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Affirmative Action Programs Brochure

Commission for Blacks

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DEFINING HANDICAPPED PERSONS

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.

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 hands and 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 for 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.

OFFICE OF DIRECTOR
EQUAL EMPLOYMENT OPPORTUNITY
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THE RAILWAY SYSTEM THAT GIVES A GREEN LIGHT TO INNOVATIONS

AFFIRMATIVE ACTION PROGRAMS

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

EQUAL EMPLOYMENT OPPORTUNITY

February 15, 1976

SOUTHERN
THE RAILWAY SYSTEM THAT GIVES A SPARK TO INNOVATIONS
THE EQUAL EMPLOYMENT OPPORTUNITY POLICY

Southern Railway was emphatically reaffirmed in the statement of President W. Graham Clayton, 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, recognition, advancement and all privileges of employment on the basis of qualifications 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 point 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 Clayton'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 all lover governing instructions for all major interdepartmental efforts and departmental responsibility for their implementation.

THE AFFIRMATIVE ACTION PROGRAM

The Affirmative Action Program is embodied within Southern's Equal Employment Opportunity Policy to reflect the true spirit of Corporation's Commitment, as well as to comply with 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 aiming its efforts for minority new hires, the objectives of the new Affirmative Action Program accommodate 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 effective participation 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 50 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. 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 central employment function. A non-annual review of new hires is presented Corporate 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 and transfer files flow through Personnel Administration enables the Company to maintain an equitable and uniform system of up-grading 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 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 transfer files are regularly inspected. The Company is constantly monitored to assure the equitable treatment and opportunity for all employees and applicants without regard to race, color, religion, national origin, sex or age.

A FORMAL CRAFTS TRAINING CENTER has increased the Company's minority craftsmen by 16% from 1967. Represented in these craft training programs are Diesel Electricians, Diesel Mechanics, Carmen and Pipelayers. The Training Section with Personnel Administration is responsible for denning and conducting these programs as well as Management Skills Workshops, locomotive engineer training, switches/trainmen, and computer data input operators.

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 roster consistently reflects a highly favorable utilization of minorities and has raised the percentage of minority craftsmen from 4.3 to 5.2 in the past five years.

EMPLOYMENT TESTING PROCEDURES have been carefully reviewed to ensure that no racial or sexual bias is permitted to affect Southern hiring decisions. These procedures have been evaluated in relation to OFCC incorporated into the regular recruiting procedure, special notifi cation 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 applicants.

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