

## **Town of Manchester Connecticut**

### **AFFIRMATIVE ACTION PLAN**

#### **PREFACE**

Equal employment opportunity means employment of individuals without consideration of race, color, religion, age, sex, nation origin or physical disability or any other non-job related characteristic.

Equal employment opportunity is the purpose and goal of affirmative action. The principle of affirmative action arises out of Executive Order 11246, which seeks to improve minority and female representation in the workforce and, therefore, permits consideration of the sex and race of qualified job applicants in making employment decisions.

Affirmative Action means positive action undertaken with conviction and effort, to overcome the present effects of past practices, policies, or barriers to equal employment opportunity and to achieve the full and fair participation of women, Blacks, Hispanics and any other protected group found to be underutilized in the workforce.

The Town of Manchester is fully committed to equal employment opportunity. Noting the underutilization of women and minority group members in its workforce, it seeks to redress these disparities by applying affirmative action principles to all phases of its employment practices.

In our efforts to evaluate and update the Town of Manchester's Affirmative Action Plan, we reaffirm our commitment to the principle of equal employment opportunity.

Approved by the Board of Directors – June 1999

Revised 1/18/94

Revised 3/18/97

Revised 1/26/99

Revised 6/22/99

## **POLICY STATEMENT**

It is the policy and practice of the Town of Manchester, Connecticut to recruit and to employ qualified job applicants without discrimination regarding race, color, religion, age, sex, national origin, disability, veteran status or sexual orientation. The policy and the obligation to provide equal employment opportunity shall include, but not limited to the following:

- Recruiting, hiring, training or promoting persons in all job classifications without regard to race, color, religion, sex, disability, veteran status or any other non-job related characteristic.
- Ensuring that promotion decisions are in accordance with equal employment opportunity requirements by imposing only valid, job-related requirements for promotional opportunities.
- Ensuring that all personnel actions relating to compensation, benefits, transfer, termination, training, and education are administered in a nondiscriminatory manner.

The Town emphasizes this policy to assure compliance with all applicable laws which pertain to equal employment opportunities.

The Town further recognizes that the effective application of this policy is an integral part of its overall personnel administrative process, and that a positive, continuing equal opportunity program for all employees and applicants for employment provides significant value to the Town as a whole. It is the Town's desire that the combination of measurable goals and directed effort will make equal employment opportunities a fact within the Town of Manchester.

The Town will additionally assert its leadership within the community to achieve full employment and effective utilization of the capabilities and productivity of all persons without regard to race, color, religion, age, sex or disability. The Town recognizes its responsibility and obligation to abide by equal employment opportunity laws as found within federal and state statutes and regulations, executive orders and judicial mandates.