

THE AFFIRMATIVE ACTION PLAN
FOR THE
TOWN OF THOMASTON, CONNECTICUT

ADOPTED BY BOARD OF SELECTMAN

November 7, 2006

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I. POLICY STATEMENT

AFFIRMATIVE ACTION POLICY STATEMENT

It has always been the policy and will continue to be the strong commitment of the Town of Thomaston and all contractors and subcontractors who do business with this municipality to provide equal opportunities in employment to all qualified persons solely on the basis of job-related skills, ability and merit. The Town of Thomaston, will continue to take Affirmative Action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sexual orientation, pregnancy, national origin, ancestry, mental disorder (present or past history thereof), age, physical disability (but not limited to blindness), marital status, mental retardation, and criminal record. Such action includes, but is not limited to employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training including apprenticeship. The Town of Thomaston, its contractors and subcontractors will continue to make good faith efforts to comply with all federal and state laws and policies which speak to equal employment opportunity.

The principles of Affirmative Action are addressed in the 13th, 14th, and 15th Amendments of the United States Constitution, Civil Rights Act of 1866, 1870, 1871, 1991 Equal Pay Act of 1963, Title VI and VII of the 1964 United States Civil Rights Act, Presidential Executive Orders 11246, amended by 11375, (nondiscrimination under federal contracts), Age Discrimination in Employment Act of 1967, National Labor Relations Act, Executive Order Number 3 and 17 of the State of Connecticut, Connecticut Fair Employment Practices Act, Acts Concerning Employment Discrimination Against Persons with Criminal Records – Public Act 73-347 Connecticut, Act Concerning Maternity Leave (CT public Act 73-647), Pregnancy Discrimination Act 1978, Amendment to Title VII, Family Medical Leave Act 1993, Act 1, Section 1 and 20 of the Connecticut Constitution, Governor Grasso's Executive Order Number 11, Governor O'Neill's Executive Order Number 9, the Connecticut Fair Employment Practices Law (Sec. 46a-60-69), of the Connecticut General Statutes, Connecticut Code of Fair Practices (46a-70-81), Deprivation of Civil Rights (46a-58(a)(d)), Public Accommodations Law (46a-63-64), Discrimination against Criminal Offenders (46a-80), definition of Blind (46a-51(1)), definition of Physically Disabled (46a-51(15)), definition of Mentally Retarded (46a-5 (13)), cooperation with the Commission on Human Rights and Opportunities (46a-77), Sexual Harassment (46a-60(a)-8), Connecticut Credit Discrimination Law (360436 through 439), Title I of the State and Local Fiscal Assistance Act of 1972.

This Affirmative Action Policy Statement re-affirms the Town of Thomaston's commitment to the Principles of Equal Employment Opportunity.

II. STATEMENT OF PURPOSE

The Affirmative Action Policy Statement reaffirms the Town of Thomaston's commitment to provide employment opportunities fairly and impartially. With the development of the Affirmative Action Plan, the Town takes a positive planned approach to ensuring that women, minorities and members of all protected classes are extended every available opportunity for employment and for equal consideration in employment policies and practices. Specifically, the Plan outlines steps to be taken to maximize the utilization of protected groups in the municipal work force and to achieve parity in each job group as compared to the availability of protected groups within the applicable labor area.

III. ASSIGNMENT OF RESPONSIBILITY

The ultimate responsibility for Affirmative Action lies with the First Selectman who will provide policy direction so that affirmative action and equal opportunity employment are assured.

To this end the First Selectman will review the semi-annual EEO-4 forms and will keep informed of all developments in affirmative action law to ensure compliance with federal and state requirements.

The Payroll Department is responsible for a semi-annual audit of the composition of the municipal work force and for submitting such EEO-4 to the Equal Employment Commission as required by Federal law.

Department heads and supervisors are responsible for promoting the concept of affirmative action and will be held accountable for fostering non-discriminatory work environments.

The cooperation of all Town employees is essential to the success of the Program. All employees share in the responsibility of demonstrating a sensitivity to and a respect for the personal differences of fellow employees and members of the public. Employees are encouraged to voice any concerns they may have to the First Selectman.

IV. POLICY DISSEMINATION

The Town will take positive action to ensure that its intent to provide a non-discriminatory employment program is well communicated both within and outside the municipal system:

Internal

The Affirmative Action Policy Statements are centrally posted in the Town Hall. The Affirmative Action Policy Statement informs employees that the Affirmative Action Plan is maintained in the First Selectman's Office and is always available for review and Bulletin boards at all work sites bear the required Federal and State EEO posters.

