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Affirmative Action Programs Brochure

Commission for Blacks

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guidelines to insure compliance. Only procedures that can be supported on the basis of demonstrated job relevance and business necessity have been retained for use.

Professional psychologists on Southern's full-time Personnel Administration staff are pursuing a program of personnel research to examine the validity of selection tests for various occupational groups. The research program has been established on the basis of concentrating on jobs of highest priority. The large volume entry-level occupations have received first attention. Technical reports are issued as each research study is completed. Validity studies at additional occupational levels are at various stages of completion with reports to be issued as soon as feasible.

Southern is also an active participant in the industry-wide study of selection tests being sponsored by the Association of American Railroads (AAR). The experimental phase of that study has been completed and the industry group is now preparing to obtain results on the predictive phase of the program. The information obtained to-date indicates relevance of test results for some of Southern's occupations. Where feasible, we are also pursuing our own research program to supplement the AAR industry-wide results as they might apply to Southern.

IT IS ALSO THE POLICY OF SOUTHERN to offer employment opportunities to qualified handicapped persons for jobs within their capabilities to perform in a safe manner. Southern recognizes that it has a corporate responsibility to the communities that it serves to do its part in the employment of the handicapped. This responsibility must be consistent with other corporate objectives, such as the provision of safe, reliable, efficient company service and the provision of suitable employment for employees already on the payroll who may become handicapped.

DEFINING HANDICAPPED PERSONS for the purpose of this policy statement are those identified by applicable law as the physically or mentally handicapped. Those persons who have other than physical or mental handicaps are not included.

THE PRIMARY RESPONSIBILITY to carry out the Company policy on employment of the handicapped lies with Personnel Administration. In carrying out this policy, Personnel Administration will remain aware of other corporate policies and practices in the employment area.

Equal employment priorities and procedures will remain in full force. Provisions for taking care of present employees who become handicapped will have priority, and the over-riding objective to provide safe, reliable, efficient company service will be considered along with other legal and procedural requirements.

THE PRIMARY SOURCE OF HANDICAPPED applicants will be from the pool of employees who become handicapped through injury while in the service of Southern. Appropriate government agencies, State Employment Services and the Division of Vocational Rehabilitation will be made aware of Southern's policy. Handicapped applicants referred from other agencies or who apply on their own will also receive full consideration consistent with this Affirmative Action Plan.

Present employees who become handicapped will receive special placement consideration ahead of new hires. Consideration for proper placement of present employees who become handicapped follows procedures outlined in this Plan. The Division of Vocational Rehabilitation is also available to help present employees who may need their assistance.

THE SELECTION OF HANDICAPPED applicants will follow normal procedures as much as possible. The established physical standards, published in the Chief Surgeon's "Medical Requirements for Employment," will continue to apply. Applicants generally will be expected to meet the existing employment criteria, although reasonable accommodation will be made in job standards to take account of Affirmative Action objectives, where consistent with the safe, efficient operation of the Company's business and not in conflict with collective bargaining agreements. However, in order to implement an Affirmative Action in this area and to minimize possible adverse effect on the applicants and the departments, Personnel Administration will closely coordinate with the Company Surgeon and the Law Department. It will be the objective of Personnel Administration to match personal abilities with job requirements, in initial placement, transfer, and promotion. The assignment of handicapped persons to jobs will be based on what the persons have to offer, not on what they lost or might lack.

TO TRACK AND EVALUATE Company experience with employment of the handicapped will be the responsibility of Personnel Administration in conjunction with the Medical and other interested Departments. Quantitative

information on the number and kind of handicapped persons hired and promoted will be collected. Suitable analysis shall be made of the data gathered which will be summarized and reported annually to the Executive Vice President-Administration.

PERSONNEL ADMINISTRATION WILL provide a copy of the Company Policy and its Affirmative Action Programs to each present officer and employee and to all subsequent hires. It will also notify each of the labor organizations with which Southern has a collective bargaining agreement and will include the appropriate affirmative action clauses in Southern's Agreements and Certifications required by Executive Orders.

