TN Department of Human Resources

POLICY

Approved by: Rebecca R. Hunter, Commissioner	**Policy Number:** 12-010
Signature: Rebecca R Hunter	**Supersedes:** 11-011, 09-025
Application: Executive Branch Agencies	**Effective Date:** October 3, 2012
Authority: T.C.A. § 4-3-1703, T.C.A. § 8-30-104	**Rule:** Chapter 1120-07

Subject:

Submission of Annual Affirmative Action Plans

The affirmative action plan is a statistical document which identifies and analyzes patterns in the participation and utilization of women and minorities in the state's workforce. Pursuant to the Rules of the Department of Human Resources Chapter 1120-7, each agency shall complete an affirmative action plan on an annual basis. In completing these plans, agencies should adhere to the following policy to facilitate efficient and timely completion of affirmation action plans.

1. The Commissioner of the Department of Human Resources shall establish a date by which agencies must complete affirmative action plans. The Commissioner shall notify agencies of the required completion date by September 1 of each year.
2. Agencies shall submit the affirmative action plan through the affirmative action planning system.
3. If an agency does not complete an affirmative action plan by the completion date announced by the Commissioner, the Department will issue a notice to the defaulting agency's affirmative action officer requesting that the agency complete the affirmative action plan within ten (10) working days of the notice.
4. If, after this grace period, an agency fails to timely complete the affirmative action plan, the Commissioner will notify the respective agency's appointing authority that the affirmative action plan has not been received and the Commissioner will request that the plan be submitted within seven (7) working days.
5. If the affirmative action plan has not been received by the due date following notification to the defaulting agency's appointing authority, the Commissioner will notify the Governor's Office that the agency is delinquent in submitting the plan.
6. Any extenuating circumstances for delay, such as large scale reduction in force, which will impact affirmative action planning, should be directed in writing to the Department.

Questions regarding this policy may be directed to the Office of the General Counsel.