

Policy Summary:

The City of Waco employs, retains, promotes and terminates all employees and applicants on the basis of merit, qualifications and competence. The EEO Policy shall be applied without regard to race, sex, religion, color, national origin, age, marital status or disability.

The City celebrates diversity and strives to create an organizational environment which promotes the value, potential and understanding of the differences in each of us. The City recognizes the need to insure equal employment opportunity for all. Each employee is expected to abide by the City's commitment to equal employment opportunity. Specific procedures to achieve equal employment opportunity are contained in the City of Waco Diversity Awareness/Affirmative Action Plan.

1994 REVISIONS

DIVERSITY AWARENESS/AFFIRMATIVE ACTION PLAN

Overview

This document incorporates several changes in the City's Diversity/Awareness Affirmative Action Plan. Significant areas include:

1. Specifies categories and levels of involvement in EEO process.
2. Simplifies EEO complaint procedures and filing requirements.
3. Maximizes compatibility with city grievance and complaint process by using the same form.
4. EEO hearing for complaints established to provide employees with "due process."
5. Plans EEO data reports that help departments identify problem areas and management allocate staff development resources.
6. Allows for Council to appoint six citizens to serve on an Equal Employment Advisory Committee. This Committee is comprised of citizens who are knowledgeable in EEO, underutilized businesses, minority and other civil rights areas.
7. Allows for Appointment of Human Resources Representatives at the department level. The Human Resources Representatives must be city employees of good standing with at least one year completed service who volunteer to serve on the Grievance Hearing Committee.

8. Requires annual review and updates of Affirmative Action Plan activities and goals both internally through Human Resources Representatives and externally through EEO Advisory Committee.
9. The language has been updated to make the document easier to understand and to read.

SECTION I

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Introduction:

The City's Equal Employment Opportunity ("EEO") Policy reflects the City's commitment to fair employment practices. It consists of four parts: (A) an Equal Employment Opportunity Policy Statement, Commitment and Objectives, (B) an Affirmative Action/Equal Employment Opportunity Plan, (C) 1994 Affirmative Action Plan Goals, and (D) The EEO-4 Report and a New Glass Ceiling Report.

A. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT, COMMITMENT, AND OBJECTIVES.

(1) Policy Statement

As first adopted by the City of Waco in its Affirmative Action Plan dated August 2, 1972, it is the policy of the City that all qualified persons, regardless of race, color, religion, sex, national origin, age, or disability are entitled to equal employment opportunities.

(2) Affirmative Action Commitment

It is the goal and commitment of the City of Waco that the composition of its workforce reasonably reflects the make up of minorities, men and women in the community. The City is committed to recruiting qualified applicants for vacant positions and will develop, implement and monitor a pro-active program to achieve this result. The City will make every effort to provide for a work environment free from all forms of discrimination and conducive to the development of the full potential of each individual.

(3) Objectives

The fundamental objectives of the City's Equal Employment Opportunity Policy are:

- (a) To provide equal and fair employment opportunities to all employees and applicants for employment with the City and to create an organizational culture which reflects, recognizes and promotes the value of diversity.
- (b) To provide policies that insures that personnel administration practices including, but not limited to, benefits, recruiting, hiring, transferring, terminating and compensation for employees that are fair and equal
- (c) To continue to evaluate the appropriate compensation for City employment positions based on the tasks and responsibilities of the position.

B. AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY PLAN

(1) Staff Participation

(a) City Manager

The City's chief executive officer, the City Manager, has the ultimate responsibility for compliance with the EEO Policy and the implementation of the Affirmative Action Plan. This commitment insures all departments of the City achieve compliance with established laws, practices and City Council directives.

The City Manager has delegated certain responsibilities to the Personnel Services, specifically the EEO Officer.

