

EEO Unit Management Policies and Updated Practices

Management responsible for implementing Unit EEO polies are the following: General Manager and Station Manager.

General and Station Manager Duties

1. Update station policies on EEO twice a year (May and October).
2. Post current EEO report in house, on line and in public file.
3. At interviews of prospective employees policies are noted and explained to individuals.
4. Address concerns as they are presented and analyze and make policy changes after analysis of occurrence.
5. EEO Managers continually assess hiring market and current local wages thru communication with other local businesses.
6. Management examines pay, time off and hiring practices monthly to ensure equal opportunities for all employees.
7. Read Current literature (on Line) from Michigan Employment Law Website
8. Read the magazine "HR Specialist"
9. Mission Statement is reviewed yearly and updated as needed.