

<b>CITY OF APPLETON POLICY</b>	<b>TITLE: AFFIRMATIVE ACTION</b>	
REVIEW DATE: December 2006	LAST UPDATE: July 2008 October 2008	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	AUDIENCE:	TOTAL PAGES: 4
Reviewed by Legal Services Department Date: April 2000 March 5, 2012 February 2014	Committee Approval Date: May 11, 2000 August 13, 2008 June 11, 2012 February 10, 2014	Council Approval Date: May 17, 2000 August 20, 2008 June 20, 2012 February 19, 2014

I. PURPOSE

The purpose of this policy is to provide equal employment opportunities for all qualified and qualifiable persons.

II. POLICY

It is the official policy of the City of Appleton to provide equal employment opportunities for all qualified and qualifiable persons without regard to race, color, creed, religion, national origin, ancestry, age, sex/gender, handicap or disability, arrest/conviction record, marital status, sexual orientation, gender identity and gender expression, political affiliation, results of genetic testing, honesty testing, pregnancy or childbirth, military service, disabled veteran or covered veteran status, service in the U.S. Armed Forces, the State Defense force, National Guard of any state, or any other reserve component of the United States or State military forces, use or nonuse of lawful products off the employer's premises during non-working hours, or any other non-merit factors, except where such factors constitute a bona fide occupational qualification or substantially relate to the circumstances of a particular job or licensed activity, and with proper regard for privacy and constitutional rights as citizens. This equal employment opportunity is applicable to all phases of employment including job assignment, job restructuring, reasonable accommodation for disabled individuals, recruitment, selection, promotion, transfer, compensation, lay-off, re-call, training and development, corrective action, demotion, termination, leave or benefits, licensing or union membership, and all other components of the City of Appleton Human Resources system.

III. DISCUSSION

The Human Resources Director shall have responsibility for:

1. Designating an Affirmative Action Officer for the City of Appleton.
2. Developing, coordinating and administering the City's Affirmative Action Program.
3. Instructing department heads and supervisory personnel on provisions of the Equal Employment laws and the City's Affirmative Action Program especially in areas

where contractual compliance with Affirmative Action provisions is required for Federal and State funding purposes.

4. Implementing, monitoring and modifying the City's Affirmative Action Program reporting system to measure effectiveness and to determine where progress has been made and where further action is needed.
5. Analyzing all aspects of Human Resources policies and practices.
6. Coordinating a communication network that will provide the community and all City employees with information concerning the City's Affirmative Action Program.
7. Keeping department heads and appropriate City officials informed of changes in the law, relevant court cases, and administrative rulings that might affect the City's Affirmative Action Program.
8. Working with department heads to determine specific problem areas of their employment practices and resolving any problems that may exist.
9. Designing and maintaining audit and recordkeeping procedures for the collection of statistical data. Compiling and submitting Equal Employment Opportunity reports that may be required by law.
10. Reviewing and revising the contents of the program annually in order to identify new problems that might arise.
11. Handling any complaints that may arise out of implementation of the plan.

Department Heads shall have responsibility for:

1. Assisting in identifying problem areas and establishing agency and unit goals and objectives.
2. Being actively involved with local minority organizations, women's and disabled groups, community action organizations and community service programs designed to promote EEO.
3. Participating actively in periodic audits of all aspects of employment in order to identify and to remove barriers obstructing the achievement of specified goals and objectives.
4. Holding regular discussions with other managers, supervisors, and employees to assure the agency's policies and procedures are being followed.
5. Reviewing the qualifications of all employees to ensure that minorities, people with disabilities, and women are given full opportunities for transfers, promotions, training, salary increases, and other forms of compensation.

6. Participating in the review and/or investigation of complaints alleging discrimination.
7. Conducting and supporting career counseling for all employees.
8. Participating in periodic audits to ensure that each agency unit is in compliance (e.g EEO posters are properly displayed on all employee bulletin boards).
9. Committing themselves and their department to comply with the Affirmative Action Program.
10. Assisting the Human Resources Director in the implementation of training and promotional programs within their department.
11. Implementing all aspects of the City of Appleton's Affirmative Action Program as it applies to their department, ensuring that policies and practices are non-discriminatory with regard to race, color, creed, ancestry, religion, national origin, age, marital status, arrest/conviction record, sex/gender, handicap or disability, sexual orientation, gender identity and gender expression, political affiliation or results of genetic testing , honesty testing, pregnancy or childbirth, military service, disabled veteran or covered veteran status, service in the U.S. Armed Forces, the State Defense force, National Guard of any state, or any other reserve component of the United States or State military forces, use or nonuse of lawful products off the employer's premises during non-working hours.
12. Ensuring that supervisors and staff in their department fully understand the Affirmative Action Program.

#### Employee Responsibility

1. All employees have the responsibility for carrying out their assigned duties and providing City services without regard to race, color, creed, ancestry, religion, national origin, age, marital status, arrest/conviction record, sex/gender, handicap or disability, sexual orientation, gender identity and gender expression, political affiliation, results of genetic testing, honesty testing, pregnancy or childbirth, military service, disabled veteran or covered veteran status, service in the U.S. Armed Forces, the State Defense force, National Guard of any state, or any other reserve component of the United States or State military forces, use or nonuse of lawful products off the employer's premises during non-working hours.

## IV PROCEDURES

### Records Review

The Human Resources Director shall have full access to all departmental policies and procedures, rules and regulations, including Human Resources files, documents, background investigation reports and any other documents or information relating to job restructuring, recruitment and selection, promotion, transfer, compensation, lay-off, re-call, training and development, corrective action, termination and all other components of the City of Appleton Human Resources system.

## Department Review

The Human Resources Director shall be as involved as he/she deems appropriate in all phases of job restructuring, recruitment and selection, promotion, transfer, compensation, lay-off, re-call, training and development, corrective action, demotion, termination and all other components of the City of Appleton Human Resources system where this policy may apply. This involvement shall be to insure that the City's Affirmative Action Program is fully understood and adhered to by all City departments and employees.

To ensure that the City of Appleton's Affirmative Action Program is communicated to all employees, applicants and citizens, the following steps shall be taken:

1. The Affirmative Action Plan shall be distributed to all City departments.
2. The policy statement shall be prominently displayed in conspicuous public places on City bulletin boards.
3. All employees shall receive annually the Equal Employment Opportunity/Affirmative Action statement to affirm the City's commitment to the Equal Employment Opportunity Policy and the Affirmative Action Plan.
4. All newly hired employees shall receive a copy of the Affirmative Action Policy.
5. All newly hired and existing employees shall receive Harassment and Discrimination training.
6. All employment applications along with other personnel documents will include the phrase "An Equal Opportunity Employer."
7. All advertisements for open positions shall include the phrase "An Equal Opportunity Employer."
8. The Open Positions list, a telephone Job Line recording of information regarding job openings, established for greater community access to this information shall include the phrase "An Equal Opportunity Employer."
9. The plan shall be reviewed on an annual basis.
10. This policy will be posted on the City's Human Resources web page.

## Complaint Process

Each employee is responsible for bringing to the attention of their supervisor or the departments listed below, any employment decision that he or she feels conflicts with the letter or spirit of the law. Employee may bring their concerns by using the Employment Discrimination Complaint Form on the City's website or obtaining one from the Human Resources Department, Legal Services Department, or the Mayor's office. Complaints may be filed with the Human Resources Department, the Legal Services Department or the Office of the Mayor.