(b) Equal Employment Opportunity Officer

The City Manager shall designate an Equal Employment Opportunity (EEO) Officer for the City of Waco. The EEO Officer has the responsibility to monitor, report, and recommend procedures to insure EEO compliance with federal, state and local laws, rules and regulations, as well as the following specific responsibilities:

- (1) The EEO Officer will annually evaluate and revise the Diversity Awareness/Affirmative Action Plan for the City of Waco and maintain statistical data required for EEO reports, government grants, and other programs.

- (2) The EEO Officer will assist Department Directors and division heads in collecting and analyzing employment data; identifying problem areas; setting performance goals or measures for achievement; establishing viable timetables and eliminating any discriminatory practices discovered in the employment and training process within respective departments or divisions.
 - (3) The EEO Officer is designated as the 504 Coordinator. The EEO Officer will assist disabled personnel with employment related problems. The EEO Officer is a member of the City's Reasonable Accommodations Committee and works with other staff to insure compliance with the provisions of the Americans with Disabilities Act.
 - (4) The EEO Officer will design and implement an audit reporting system to measure EEO compliance and program effectiveness for insuring equal employment opportunity for minority ethnic groups, women, and disabled and veterans.
 - (5) The EEO Officer, after analyzing data from the established audits, will determine each division or department's yearly progress with regard to the city's Diversity Awareness/Affirmative Action Plan goals. When corrective or expedited procedures are indicated, the EEO Officer shall develop specific and detailed recommendations for the affected division, department, or supervisor.
 - (6) The EEO Officer will serve as liaison on Affirmative Action/Equal Employment Opportunity matters between the City of Waco and Federal Contracting and EEO officials when required.
 - (7) The EEO Officer serves as the Historically Underutilized Businesses' Liaison Officer for all federal programs
- (c) Personnel Director

The Personnel Director is responsible for the EEO officer's dissemination of Equal Employment Opportunity information throughout the City organizational structure as

well as to the outside civic organizations to ascertain that all segments of the City's population are aware of the Equal Employment Opportunity Policy and The Diversity Awareness/Affirmative Action Plan of the City of Waco.

(d) Human Resources Representatives Committee

Each Department shall appoint a Human Resources Representative to the committee whose duties are to stay knowledgeable of policies and procedures affecting employee rights and benefits and to help disseminate the information within their respective divisions.

Human Resources Representatives (HR Reps) are appointed by the City Manager or designee, from applicants to serve on the Employee Hearing Committee. Additionally, HR Reps must be full time employees with at least one year of City service and must be recommended by their department.

The Human Resources Representative provide feedback and input for the annual Diversity Awareness/Affirmative Action Plan revisions, recommend policy amendments, and serve as ad hoc advisors to City management in issues relating to staff development. Appointment as a Human Resources Representative does not preclude any employee from being appointed or selected to other personnel related committees. Human Resource Representatives shall meet with the EEO Advisory Committee for the purpose of reviewing the Diversity Awareness/Affirmative Action plan on an annual basis.

(2) Recruitment

- (a) Personnel Services is responsible for publication of employment opportunities with the City. All employment advertisements in publications will include the following statement, "The City of Waco is an Affirmative Action/Equal Employment Opportunity Employer."
- (b) Advertising media will not express a sex preference unless sex is a bona fide occupational qualification. Publications will be reviewed by the EEO Officer to insure the language does not imply inequity between men and women.
- (C) Notification of job openings is disseminated through a recorded jobline and a weekly mailing to various segments of

the community, such as clubs, groups, institutions of higher learning, minority and women's businesses or organizations, vocational rehabilitation agencies, and newspapers and publications in the labor market area.

- (d) Recruiting sources for the City of Waco will be informed by correspondence that male, female, minority, and disabled persons and veterans will be provided with equal employment opportunities and that all applicants will be considered for all employment and training positions.
- (e) Recruitment sources will be reviewed bi-annually during odd numbered years, providing for updates to the list or organizations receiving weekly job vacancy announcements. Recruitment sources are reviewed and updated as needed and the job mailing list will be expanded.
- (f) A resource notebook of job vacancy announcements from outside agencies is maintained by Personnel Services is available to all job applicants.
- (g) When available, job vacancies are aired regularly on the City of Waco's government access channel, cable television network. The City's access programming includes job and employment information. Personnel Services coordinates with the City's access programming managers to facilitate the airing of employment opportunities in a timely manner.

