

Affirmative Action Policy

AFFIRMATIVE ACTION

Definition

Affirmative action signifies a positive, continuing, result-oriented program to assure meaningful employment opportunities to all segments of the community, and most specifically, to minority group members and women.

Policy

It is the policy of the Town's Affirmative action program to: provide equality of opportunity in employment in the town for all persons; to prohibit illegal discrimination because of race, color, religion, sex, national origin, political affiliation, physical or mental handicaps, age marital status, or disable or Vietnam era veteran status in all aspects of its personnel policies, programs, practices, and operations; and, to promote the full realization of equal opportunity in employment through continuing programs of affirmative action throughout the organization. This will be accomplished through the following steps:

- A. Develop or reaffirm the EEO policy in all personnel actions imposing only valid position requirements.
- B. Internally and externally disseminate the policy.
- C. Establish responsibilities for implementation of the program.
- D. Identify the problem areas (deficiencies) by organizational units and job groups. (work force/utilization analysis.)
- E. Establish goals and objectives by organizational units and job groups, including timetables for completion.
- F. Develop and execute action-oriented programs designed to eliminate problems and further designed to attain established goals and objectives.
- G. Design and implement internal audit and reporting systems to measure effectiveness of the total program
- H. Assure compliance of personnel policies and practices with the Sex Discrimination guidelines (41 CFR Part 60-20)
- I. Support local and national community action programs and community service programs, designed to improve the employment opportunities of minorities and women.
- J. Consider minorities and women not currently in the work force having requisite skills who can be recruited through affirmative action measures.

Affirmative Action Committee

- A. The Town Board will establish an Affirmative Action Committee (as needed) to review the personnel actions of the Mayor to assure that affirmative action is followed. Once the Agency has over five (5) employees, then an Employee's Affirmative Action Committee will also be established.

- B. **Employees should file all charges of discrimination in the hiring and management practices of the town or the mayor with the Affirmative Action Committee.**