

BOARD OF SELECTMEN
Affirmative Action Policy
Original Date: June 25, 1987
1987-1

Reaffirmed: December 20, 1993
Reaffirmed: January 20, 1998
Reaffirmed: January 8, 2001
Reaffirmed: March 9, 2004

At a meeting of the Board of Selectmen of the Town of Wellfleet, the following policy of non-discrimination was affirmed:

1. No person is excluded from service because of race, color, national origin, sex, religion, marital status, age, handicap, or sexual preference.
2. There is no segregation of persons served on the basis of race, color, national origin, sex, religion, marital status, age, handicap, or sexual preference.
3. There is no discrimination on the basis of race, color, national origin, sex, religion, marital status, age, handicap, or sexual preference, with regard to hiring, assignment, promotion, or other conditions of staff employment. In addition, the Town has a written plan for positive action to achieve equal employment opportunity for all persons in the filling of its staff positions including elements such as contacts with various organizations in the community (including minority group organizations) regarding the Town's employment needs, recruitment advertisements in minority group news media where advertisement in the general media is used to fill jobs, identifying the Town as an equal employment opportunity employer in recruitment advertisements, and the use for job referral purposes of only those employment agencies which do not discriminate on the basis of race, color, national origin, sex, religion, marital status, age, handicap, or sexual preference.
4. There is no discrimination on the basis of race, color, national origin, sex, religion, marital status, age, handicap, or sexual preference, in membership on the Town's governing body.

I certify that the practices of this organization conform to the policy of non-discrimination stated above.

(date)

(Chairman, Board of Selectmen)

TOWN OF WELLFLEET AFFIRMATIVE ACTION POLICY AND PLAN

I. Equal Employment Opportunity Policy

The Town of Wellfleet is committed to a policy of insuring Equal Opportunity in its practices to the extent that the Town of Wellfleet (referred to herein as the Town) will not discriminate against any employee or applicant for employment because of race, color, national origin, sex, religion, marital status, age, handicap, or sexual preference. This commitment extends to all of the Town's operations and to all areas of employment. The specific practices necessary to implement this policy will be based upon guidelines established in both the State and Federal Civil Rights Laws, viz., Title VI and VII of Civil Rights act of 1964 and Massachusetts Executive Orders #14 and #116. These practices will be carried out to the best of our ability because we, as a concerned employer, recognize that minorities of this country have had a dismal experience of employment and that they need help. This is a projection of the Town's sense of social responsibility and moral obligation, and our belief that by providing equal opportunity to all people we will not just insure it for the minorities but our own effectiveness as a Town will be enhanced.

Policy Statement – It is the Town's policy to achieve equal employment opportunity for all employees and applicants for employment without regard to race, color, national origin, sex, religion, marital status, age, handicap, or sexual preference.

Employment prerequisites are that qualified applicants are considered without regard to race, color, national origin, sex, religion, marital status, age, handicap, or sexual preference. Minority employees are given equal consideration for promotion based on the same standards and qualifications used for other employees. Nondiscriminatory considerations shall be used in decisions concerning training, transfer, demotion and termination.

All unions, vendors and contractors with which the Town deals are notified that the Town is an Equal Employment Opportunity Employer and the Town requires the utilization of employees and referral of potential employees without regard to race, color, national origin, sex, religion, marital status, age, handicap, or sexual preference. All entities with contractual agreements are requested to initiate a program of nondiscrimination.

II. Affirmative Action Plan

To insure equal opportunity, the Town is pledged to take Affirmative action by, 1) moving all employees in the work force to parity, 2) removing whatever barriers which may have a disparate effect upon minorities and women in the screening and hiring as well as the process of promotions, transfer and placements with the Town, 3) actively seeking qualified minorities and women candidates for employment in the recruitment process.

As outlined in Federal executive Orders 11246 and 11375, the Affirmative Action will follow a program of objectives (goals) and timetables based upon the results of a utilization analysis of the Town's workforce and the need for adequate monitoring and supervision of those practices and procedures heretofore recognized as partial and discriminatory even though such condition (s) cannot be traced to a conscious intent of the employer.

1. Statement of Policy

It is the policy of the Town of Wellfleet to assure that applicants for employment and employees, during employment, will be considered without regard to their race, color, national origin, sex, religion, marital status, age, handicap, or sexual preference. Such affirmative action shall concern decisions relating to employment, upgrading, demotion, or transfer, recruitment, or recruitment advertising, layoff or termination, rates of pay or other forms of compensation.

2. Responsibility for the Program

Ultimate responsibility for the program rests with the Board of Selectmen of the Town of Wellfleet. The Board of Selectmen may delegate the responsibility for the implementation of the program to the Town Administrator, who shall be the Affirmative Action Officer. The Town Administrator is empowered as management authority to seek from time to time such assistance as is needed to implement the program. Any unresolved problems pertaining to the Affirmative Action Plan shall be referred to the Personnel Board of the Town of Wellfleet. The Town Administrator shall be responsible for:

- a. Policy statements affecting Affirmative Action; internal and external communication procedures.
- b. Assist management staff in collecting and analyzing EEO data and identifying problem areas as appropriate.
- c. Report at least annually to the Board of progress of each area in relation to this program.
- d. Assure that current information affecting this program is provided to the Board of Selectmen.

3. Recruitment

When advertising for employees, the Town will include advertisements in newspapers and public media within the general area in addition to sources already cited above.

4. Dissemination of Policy

All supervisory and staff personnel will be thoroughly instructed in the provisions and requirements of the Affirmative Action Plan.

5. Utilization Evaluation

Where there is an obvious underutilization of minorities, the Town will make every good faith effort to correct this condition by actively seeking minority employees.

6. Personnel Actions

The Town Administrator shall investigate all complaints of alleged discrimination made by employees and in connection with obligation under the Town's Affirmative Action Plan and will seek to resolve such complaints through appropriate action.

III. Reassignment Policy

EEO and Affirmative Action

A. In the event or whenever two or more employees apply for a transfer to the same position or the same work area and

1. there is only one job opening
2. there is only one vacancy and available vacancies are less than the number of applicants, and
3. if the qualifications of said applicants are equal,

then the criteria of preference for the selection of applicants (1) to be changed to a new position within the same area of the applying applicant(s) or (2) to be transferred to a new job in another area will be in the descending order as follows:

- a. length of service translated into LHHW (Life History Work Hours)
- b. Women and minorities. In the event that there are more than two women with equal qualifications and one is a minority, preference shall be given to the minority. In the event that all women applicants are minorities, preference will be given to the minority in the highest underutilization category.

Employment Policy

EEO and Affirmative Action

B. In the event or whenever two or more persons with equal qualifications have applied for the same job opening or vacancy and a choice must be made for only one to be hired to fill the job opening or vacancy, the criteria of preference for the selection of the applicant will be in the descending order of the following:

1. (Same statement as in #a of Transfer Policy)
2. (Same statement as in #b of Transfer Policy)

C. Recruitment

1. When advertising for employees, the Town will include all such advertisements in newspapers or other publications, published within the normal recruitment area and known to have a large circulation among minority groups.
2. The Town will, unless precluded by a valid collective bargaining agreement, conduct systematic and direct recruitment through public and private employee referral sources likely to yield minority group applicants, which may include State employment agencies, schools, colleges, and minority group organizations.