(3) Training and Staff Development

(a) In-House Communication and Training Programs

In-house communication and training programs are used to obtain better understanding of legal rulings, workforce issues, changes in policies or procedures and individual responsibilities of employees and their supervisors. Additionally, the Employee Newsletter, City's television access channel and regularly scheduled seminars and discussion groups are used to make employees aware of the Diversity Awareness/Affirmative Action Plan's goals and related activities.

(b) Workforce 2000 Seminars and Discussion Groups

A series of at least six (6) seminars and discussion groups will be held during the year for managers, supervisors, Human

Resources Representatives and EEO Advisory Board members on pertinent issues in the human resources area.

The Workforce 2000 Seminars scheduled during the two months following the City Council's annual approval of the Diversity Awareness/Affirmative Action Plan's revisions and goals will be devoted to training and strategies for implementation of these goals.

(c) New Employee Orientation

The City of Waco's policy on Equal Employment Opportunity is communicated to all new employees during the regularly scheduled orientation briefings.

(d) Human Resources Library

The parts of the library that include the human resources publications, audio and video tapes along with civil service job readiness study guides are available in Library services. Resources may be checked out for self-paced training. Resources may be checked out to the City staff and to the public for self-paced training on issues relating to the Diversity Awareness/Affirmative Action Plan, EEO and other workplace issues. Efforts will be made to incorporate the resources of professional organizations specializing in the area of human resources through interlibrary loan.

(e) Staff Development Audit

Training courses, seminars, and other staff development activities provided by the City are audited annually to insure opportunities are being offered to all employees on an equal basis. The EEO Officer will design and implement a monitoring process whereby City subsidized training is reported annually utilizing EEO categories in the data.

C. COMMUNITY PROGRAMS AND CONTRACTS

- (1) City employees are encouraged to participate in culturally diverse job-related community programs or activities, including accepting speaking engagements and participating in information exchange sessions.

- (2) The Equal Opportunity Clause will be incorporated in all purchase orders, leases, contracts, etc. covered by Executive Order 11246, as amended, and its implementing regulations.

SECTION II

EQUAL EMPLOYMENT OPPORTUNITY COMPLAINTS

Introduction:

This section describes the process for filing Equal Employment Opportunity complaints. The rights of employees, roles and authority of staff, and a step-by-step explanation of the complaint process is included. The following committees receive complaints:

- (1) EEO Advisory Committee
- (2) Human Resources Representatives Committee
- (3) EEO Complaint Hearing Committee

A. SCOPE AND PURPOSE

- (1) Scope

All applicants seeking positions with the City of Waco and all City employees may seek timely redress of discrimination complaints through these procedures for an EEO complaint.

- (2) Purpose

The City of Waco believes sincere, open communication is essential when our employees have problems or concerns regarding their jobs. When grievances or complaints arise, several avenues are available to help address specific problems. These are summarized in B. (1), below.

B. RIGHTS OF EMPLOYEES

- (1) General Rights

When necessary, employees are encouraged to use the various resources provided with the City's policies, including those summarized below:

- (a) Equal Employment Opportunity Complaint

An allegation that an employee has been unlawfully discriminated against in matters related to working conditions or conditions of employment because of the employee's age, sex, race, religion, color, national origin or physical and mental disability.

(b) Employment Complaint

An allegation that a full time employee's general employment conditions have been affected in an adverse manner. Progress review appeals will be handled as complaints. These are addressed in the City of Waco Grievance Policy

(c) Grievance

An allegation that the rights or benefits specifically provided by law or City of Waco personnel and administrative policies have been denied or applied improperly. These grievances are handled in accordance with the City of Waco Grievance Policy.

