




Approved by: Juan Williams, Commissioner	Policy Number: 12-010 (Rev. 07/01/2023)
Signature: 	Supersedes: 11-011, 09-025
Application: Executive Branch Agencies	Effective Date: October 3, 2012
Authority: T.C.A. § 4-3-1703, T.C.A. § 8-30-104	Rule: Chapter 1120-07

Submission of Annual Equal Employment Opportunity Plans

The Equal Employment Opportunity (EEO) Plan is a statistical document which identifies and analyzes patterns in the participation and utilization of women, minorities, veterans, and individuals with disabilities in the state’s workforce. Pursuant to the Rules of the Department of Human Resources Chapter 1120-7, each agency shall complete an EEO Plan on an annual basis. In completing these Plans, agencies should adhere to the following policy to facilitate efficient and timely completion of EEO Plans.

1. The Department of Human Resources shall provide training and technical assistance to employees and agencies in the monitoring of and compliance with EEO Planning. The Department of Human Resources shall host a training session for agency EEO officer’s prior to the start of the EEO Planning period.
2. The Commissioner of the Department of Human Resources shall establish a date by which agencies must complete EEO Plans. The Department of Human Resources’ Office of General Counsel will release this date, along with a calendar of other relevant dates of the EEO Planning process by July 1 of each year.
3. Agencies shall submit the EEO Plan through the EEO planning system within Edison.¹ The Department of Human Resources’ Office of General Counsel will send a completion letter to the agencies to confirm that their respective plans have been submitted.
4. If an agency does not complete an EEO Plan by the completion date announced by the Commissioner, the Department of Human Resources will issue a notice to the defaulting agency’s EEO officer requesting that the agency complete the EEO Plan within ten (10) working days of the issuance of the notice.
5. If, after this grace period, an agency fails to timely complete the EEO Plan, the Commissioner will notify the respective agency’s appointing authority that the EEO Plan has not been received and the Commissioner will request that the EEO Plan be submitted within seven (7) working days.

¹ The current pathway for submission within Edison is HCM > Workforce Monitoring > Meet Regulatory Requirements > EEO Planning.

- 6 If the EEO Plan has not been received by the due date following notification to the defaulting agency's appointing authority, the Commissioner will notify the Governor's Office that the agency is delinquent in submitting the EEO Plan.
- 7 Any extenuating circumstances for delay, such as large-scale reduction in force, which will impact EEO planning, should be directed in writing to the Department.

Questions regarding this policy may be directed to the Office of the General Counsel.