PURSUING AN EQUAL EMPLOYMENT OPPORTUNITY POLICY is far more than an obligation, and together with pride in the progress already made, Southern Railway has a total belief in the goals to be achieved. It will continue to file the Annual Standard Form 100 with the Joint Reporting Committee, provide copies of those reports to the Office of Federal Contract Compliance, U.S. Postal Service, and stands prepared to furnish any additional data the Office of Federal Contract Compliance may require.

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Continuing . . .

AFFIRMATIVE ACTION PROGRAMS

. . . for the hiring,
training, development and
promotion of personnel
to ensure . . .

EQUAL EMPLOYMENT OPPORTUNITY

February 15, 1976

THE EQUAL EMPLOYMENT OPPORTUNITY POLICY of Southern Railway was emphatically reaffirmed in the statement of President W. Graham Claytor, Jr.:

"It is the policy of Southern Railway to comply with all applicable laws, regulations and executive orders concerning equal opportunity and non-discrimination and to offer employment, training, remuneration, advancement and all privileges of employment on the basis of qualification and performance regardless of race, color, creed, national origin, sex or age.

It is the intention of this policy to assure equal treatment and opportunity for all employees and employment applicants beyond mere compliance with Civil Rights legislation. Making exceptional efforts through an affirmative program to employ fully to the spirit of Equal Employment, Southern seeks to lead the railroad industry in creating opportunities for minorities at all levels."

The policy, initially expressed formally in 1965 by President Claytor's predecessor, has been reiterated on several occasions and given distribution to each individual employee. The reaffirmation statement above is carried in the Inter-Departmental Procedures and Policy Manual which contains the all-over governing instructions for all major interdepartmental efforts and departmental responsibility for their implementation.

THE AFFIRMATIVE ACTION PROGRAM theme is embodied within Southern's Equal Employment Opportunity Policy to reflect the true spirit of the Corporation's Commitment, as well as to comply with the provisions of Executive Order 11246 to which it is subject as a prime contractor of the Federal Government. With an effective centralized corporate employment department steadfastly achieving its goals for minority new hires, the particulars of the new Affirmative Action Program accentuate the need and effort to continue the progress of minorities and women within the workforce at all levels.

THE RESPONSIBILITY FOR THE IMPLEMENTATION of Southern's Equal Opportunity policy and its Affirmative Action Program is that of every supervisory officer and his effectiveness in that area lends considerable weight to the evaluation of his overall performance. The corporate responsibility for total commitment and compliance lies with the Executive Vice President-Administration, under whose supervision the Personnel Administration

Department, through the Office of Director-EEO, coordinates and monitors the efforts of the entire System.

AN ANALYSIS OF THE LABOR MARKETS throughout the System at 52 principal recruiting points is accomplished through Standard Metropolitan Statistical Areas data provided by the Bureau of Census. The analysis reveals the minorities in the available workforce and establishes the basis for our goals in minority hiring.

AN ANALYSIS OF SOUTHERN'S CURRENT WORKFORCE accomplished through the grouping of job classifications, as defined by the General Reporting Committee for the EEO-1, reveals to us the utilization of minorities and women. When underutilization of minorities and women is identified through this monitoring, there are established procedures, together with realistic goals and timetables, that will lead to the correction of deficiencies.

THE GOALS AND TIMETABLES ESTABLISHED are to translate our beliefs into results and to ensure our compliance to affirmative action commitment. They are, indeed, an integral part of the corporate plan and do not, of course, discriminate against any employee or prospective employee in any manner that contravenes Title VII of the Civil Rights Act of 1964, as amended.

The progress reports on hiring goals are compiled by the Office of Director-EEO to whom all reports of new hires and minority workforce source contacts are reported monthly, through the centralized employment function. A semi-annual review of new hires is presented to the Contract Compliance Examiner.