(d) Sexual Harassment Complaint

An allegation that an employee has been unlawfully subjected to unwelcome sexual advances, requests for sexual favors or physical conduct of a sexual nature as a basis for employment decisions or resulting in an intimidating, hostile or offensive work environment for the individual employee. Complaints of this nature are to be handled according to the procedures outlined in the City of Waco Sexual Harassment Policy. (Resolution #1990-84)

(2) Specific Rights Available to Employees

(a) Retaliation

Every complainant has the right to be free from retaliation, coercion, or interference because of filing an EEO complaint.

(b) Representation

Every complainant and every person against whom a complaint has been filed has the right to be represented by a person of his or her choice. Such person or persons should be designated on the Complaint form.

(c) Notices

Every Person against whom a complaint has been timely filed has the right to have notice of the charges. All persons have the right to reasonable notice of any hearing conducted on a complaint.

(3) Firefighters' and Police Officers' Civil Service

Firefighters and Police Officers are entitled to utilize the EEO complaint procedure in this document; provided however that, in the event of a conflict with this policy, City of Waco Firefighters and Police Officers shall follow the procedures required under Section 143 of the Local Government Code entitled "Municipal Civil Service." Further, this procedure shall not remove or limit any right provided under Civil Service Rules and Regulations; however, a Firefighter or Police Officer who initiates an action under Section 143 of the Local Government Code seeking redress for alleged discriminatory employment practices shall be deemed to have waived the right to pursue redress under this EEO complaint procedure for the same acts or practices asserted in the Section 143 proceeding. In the event that a Firefighter or Police Officer initiates an action utilizing this EEO complaint procedure and later initiates the same complaint under Section 143 of the Local Government Code, the action based on this procedure shall be terminated and the Firefighter or Police Officer shall be deemed to have waived the right to pursue further action utilizing this complaint procedure.

C. KEY TERMS AND DEFINITIONS

(1) Days

Indicate working days. All time requirements are extended by the number of official holidays falling within the required time period, (i.e. if Christmas falls in the middle for a required ten (10) day period, the required period is extended to eleven (11) days).

(2) EEO Advisory Committee

The City Council shall appoint six (6) citizens who are knowledgeable in civil rights, human resources management and historically underutilized business affairs to serve staggered, two-year terms on the EEO Advisory Committee. Committee members will meet quarterly to provide input, advice and recommendations to the Council and City Manager on policy matters regarding EEO, HUBS, and other relevant human resource issues. A member of the EEO Advisory Committee will be the final member of the

EEO Hearing Committee. A rotating schedule of EEO Advisory Committee members to serve at EEO Hearings will be implemented.

- (3) Historically Underutilized Business (HUB)
Is a business meeting federal definitions of minority management and ownership.

D. GENERAL PROCEDURE FOR EEO COMPLAINTS

In order for a complaint to be officially considered, the procedural steps outlined below must be followed after the occurrence of the challenged action.

- (1) Oral Presentation/Informal Stage

All complaints must initially be presented to the immediate supervisor to make every effort to resolve employee concerns as they arise to the mutual satisfaction of both the employee and supervisor. The resolution of the problem at the informal level is encouraged through the division head and Department Director levels, unless the employee desires to proceed directly to the formal level. Most problems should be solved at the informal level. In the event the problem is not solved at this level, the employee has the right to file a formal, written complaint as established in the following section.

- (2) Written Presentation/Formal Stage

If the oral presentation cited above fails to resolve the matter in a satisfactory manner, the employee has the right to file a formal written complaint as set forth in Exhibit "A" with the immediate first line supervisor within twenty working (20) days after the challenged action occurred. Forms are available in Personnel Services. A copy of the complaint must be submitted to Personnel Services, and addressed to the EEO Officer. It is the responsibility of the Hearing Committee Coordinator to contact and inform the Department Director that an EEO Complaint has been filed for consideration by the committee. The first line supervisor, or designee, then has ten (10) working days to formally respond in writing to the complaint.