External

Employment recruitment notices and advertising clearly identify the Town as an Affirmative Action/Equal Opportunity Employer;

All job openings for regular full-time employment are listed with the State of Connecticut Job Bank;

Except in cases of bona fide occupational need, employment advertising does not include unnecessary restrictions such as age or gender;

Employment applications include a non-discrimination statement and a voluntary affirmative action self-identification questionnaire; this information is maintained in a separate file for use in Affirmative Action reporting;

Bid specifications include EEO requirements; EEO requirements apply to subsequent purchase orders and contracts for successful bidders;

V. WORKFORCE ANALYSIS

An analysis of the municipal work force shall be conducted to determine areas in which women and minorities may be underutilized. The analysis provides the base from which problem areas may be identified and corrected.

POSITIONS INCLUDED IN JOB CATEGORIES

Executive, Managerial, Administrative - A (Department Heads)

- First Selectman
- Building Official
- Social Services Director
- Fire Chief
- Director, Parks and Recreation
- Police Chief
- Tax Collector
- Town Planner
- Superintendent of Highway
- Superintendent of WPCA

Executive, Managerial, Administrative - B

- Deputy Fire Chief
- Deputy Police Chief
- ZEO/Inlands Wetlands Officer and Assistant Officer
- Asst. Superintendent of Streets

Professionals:

- Assessor
- Finance Director
- Fire and Police Lieutenants

Technical and Related Support:

- Laboratory Technician

Pretreatment System Operator

Technical - Police Sergeants: As stated

Fire Marshal/Deputy: As stated

Protective Service - Police:

All Patrolmen excluding Detectives
Municipal Animal Control Officer

Detective - Police: As stated

Administrative Support:

All clerical including Timekeeper/General Clerk and Supply & Service Coor.

Precision Production, Craft & Repair:

Equipment Repairman
Equipment Mechanics
Traffic Operators/Sign Worker and Sign Lead Worker

Transportation & Material Moving:

Highway Maintainers
Trailer Driver

Service/Maintenance:

Town Hall Custodian

VI. UNDERUTILIZATION

Underutilization is defined as having fewer women and minorities in relevant job groups within the municipal system than would be reasonably expected by their availability in the recruitment area. In determining underutilization consideration will be given to the size and composition of female and minority employed, unemployed and those available for promotion within the current Town workforce.

VII. REVIEW OF EMPLOYMENT POLICIES AND PRACTICES

Essential to providing a non-discriminatory employment program is the correction of deficiencies in the employment process which may inadvertently serve to have an exclusionary effect on protected class members. The following has been determined:

Job Descriptions: Job descriptions are reviewed with each vacancy. Job duties accurately reflect job duties. Minimum qualifications are compatible with functions performed.

Testing: The Town utilizes the process of testing job applicants who meet minimum qualifications. Testing provides an objective means of determining the best candidates for available positions. Testing accommodation is always provided if requested.

Vacancies & Promotions: The majority of full-time positions are covered by labor agreements. The procedure for filling vacancies, promotional or otherwise, is dictated by contract language for most positions. This process is fairly and consistently applied. The Town of Thomaston encourages advancement and many management-level positions have been filled through promotion. Employees are equitably offered the ability to attend workshops, seminars and classes to develop additional skills.

Personnel Policies: Town personnel policies are applied uniformly and equally among all employees.

Layoffs and Terminations: The procedures for layoffs and terminations are dictated by contract language for the majority of positions. The Town of Thomaston provides a fair and legal process for layoffs and terminations for all employees.

VIII. INTERNAL GRIEVANCE PROCEDURE

The purpose of this procedure is to provide a method for facilitating a prompt and equitable resolution of grievances alleging discrimination and/or harassment. Municipal employees and applicants for employment have the right to file a grievance on any action, practice or procedure which they feel is discriminatory and in violation of the Affirmative Action Plan. Utilization of this procedure is not a prerequisite to the pursuit of other remedies.

Procedure:

1. An employee or applicant for employment with a complaint of discrimination and/or harassment may request a conference with the First Selectman to present issues relating to the alleged incident(s). The grievant controls whether the issues raised are to be investigated or whether the conference is solely for advice and consultation.
2. No action will be taken by the First Selectman without a signed and dated written complaint. If the grievant wishes only to inform the Department Head about the violation or potential for such while keeping his/her identity confidential, the First Selectman will at his/her discretion assist the grievant by speaking informally with the Department Head.
3. If the grievant wishes to have the issues raised investigated, a signed and dated written complaint must be submitted within thirty (30) days of the alleged incident(s). Complaints should be addressed to:

Maura Martin
First Selectman
Town of Thomaston
158 Main Street
Thomaston, CT 06787

4. After a written complaint is submitted, the First Selectman will request from the

immediate supervisor and/or party alleged with the violation a written statement answering the allegations. The response shall be returned to the First Selectman within three (3) working days of receipt. Thereafter, the First Selectman will arrange interviews with all parties involved.

5. Within five (5) working days after the completion of all interviews, the First Selectman shall determine the validity of the complaint and a resolution of such. He/she shall submit these findings to the grievant, the First Selectman and all other affected parties.

Throughout the grievance process the grievant, in order to protect his/her rights, can file a formal complaint with the appropriate federal and state agency or court of law without it jeopardizing the right to use this procedure.