-2447, 2448-2449, 2450-2451, 2452-2453, 2454-2455, 2456-2457, 2458-2459, 2460-2461, 2462-2463, 2464-2465, 2466-2467, 2468-2469, 2470-2471, 2472-2473, 2474-2475, 2476-2477, 2478-2479, 2480-2481, 2482-2483, 2484-2485, 2486-2487, 2488-2489, 2490-2491, 2492-2493, 2494-2495, 2496-2497, 2498-2499, 2500-2501, 2502-2503, 2504-2505, 2506-2507, 2508-2509, 2510-2511, 2512-2513, 2514-2515, 2516-2517, 2518-2519, 2520-2521, 2522-2523, 2524-2525, 2526-2527, 2528-2529, 2530-2531, 2532-2533, 2534-2535, 2536-2537, 2538-2539, 2540-2541, 2542-2543, 2544-2545, 2546-2547, 2548-2549, 2550-2551, 2552-2553, 2554-2555, 2556-2557, 2558-2559, 2560-2561, 2562-2563, 2564-2565, 2566-2567, 2568-2569, 2570-2571, 2572-2573, 2574-2575, 2576-2577, 2578-2579, 2580-2581, 2582-2583, 2584-2585, 2586-2587, 2588-2589, 2590-2591, 2592-2593, 2594-2595, 2596-2597, 2598-2599, 2600-2601, 2602-2603, 2604-2605, 2606-2607, 2608-2609, 2610-2611, 2612-2613, 2614-2615, 2616-2617, 2618-2619, 2620-2621, 2622-2623, 2624-2625, 2626-2627, 2628-2629, 2630-2631, 2632-2633, 2634-2635, 2636-2637, 2638-2639, 2640-2641, 2642-2643, 2644-2645, 2646-2647, 2648-2649, 2650-2651, 2652-2653, 2654-2655, 2656-2657, 2658-2659, 2660-2661, 2662-2663, 2664-2665, 2666-2667, 2668-2669, 2670-2671, 2672-2673, 2674-2675, 2676-2677, 2678-2679, 2680-2681,

TO COMMUNITY DEVELOPMENT Planning, zoning, land ~~development~~ open
space, historic preservation

3. At the staff level, there appears to be a number of people who are not fully aware of the scope of the program and the role of the staff. This is a result of the fact that the program is a new one and the staff is not fully trained.

17. (C) (R) (I) (S) (U) Only reformatories, detention houses, halfway houses, private work and public activities.

6. Water is still in the Dunes of a water dependent dune's sustainable, temporary, life, as well as the water level and type of dune's dependent on water activities.

1940-1941

3. 100 per cent of the change of the uniformed force has a good knowledge of the situation. Report may be made to the police in the future.

13 SATURATION AND STORAGE Snow clearing, garbage and refuse collection, street cleaning, provision of water and maintenance of streets and storm sewers and drainage systems.

14. EMPLOYMENT SECURITY

1. NATURAL RESOURCES - A large forest area with
 drainage from central to south and
 2. OAKS AND DECIDUOUS - The forest is composed of oaks, pines,
 spruce, and deciduous trees.

15 OTHER (Specify)

7. ~~REPLYING TO THE~~ ~~QUESTIONS OF THE~~ ~~COMMISSIONERS OF THE~~
THE ~~COMMISSIONERS OF THE~~ ~~COMMISSIONERS OF THE~~

1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 2679, 26

(Do not include elected/appointed officials. Blanks will be counted as zero)

1. FULL TIME EMPLOYEES (Temporary employees not included)

[illegible]

2. OTHER THAN FULL TIME EMPLOYEES (Include temporary employees)

[illegible]

3. NEW HIRES DURING FISCAL YEAR - Permanent full time only
(Omit this section in 1973)

[illegible]

D. EMPLOYMENT DATA AS OF JUNE 30 (Do not include elected/appointed officials. Blanks will be counted as zero)													
1. FULL TIME EMPLOYEES (Temporary employees not included)													
JOB CATEGORIES	ANNUAL SALARY (in Thousands) 1000-	MALE						FEMALE					
		WHITE	BLACK	SPAN SURNAME AMER	ASIAN AMER	AMER IND	OTHER	WHITE	BLACK	SPAN SURNAME AMER	ASIAN AMER	AMER IND	OTHER
		A	B	C	D	E	F	G	H	I	J	K	L
OFFICIALS ADMINISTRATORS	1. 0-1.29												
	2. 4.0-5.9												
	3. 6.0-7.9												
	4. 8.0-9.9												
	5. 10.0-12.9												
	6. 13.0-15.9												
	7. 16.0-24.9												
	8. 25.0 PLUS												
PROFESSIONALS	9. 0-1.29												
	10. 4.0-5.9												
	11. 6.0-7.9												
	12. 8.0-9.9												
	13. 10.0-12.9												
	14. 13.0-15.9												
	15. 16.0-24.9												
	16. 25.0 PLUS												
TECHNICIANS	17. 0-1.29												
	18. 4.0-5.9												
	19. 6.0-7.9												
	20. 8.0-9.9												
	21. 10.0-12.9												
	22. 13.0-15.9												
	23. 16.0-24.9												
	24. 25.0 PLUS												
PROTECTIVE SERVICE	25. 0-1.29												
	26. 4.0-5.9												
	27. 6.0-7.9												
	28. 8.0-9.9												
	29. 10.0-12.9												
	30. 13.0-15.9												
	31. 16.0-24.9												
	32. 25.0 PLUS												
PARA PROFESSIONALS	33. 0-1.29												
	34. 4.0-5.9												
	35. 6.0-7.9												
	36. 8.0-9.9												
	37. 10.0-12.9												
	38. 13.0-15.9												
	39. 16.0-24.9												
	40. 25.0 PLUS												
OFFICE/ CLERICAL	41. 0-1.29												
	42. 4.0-5.9												
	43. 6.0-7.9												
	44. 8.0-9.9												
	45. 10.0-12.9												
	46. 13.0-15.9												
	47. 16.0-24.9												
	48. 25.0 PLUS												

REMARKS (List National Crime Information Center (NCIC) numbers assigned to any Criminal Justice Agencies whose data are included in this report.)

CERTIFICATION. I certify that the information given in this report is correct and true to the best of my knowledge and was reported in accordance with accompanying instructions. (Willfully false statements on this report are punishable by law, U.S. Code, Title 18, Section 1001.)

NAME OF PERSON TO CONTACT REGARDING THIS FORM		TITLE
ADDRESS (Number and Street, City, State, Zip Code)		TELEPHONE NUMBER AREA CODE
DATE	TYPED NAME / TITLE OF AUTHORIZED OFFICIAL	SIGNATURE

Municipal Technical Advisory Service
The University of Tennessee
Knoxville, TN 37916

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