- (3) Appeal to Division Head Level

If the first line supervisor's decision regarding the complaint is not satisfactory, the employee may submit the matter in writing to the division head within ten (10) working days after receiving notification of the first line supervisor's decision. The division head, or designee, has ten (10) working

days to officially respond in writing to the complainant, unless an extension of time is mutually agreed upon by both parties.

(4) Appeal to Department Director Level

If the division head's decision concerning the complaint is not satisfactory to the employee, he or she may submit the matter in writing to the Department Director within ten (10) working days after receiving notification of the division head's decision. The Department Director, or designee, has ten (10) working days to officially respond in writing to complainant, unless a written extension of time is mutually agreed upon by both parties.

- (a) EEO complaints can be appealed to the Employee Hearing Committee, EEO process.
- (b) EEO PROCESS – The EEO process is essentially the same as the City of Waco grievance process, however the composition of the EEO Complaint Hearing Committee is changed to include a member of the Council appointed EEO Advisory Committee on the hearing panel.

(5) Appeal to EEO Hearing Committee

If the Department Director's decision regarding the complaint is not satisfactory, the employee may appeal the matter in writing to the EEO Hearing Committee, through the Hearing Committee Coordinator (Director of Personnel Services, or designee), within ten (10) working days after receiving notification of the Department Director's decision.

(6) Appeal to City Manager

After considering the recommendation of the EEO Hearing Committee, the City Manager will inform the complainant of the final decision within ten (10) working days. The City Manager, or designee, has ten (10) working days to officially respond in writing, unless a written extension of time is mutually agreed upon by both parties. The final decision is to be delivered to the complainant, the person complained against and the Department Director.

E. EEO HEARING COMMITTEE STRUCTURE AND PROCESS

(1) Selection

The City Manager will annually request employees to volunteer to serve on the committee by submitting their name to Personnel Services. A master list of the employees serving on the EEO Hearing Committee will be developed. When a complaint reaches the hearing level, the Information Systems

Division of the Fiscal Services Department will randomly generate the names of three panelists to include one Department Director, one division head and one employee from the same pay classification as the complainant. The complainant will select as the fourth committee member any employee at their pay level from the names of those remaining on the master list. All employee members of the EEO Hearing Committee shall be selected from the master list.

(2) Composition

Committee members will serve on an ad hoc basis as needed and will include six (6) total members. The only permanent member is the EEO Hearing Committee Coordinator, or designee, from Personnel Services. This position is the only non-voting member of the committee. The other five members will include:

- (a) One employee from the Department Director-Level
- (b) One employee from the division head-level

(NOTE: the Department Director and the division head members shall not be from the same department nor from the department in which the aggrieved is assigned.)

- (c) Two employees from the same pay classification level as the complainant. These two employees shall not work in the same department or in the department in which the employee filing the complaint is employed. One of these two employees may be selected by the complainant.
- (d) The final member will be selected from the EEO Advisory Committee.
- (e) In the event the employee filing the EEO Complaint objects to any employee selected for hearing the complaint, a second name will be generated. The complainant will be able to select one of the two to participate in the hearing. The EEO Hearing Committee Coordinator will notify the complainant of the proposed names prior to the distribution of documents to the EEO Hearing Committee.

(3) Responsibilities of EEO Committee Members

The basic responsibilities of the committee members include:

- (a) To refrain from conducting any kind of independent pre-hearing investigation
 - (b) To refrain from discussing the content of any written material prior to the hearing
 - (c) To refrain from discussing any part of the hearing with persons other than fellow committee members before, during, or after the hearing
 - (d) To weigh the reliability and credibility of the evidence presented
 - (e) To render fair and impartial recommendations based on the evidence presented
 - (f) To prepare a written recommendation which may decide for or against the complainant. The recommendations shall also include a statement of the reasons for the committee's recommendations, which are to be based on the evidence presented and on matters officially noticed. The Committee has ten (10) working days upon the conclusion of hearing all evidence to officially respond in writing to the complainant, unless an extension of time is mutually agreed upon by both the Committee and the complainant. A copy of the Committee's decision is to be forwarded to the City Manager, Director of Personnel Services, City Attorney, the Department Director of the complainant and the complainant.
- (4) Responsibilities of the EEO Hearing Committee Coordinator

