

TOWN OF JAY  
AFFIRMATIVE ACTION POLICY

The Town of Jay is committed to eliminating discrimination based upon race, color, religion, sex, national origin, age, familial status or handicap. This local government will comply with the requirements of all applicable state and federal equal opportunity laws, regulations and executive orders. In federal or state funded projects this may include: Florida Small and Minority Business Act, Title VI of the federal Civil Rights Act of 1964, as amended, Title VIII of the federal Civil Rights Act of 1968, as amended, Executive Order 12559, the federal Age Discrimination Act of 1975, Section 109 of the Housing and Community Development Act of 1974, as amended, Executive Order 11063, Executive Order 11246, Executive Order 11375 and 12086, Section 3 of the Housing and Community Development Action of 1968, and others.

Notice of the policy will be placed in plain sight on job location for the benefit of interested parties and all contractors and sub-contractors so notified. All Equal Opportunity Posters will be displayed as required.

Implementation

The Mayor is appointed as Equal Opportunity Officer. Duties include coordinating local efforts in recruiting employees and soliciting bids, resolving complaints, and submitting required reports.

Employment

This local government will encourage the employment of local residents, especially those who have a low to moderate income, and those who are female and/or of a minority racial/ethnic classification. This will be accomplished through the following procedures.

- 1) Current employees will be encouraged to improve their job skills and qualification through training and education. Such improvements are to be considered for employee promotion.
- 2) All employment opportunities will be publicly advertised, including the equal opportunity employer designation. This is to provide an adequate opportunity for qualified individuals to apply for employment and to assure an adequate pool of qualified applicants (including minorities) from which to hire.

- 3) When appropriate, notification of employment opportunities will be issued to organizations such as local schools, employment services, minority organizations, and social service agencies who may refer qualified individuals for employment consideration.
- 4) Recruitment practices, including those described in paragraphs 2 and 3, will be conducted in an effort to include qualified minorities and females in all levels of responsibility and departments of government, in percentage in the population and/or available workforce.

The 1990 Census shows the minority population of Jay at 0.15%. The Town's goal for employment of minorities shall be to employ a minority in one of the next seven (7) opportunities for Town employment.

- 5) When applicants are equally qualified, preference will be given to hiring minorities and females in furtherance of the goal expressed in paragraph 4.

#### Procurement of Goods and Services

This local government will encourage the utilization of local, minority- and female-owned, and small businesses. This will be accomplished through the following procedures.

- 1) Quotes for small purchases will be solicited from local businesses, when the required goods and/or services can be obtained economically from local sources.
- 2) Lists of local minority and female-owned businesses will be maintained for use in soliciting quotes and bids. State or other directories of minority and female-owned businesses will be utilized in seeking bids when local competition is inadequate.
- 3) Requests for bids and proposals for services or goods will be advertised locally, although it may also be necessary to advertise some projects over a broader geographic area in order to obtain adequate competition.
- 4) Where applicable, federal equal opportunity affirmative action language will be included in contracts and requests for bids. Attachment A details these clauses.

- 5) Contractors will be informed of equal opportunity affirmative action obligations and requirements to insure their compliance.

Adopted in regular session of the Town Council on June 1, 1993.

Attest

J. O. Bray  
Chief Elected Official

Linda Carden  
Town Clerk

Dear \_\_\_\_\_:

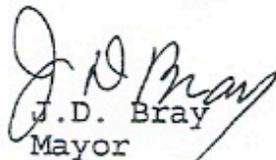
The Town of Jay has a minority population of 0.15%, according to the 1990 Census. This minority population (black, hispanic, Asian, Pacific Islander, Native American) is so different from that of surrounding communities that the Town Council wants to be sure that discrimination against minorities is not preventing minorities from locating within the Town.

As a residential \_\_\_\_\_ doing business within the Town of Jay you have the opportunity to influence the local housing market's availability to minority persons. The Jay Town Council encourages you to:

- \* advertise the fair housing laws through posters and/or fliers which the Town has provided for you,
- \* report to the Mayor any suspected acts of unlawful housing discrimination,
- \* review your business policies and procedures to determine if any practices may result in discrimination against minorities,
- \* educate your employees and agents (if any) in fair housing,
- \* notify the Mayor of any aspects of local government which you believe could result in housing discrimination.

We appreciate your professional cooperation in our efforts to enforce the Town's fair housing ordinance.

Sincerely,

  
J.D. Bray  
Mayor

JDB/jw