The progress toward goals and timetables for our utilization of minorities and women within all areas of the Company is monitored by Director-EEO through a quarterly computer printout which identifies all job classifications within each Division of the Company. This, coupled with the fact that all recommendations for promotion and transfer flow through Personnel Administration enables the Company to maintain an equitable and uniform system of upgrading minorities and women.

DISSEMINATION OF THE EQUAL EMPLOYMENT OPPORTUNITY POLICY within the Company has been and will be continuing. Equal Employment Opportunity posters issued jointly by the Office of Federal Contract Compliance and the Equal Employment Opportunity Commission are prominently displayed at all facilities of

the Company; general offices, terminals, and shops; in lounges, locker rooms, dormitories and call offices.

In each of the formal orientation programs for new officers, craftsmen, train and engine service employees and clerks there is a specific segment dealing with the Equal Employment Opportunity Policy and sensitivities in human relations.

Management Training Workshops conducted on a continuing schedule include an extended session of Equal Employment Opportunity-Affirmative Action lectures and discussions.

Operating Division and Departmental Staff Meetings are regularly addressed by the Director-EEO to reiterate the specific responsibilities of line management for the implementation of the policy and to take corrective action in possible lapses.

The Company magazine periodically reflects the Affirmative Action for Equal Employment Opportunity through records of minority employees' accomplishments and articles of human interest involving minorities and women. Additionally, the policy is expressed in the Annual Report.

EXTERNAL PROMULGATION OF THE POLICY is effectively accomplished by the identification of the Company as an Equal Opportunity Employer in all of its notices seeking applicants for employment and in its extensive corporate newspaper advertising. Minorities and women are included in illustrated corporate advertisements and promotional materials.

All employment agencies and community agencies do, on a recurring basis, receive written advice of the EEO Policy.

Contractors and vendors of the Company are notified of the Policy and certification is requested of each in conformance with the provisions of Executive Order 11246.

RECRUITING, HIRING AND PLACEMENT THROUGHOUT THE COMPANY are centrally performed by the Personnel Administration. All professionally trained Personnel Officers recruit and select applicants without regard to race, color, religion, national origin, sex or age. The Employment staff includes minorities and women.

Incorporated into the regular recruiting procedure, special notification is provided minority workforce sources, viz., Urban League, NAACP, NAB, various Civil Rights and religious groups, prior to the arrival of recruiters. In areas where special employment needs exist, minority press and radio are utilized in recruiting efforts.

Government agencies, State employment offices, special training and service agencies are all aware of our EEO Policy and are regularly solicited for applicant referrals.

College recruitment for candidates for management trainees and professionals is vigorously conducted in many predominately Black colleges and universities and in co-educational institutions in our affirmative action to secure minorities and women in these areas.

THE UPWARD MOBILITY OF MINORITIES AND WOMEN is constantly monitored to assure the equitable utilization of qualified personnel at all levels. It is the policy of the Company to promote from within whenever existing talent can meet our needs. Personnel Administration must evaluate all recommendations for promotion when position vacancies exist. It is in the Company's business interests to fill all authorized position vacancies with the most qualified person without regard to race, color, religion, national origin, sex or age.

A FORMAL CRAFTS TRAINING CENTER has increased the Company's minority craftsman number by 165% since 1967. Represented in these craft training programs are those Diesel Electricians, Diesel Mechanics, Carman Mechanics and Pipefitters. The Training Section with Personnel Administration is responsible for devising and conducting these programs as well as Management Skills Workshops, locomotive engineer training, switchman/trainman, and computer data input operator training.

The roster of each craft training class identifying the racial, sex and new hire or transfer employee status is provided the Office of Director-EEO for audit. The rosters consistently reflect a highly favorable utilization of minorities and has raised the percentage of minority craftsman from 4.3 to 9.2 in the past five years.

EMPLOYMENT TESTING PROCEDURES have been carefully reviewed to insure that no racial or sexual bias is permitted to affect Southern hiring decisions. These procedures have been evaluated in relation to OFCC