The EEO Hearing Committee Coordinator will conduct the hearing process, including:

- (a) Securing all necessary documents and compel attendance of witnesses
- (b) Excluding irrelevant or limit unduly repetitious evidence
- (c) Specifying and enforcing maximum time limitations on all phases of the hearing
- (d) Excusing, when appropriate, all witnesses from the hearing except when called to give testimony
- (e) Taking any other action to maintain decorum and to ensure a fair hearing
- (f) Closing the hearing after all evidence is heard

- (g) Reopening the hearing after deliberation and to announcing the decision

(5) Documentation

The EEO Hearing Committee Coordinator is responsible for receiving all pertinent information from each party regarding complaints appealed at this level and distributing it to the Committee. All parties to the complaint are responsible for submitting all information requested by the hearing committee coordinator or designee, within ten (10) working days after the request for appeal to the committee has been received. The documents may include but are not limited to the following:

- (a) Copy of the employee's written request for a hearing
- (b) Copy of any department documents recommending an adverse personnel action which may have led to the complaint
- (c) Summary of information prepared by the appropriate supervisor upon which the adverse personnel action was based
- (d) Any documents or written statements which the employee provides and desires to be made available to the Hearing Committee Coordinator
- (e) Any other information collected by the Hearing Committee Coordinator and deemed pertinent to the appealed grievance
- (f) Copies of all documents collected by the Hearing Committee Coordinator will be furnished to all parties as soon as practical, but no later than ten (10) days prior to the hearing. A complainant may submit a written request for additional documents to be furnished if the request is submitted not less than three (3) working days after receipt of the complete set of documents furnished by the Hearing Committee Coordinator. Requests for additional documents will be reviewed and approved by the Hearing Committee Coordinator, giving due consideration to the volume of documents requested and the apparent relevance of the document.

6. Conduct of Hearing

(a) Scheduling

The AA Hearing Committee is required to schedule and conduct a meeting to hear matters pertinent to the complaint within fifteen (15)

working days after receiving the documents filed by both parties from the Hearing Committee Coordinator.

(b) Attendance at Hearing

The hearings are not open to the public. However, by consent of both parties, persons other than those listed below are permitted to attend. Those persons required to attend the hearing include:

1. The complainant, and legal counsel or employee representative, if any.
2. One department representative who is either the employee's supervisor or the person in the chain of supervision who made the decision resulting in the complaint. The department representative presents information to the committee on behalf of the department.
3. Any employee requested by the complainant and approved by the EEO Hearing Committee Coordinator to appear as a witness is obligated to attend and present sworn testimony regarding the issues and events regarding the complaint. The complainant must submit all requests for witnesses in writing no less than five (5) working days prior to the hearing. City Department Directors and supervisors should make every effort to ensure the participation of any employee called as a witness in any hearing. Witnesses will be present for their own testimony only, but may be called back at the discretion of the committee.
4. A representative of the City Attorney's Office may attend any EEO hearing providing information and advice to the hearing committee.

(c) Order of Hearing

The order for the meeting should flow according to the following schedule:

1. The Hearing Committee Coordinator calls the meeting to order, states the purpose of the hearing and identifies the employee filing the grievance and the department representative.
2. Swear-in each person providing testimony.

3. Presentation by the employee or legal counsel or employee representative and witnesses. Questions are asked of the employee and witness, if offered.
4. Presentation by a representative of the department and witnesses. Questions are asked of the department representative and witnesses, if offered.
5. Rebuttal, discussion and/or questioning as considered appropriate by the Committee.
6. At the conclusion of the presentation of information or evidence, the committee may meet in closed session to make a determination and final recommendation.

