

STANDARD PROCEDURE

CITY OF WILSON

PERSONNEL MANUAL

SUBJECT	NUMBER	REVISED	EFFECTIVE DATE	SUPERSEDES	PAGE
Equal Employment Opportunity Affirmative Action Program	A-3	1	June 1, 2007		1 of 2

Prepared By: Policy Review Committee

Approved By: Grant Goings
City Manager

1.0 Purpose

An Affirmative Action Program shall be implemented to assure that equal employment opportunities are provided for all persons.

2.0 Policy

It is the policy of the City to foster, maintain and promote equal employment opportunity. The City shall select employees on the basis of the applicant's qualifications and without regard to age, sex, race, color, creed, religion, national origin, or disabled status.

3.0 Scope

All City employees and applicants for employment are covered by this policy.

4.0 Definitions

Affirmative Action: Proactive steps designed to achieve equal employment opportunity and reduce underutilization of identifiable groups within the labor market area.

5.0 Rules/Procedures

5.1 Supportive of its commitment to Equal Employment Opportunity, the City's affirmative action program follows:

5.2 Affirmative Action Program

5.2.1 The City Manager shall have the ultimate responsibility for implementation of the Affirmative Action Plan, in keeping with the City Code and the Council-Manager form of government. In this connection, the City Manager shall formulate and disseminate directives as needed to department heads and other city employees.

5.2.2 The Human Resources Director shall have the responsibility for recommending to the City Manager the conceptual framework for an Affirmative Action Plan, and for keeping the City Manager apprised of progress/problems in its implementation. The Human Resources Director, in conjunction with department heads, is responsible for assuring that the aspects of the Personnel System, including recruitment, selection, training, promotion, compensation, and all Human Resources' policies, procedures and practices conform to applicable legal and regulatory requirements. Pursuant to this responsibility, the Human Resources Director shall assist department managers in collecting and analyzing data, identifying problem areas, and developing strategies to achieve goals and objectives.

5.2.3 All parts of the selection process will be realistically and directly related to the duties and responsibilities of the particular position.

5.2.4 Outreach recruitment will be conducted in order to assure a diverse and well qualified applicant pool.

5.2.5 Training will be provided to employees in order to assist in upward mobility.

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5.2.6 Sexual harassment is sex discrimination and is prohibited conduct. See Rule A-4.

5.2.7 The Affirmative Action Plan will be evaluated and updated annually.

6.0 Grievance Procedure

6.1 City employees may use the City's Grievance Procedure, Rule D-5 to resolve complaints and charges of discrimination based on age, race, sex, national origin, creed, religion or disabled status.

6.2 Applicants for employment with the City who believe they have been discriminated against because of their protected class status may contact the Human Resources Director for assistance.

R-22-80

RESOLUTION AFFIRMING A POLICY FOR EQUAL EMPLOYMENT OPPORTUNITY FOR THE CITY OF WILSON, NORTH CAROLINA

WHEREAS, from time to time, the City of Wilson must submit certifications to various departments of the United States Government assuring that:

The City's federally funded programs will be conducted and administered in conformity with Title 6 of the Civil Rights Act of 1964; Title 8 of the Civil Rights Act of 1968; Section 109 of the Housing and Community Development Act of 1974; Section 3 of the Housing and Urban Development Act of 1968; Executive Order 11246; Executive Order 11063, and any other regulations issued to implement these authorities;

WHEREAS, Executive Order 11246 as amended by Executive Order 11375 requires federal contractors to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, sex, or national origin;

WHEREAS, consistent with the City's established rules, regulations and policies, no person shall be refused employment, given preference or otherwise discriminated against on account of race, sex, religion, age, physical handicap, political affiliation, or national origin;

WHEREAS, it is further pronounced that among the practices prohibited in employment with the City and by business contracted by the City area; (1) Discriminate in regard to tenure, term promotion, salaries, and other conditions of employment; and, (2) discrimination in the selection of personnel for training and temporary/permanent employment;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILSON;

1. That it is declared and affirmed to be an official policy of the City of Wilson to foster, maintain, and promote equal employment opportunity among persons in its employment and in the letting and monitoring of all contracts.
2. That the City will take steps to assure that contractors performing work for the City shall select candidates for employment on the basis of the candidates' qualifications for the jobs and extend equal opportunities with respect to compensation, training, and advancement, including upgrading and promotion, without regard to race, sex, color, religion, or national origin, and to ensure that equality in such opportunities continue to be the basis of the contractors' policies.
3. That as a matter of policy, the City Council hereby directs the City Manager as follows:
 - (a) To be responsible for maintaining an affirmative action program as it relates to the employment, training, and promotion of minorities, women, and older and handicapped persons by the City and its contractors.
 - (b) To administer and provide policy direction for the affirmative action program so that equal employment opportunities exist in all areas in which funds are expended by the City.

Adopted this the 27th day of March, 1980.

City of Wilson, North Carolina