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GOVERNOR



LISA HELTON
INTERIM COMMISSIONER

STATE OF TENNESSEE
DEPARTMENT OF CORRECTION
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MEMORANDUM

TO: Department of Correction Employees
FROM: Lisa Helton, Interim Commissioner *LH*
DATE: July 25, 2022
SUBJECT: Affirmative Action Policy Statement

The Department of Correction reaffirms its policy to provide equal employment opportunities to all applicants for state employment and to provide training, compensation, promotion, and all other aspects of employment to current employees without regard to race/color, religion/creed, age, national origin, sex, age, veteran's status, disability, pregnancy, or genetic information (except when any of these factors are existing bona fide occupation qualifications) in its policies or in the admission or access to or treatment or employment in its programs, services, or activities.

Therefore, this department established a program of affirmative action in order to ensure that all personnel policies relevant to the recruitment and hiring of employees will guarantee equal opportunities for all minority groups and women. Likewise, all minorities, veterans, individuals with disabilities, and women will receive equal consideration for all appointment in terms of salaries, promotions, and other general conditions of employment.

All Correction divisions will adhere to the *Rules* of the Tennessee Department of Human Resources, which considers all applicants based on eligibility according to merit standards. To be totally effective and to become a reality in our department, Equal Opportunity and Affirmative Action must be viewed as important by every segment of the work force from the higher levels of management to the first-line employee. All departmental employees will be strictly accountable for adhering to this policy and will use affirmative action to ensure equality of opportunity in the internal affairs of the department.

Each organizational element will set realistic goals taking into consideration geographical areas, labor force, and legal restrictions for hiring and promoting minority groups, veterans, individuals with disabilities and women. Goal accomplishments shall have priority when hiring new employees or promoting from within the department when applicants are equally qualified for the position under consideration.

The Affirmative Action Policy will remain in effect until such goals are achieved, and I anticipate the full cooperation of all managers, supervisors, and other employees to carry out this policy.

LH:CB