



Administrative Policies
And Procedures
Tennessee Supreme Court
Administrative Office of the Courts

William M. Barker

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Approved by: Chief Justice William M. Barker and Randy C. Camp, Director

Subject: Equal Employment Opportunity

- I. Authority: Title VII of the Civil Rights Act of 1964; T.C.A. §16-3-803; T.C.A. Title 4, Chapter 21, Parts 1 and 4; Equal Pay Act of 1963; Age Discrimination in Employment Act of 1967; Americans' with Disabilities Act of 1990; T.C.A. §8-50-103(a) and §8-50-104; Pregnancy Discrimination in Employment Act; Vocational Rehabilitation Act of 1973; Uniformed Services Employment and Reemployment Act of 1994; Tennessee Human Rights Act.
- II. Purpose: To ensure that all individuals have equal employment opportunity.
- III. Application: To all state judges and paid or unpaid employees of the state court system who work or serve in a full-time or part-time status. For purposes of this policy, "employee" also includes all members of the state judicial committees, boards and commissions when acting in that capacity.
- IV. Definition:
 - A. Discriminatory Practices: Discriminating in any aspect of employment, including:
 1. Hiring and firing;
 2. Compensation, assignment, or classification of employees;
 3. Transfer, promotion, layoff, or recall;
 4. Job advertisements;
 5. Recruitment;
 6. Testing;
 7. Use of facilities;
 8. Training and apprenticeship or clerkship programs;
 9. Benefits;
 10. Pay, retirement plans and disability leave;

11. Other terms and conditions of employment;
 12. Retaliation against an individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices;
 13. Employment decision based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex, national origin, religion, age, veteran status, disability, or race; and
 14. Denying employment opportunities to a person because of marriage to, or association with, an individual of a particular national origin, religion, age, veteran status, disability, or race.
- B. Retaliation: Overt or covert acts of reprisal, interference, restraint, penalty, discrimination, or intimidation against an individual or individuals exercising rights under this policy.
- V. Policy: It is the policy of the judicial branch to promote equal employment opportunity for all judicial branch employees and applicants for employment.
- VI. Procedures:
- A. A copy of this policy will be circulated to all employees and be displayed conspicuously in all facilities.
 - B. A copy of this policy will be given to all new judicial branch employees as a part of orientation.
 - C. All recruitment sources will be notified in writing of the policy.
 - D. It is the responsibility of every member of management to do their part in preventing all forms of discrimination.
 - E. Employees who believe they have been discriminated against should contact Human Resources or any member of management. In addition, employees may contact the EEOC at 1-800-669-4000 (voice) or 1-800-669-6820 (TTY) or the Tennessee Human Rights Commission at 615-741-5825 for information on specific procedures for filing a complaint. The employee also may file a lawsuit in a court of competent jurisdiction.