

**EQUAL EMPLOYMENT OPPORTUNITY PLAN**  
**United States District Court, Central District of Illinois**

**CHAPTER 1: Preamble**

The Judicial Conference of the United States has directed that each court adopt a plan in conformance with the national policy of providing equal employment opportunity to all persons regardless of their race, sex, color, national origin, religion, age (at least 40 years of age at the time of the alleged employment discrimination), or handicap. This court will promote equal employment opportunity through a program encompassing all facets of personnel management including recruitment, hiring, promotion, and advancement. This program, which will be periodically evaluated, is not intended to modify or reduce the qualification standards for employment in the Federal courts as such standards have been approved by the Judicial Conference of the United States.

**CHAPTER II: Scope of Coverage**

This Equal Employment Opportunity (EEO) Program applies to all court personnel including judges' staffs and court officers and their staffs.

**CHAPTER III: Organization**

- A. Implementation** - The court shall implement the EEO Program. On behalf of the court, the Chief Judge will submit modifications in the plan for judicial council approval.
  
- B. Heads of Court Support Units** - The heads of each court support unit must ensure that all vacancies are publicly announced to attract candidates who represent the make-up of persons available in the qualified labor market and all hiring decisions are based solely on job-related factors. They should make reasonable efforts to see that the skills, abilities, and potential of each employee are identified and developed, and that all employees are given equal opportunities for promotions by being offered, when the work of the court permits and within the limits of available resources, cross training, reassignments, job restructuring, special assignments, and outside job-related training.
  
- C. Judges, Court Managers, and Supervisors** - Judges and designated court managers and supervisors must apply equal employment opportunity practices and policies in their work units. This includes giving each employee a fair and equal opportunity to demonstrate his or her skills and, where those abilities exceed general performance standards, to be recommended for personnel actions and awards recognizing such achievements. As resources permit, it also requires providing training

programs which enable employees to develop their job skills fully.

- D. Equal Employment Opportunity Coordinator** - The court will designate one person to be the EEO Coordinator. This person will be responsible for collecting, analyzing, and consolidating the statistical data and statements prepared by each court unit. The EEO Coordinator will then prepare an annual report for the Chief Judge and the Administrative Office describing the court's achievements in providing equal employment opportunities, identifying those areas in which improvements are needed, and explaining those factors inhibiting achievement of equal employment opportunity objectives. Based upon this evaluation and report, the EEO Coordinator will recommend modifications in the plan to the court. The Coordinator will also seek to resolve discrimination complaints informally and will provide EEO information to the public.

#### CHAPTER IV: **Personnel Practices**

- A. Recruitment** - The court will seek qualified applicants who reflect the make-up of all such persons in the relevant labor market and publicize all vacancies.
- B. Hiring** - The court will make its hiring decisions strictly upon an evaluation of a person's qualifications and ability to perform the duties of the position satisfactorily.
- C. Promotion** - The court will promote employees according to their experience, training, and demonstrated ability to perform duties of a higher level.
- D. Advancement** - The court will seek insofar as reasonably practicable to improve the skills and abilities of its employees through cross-training, job restructuring, assignments, details, and outside training.
- E. Discrimination Complaints** - The court adopts the procedures for resolving discrimination complaints set forth in Appendix I.

CHAPTER V: **Evaluations** - The court will prepare a brief report to the EEO Coordinator describing its efforts to provide equal employment opportunities in:

- A. Recruitment** - The court unit will describe briefly efforts made to bring a fair cross-section of the pool available for the position into is applicant pool, including listing all employment sources used (e.g. state employment offices, schools, organizations, etc.). The court will also explain methods

it uses to publicize vacancies.

- B. Hiring** - The court will identify where its recruitment efforts resulted in the hiring of a cross-section of the pool available and will, if known, explain those instances where members of the cross-section did not accept employment with the court when it was offered.
- C. Promotions** - The court will briefly describe promotional opportunities which occurred and will provide an analysis of the distribution of promotions, including a description of those persons who were promoted to supervisory position.
- D. Advancement** - The court will describe what efforts were made to improve the skills and abilities of employees through cross-training, job restructuring, assignments, details, and outside training.

In addition, this evaluation should include information on factors inhibiting achievement of EEO objectives such as no vacancies, minimal numbers of qualified applicants in the relevant labor market, and on all persons in the unit who have received all relevant training. This report will also include a breakdown according to race, sex, national origin, and handicap of the court's personnel involved on forms to be provided by the Administrative Office of the United States Courts.

## CHAPTER VI: **Objectives**

The court will develop annually its own objectives which reflect those improvements needed in recruitment, hiring, promotions, and advancement, and will prepare a specific plan for the EEO Coordinator explaining how those objectives will be achieved.

## CHAPTER VII: **Annual Report**

The EEO Coordinator will prepare for the court's approval an annual report for the year ending September 30, consolidating the data and statements received from each division. The report will include tables to be provided to the Administrative Office of the United States Courts consolidating the information provided by each division. It will also describe instances where significant achievements were made in providing equal employment opportunities, will identify areas where improvements are needed, and will explain factors inhibiting achievement of equal employment opportunity objectives. Upon approval of the court, this report will be submitted by the EEO Coordinator to the Administrative Office of the United States Courts by November 30 of each year.

## Appendix I: **Discrimination Complaint Procedures**

[All sections except Section VI of the Model EEO Plan Appendix I, Discrimination Complaint Procedures, have been deleted, because they were superseded by the Model EDR Plan procedures, effective January 1, 1999. The procedures were removed from the model EEO Plan on July 29, 2005 to eliminate confusion as to which procedures are to be used for the protections provided by the Model EEO Plan.]

### **VI. Annual Report**

The EEO Coordinator will prepare an annual report for the year ending September 30, indicating:

1. The number of complaints initiated;
2. The types of complaints initiated according to race, sex, color, national origin, religion, age or handicap;
3. The number of complaints resolved informally;
4. The number of complaints resolved formally without a hearing; and
5. The number of complaints resolved formally with a hearing.

(The foregoing information will not identify the names of the parties involved.)

A copy of the report will remain in the court and will be made available to the public upon request.