(d) Decision of Committee

The EEO Hearing Committee's final determination will be a recommendation to the City Manager, whose decision is final.

F. MISCELLANEOUS

(1) Extension

An extension of the time limitation can only be accomplished by mutual, written agreement on the part of both parties (i.e., additional time required on the part of the supervisor to investigate specific unanswered questions).

(2) Level of Formal Appeal

The first full-supervisory level is the initial level for formal, written complaints to be submitted. Based on the class concepts of the City of Waco's position classification system, job classes at the first full-supervisory level typically include the term "supervisor" in the job title, have responsibility for the work product and the worker performing the work, provide assistance regarding the development and implementation of goals, objectives and policies within a department or division and are involved with a variety of departmental or divisional personnel activities including selection, disciplinary action and performance appraisal.

SECTION III

AFFIRMATIVE ACTION PLAN GOALS

Introduction:

The Affirmative Action Plan Activities and Goals changed from a three-year cycle to a yearly review. The annual revisions will be submitted to Council by June thirtieth.

A. DATA CHANGES

- (1) After the 1990 census employment data for the Waco area labor market becomes available, a labor force analysis will be prepared and presented to the EEO Advisory Committee for recommendations.
- (2) The Federal EEOC has made it easier to file EEO-4 reports by permitting local governments to submit computer tapes rather than printed forms. Personnel Services will coordinate with Computer Services to facilitate this conversion for the City's 1992 EEO-4 Report.
- (3) Where possible, EEO reports will be designed to reflect the City's fiscal year.

B. COMMUNICATION OF PLAN

- (1) After final approval of the City's Diversity Awareness/Affirmative Action Plan, the contents will be filed with the City Secretary's Office and made available to the public through the Library.
- (2) The Director of Personnel Services will insure that the Plan is distributed internally throughout the City and that necessary briefings and training are conducted.
- (3) Posters, the employee newsletter, and the government access channel will be used to publicize the plan to City employees.
- (4) Personnel Services will coordinate with Community Relations to communicate the City's commitments and goals to the general public.

C. IMPLEMENTATION OF NEW PROCESS

- (1) Procedures will be developed for the operation of committees established in this plan.

- Designated committees: (a) EEO Hearing
(b) EEO Advisory
(c) HR Reps

- (2) The committee members will be required to attend orientation and training on the new rules, roles of staff, EEO complaint process and forms.
- (3) Special training will be presented for managers and supervisors.
- (4) Quarterly reports will be filed with the City Council and the City Manager concerning status of goals and activities.

D. STAFF DEVELOPMENT

- (1) The City Equal Employment Opportunity Policy, Affirmative Action Commitment and Plan will be included in new employee orientations and the Employee Handbook.
- (2) Workforce 2000 Seminars will be scheduled for all City employees to be briefed on the Diversity Awareness/Affirmative Action Plan and the EEO complaint procedures.
- (3) The Human Resources Representatives will research the current status of City organizational sensitivity and culture relative to diversity and related City employee training and development and make recommendations to City management.

E. RECRUITING AND JOB SERVICE

- (1) The City will establish and publicize a recorded jobline to allow for more access to job applicants.
- (2) The City will also provide information to applicants about other job vacancies in the labor market area.
- (3) The City Government Access Channel will be utilized to disseminate employment information. The EEO Officer, who serves as the City's recruiter, will coordinate with Community Relations and develop a strategy for media recruitment.

F. HUBS

- (1) The Council appointed EEO Advisory Committee will research the current status of the City activities in regard to HUB's, evaluate the existing

ordinance, and develop recommendations for the council and City Management.

- (2) HUB's resource lists will be coordinated, updated, and made available to staff as needed.

G. AMERICANS WITH DISABILITIES ACT (ADA)

- (1) Provisions of the Americans with Disabilities Act, which prevents discrimination based on disability, will be incorporated into City policies and procedures.
- (2) The EEO Officer will work in cooperation with other affected City staff and develop procedures for implementation of ADA.

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