AFFIRMATIVE ACTION PROGRAM
FOR
MINORITIES AND WOMEN

Entity: The City of McCall
EEO Officer: Cindy Blackman, Personnel Director
Plan Date: July 8, 2010
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SECTION I
INTRODUCTION

The City of McCall has developed this Affirmative Action Plan as one of several tools to implement our affirmative action policies effectively. However, the form, language and analysis of the plan necessarily complies with the requirements of 41 CFR 6-2.1, et seq. (Revised Order No. 4), and other regulations established pursuant to the provisions of Executive Order 11246, the Civil Rights Acts of 1964 & 1991, the Age Discrimination Act of 1975, the Vietnam Era Veterans Readjustment Act of 1974, the Rehabilitation Act of 1973 as amended by the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990, the Immigration Reform and Control Act of 1986, the Family and Medical Leave Act of 1993, the Uniform Guidelines on Employee Selection Procedures of 1978, the Fair Labor Standards Act of 1936, the Equal Pay Act of 1986, and all other civil rights related laws and regulations that has or may be enacted, as amended. Accordingly, terminology such as "problem areas" and "utilization analysis," appearing in this Affirmative Action Plan is that which our organization is required to use by these regulations. The criteria used in relation to these terms are those specified by the Government. These terms have no independent legal or factual significance whatsoever. Although The City of McCall has used this terminology and methodology in connection with this Affirmative Action Plan and our affirmative action policies, such usage does not necessarily signify that our organization agrees that these terms are properly applied to any particular factual situation.

Information regarding identifiable individuals is private and confidentially maintained. Everyone who has official access to confidential data will exercise every precaution to protect this information.

SECTION II
EQUAL EMPLOYMENT OPPORTUNITY POLICY
41 C.F.R. Section 60-1.4; 60-2.13(a)

The employment policy of The City of McCall is to provide equal opportunity to all persons. Our City, therefore, has made a commitment to equal employment opportunity through a positive and continuing Affirmative Action Program. No employee or applicant for employment will be discriminated against because of race, color, religion, sex, national origin, age, otherwise qualified disabled or veteran status.

To implement these policies, The City of McCall will continue to:

1. Recruit, hire, train, and promote persons in all job classifications without regard to race, color, religion, sex, national origin, age, otherwise qualified disabled or veteran status. The City of McCall does not discriminate on the basis of national origin or citizenship status as provided under the Immigration Reform and Control Act of 1986;

2. Base decisions on employment so as to further the principle of equal employment opportunity;
3. Insure that promotion decisions are in accord with the principles of equal employment opportunity by imposing only valid requirements for promotional opportunities;

4. Insure that all personnel actions (including but not limited to compensation, benefits, transfers, layoffs, return from layoffs, City-sponsored training, education, tuition assistance, social and recreational programs) are administered without regard to race, color, religion, sex, national origin, age, otherwise qualified disabled or veteran status.

Cindy Blackman, Personnel Director, has been designated EEO Officer and is responsible for compliance with state and federal equal employment opportunity laws, and for implementing the affirmative action program, including equal employment practices, monitoring, and internal reporting. Employees believing they have not been treated in accord with this policy are encouraged to contact Cindy Blackman, Personnel Director.

The continued success of our Affirmative Action Program requires maximum cooperation from every employee throughout our organization. Equal employment opportunity is not only the law, but it is a principle of The City of McCall.

SECTION III
INTERNAL DISSEMINATION
41 C.F.R. Section 60-2.13(b); 60-2.21(a)

The City of McCall is well aware of the importance of employee participation in the affirmative action plan. In order to facilitate the successful implementation of the plan, the following internal measures will be taken:

1. The City of McCall Notices. The EEO policy statement will be posted on the employee bulletin board. This notice will state the name of the EEO Officer, and to whom questions, comments, or complaints should be directed. All required state and federal EEO notices are also posted on bulletin boards.

2. Meetings. Special meetings with executive, management, and supervisory personnel will be conducted at least annually to discuss the effectiveness of our affirmative action program.

3. Advertising/Publications. When employees are featured in advertising or other publications, both minority and non-minority male and female employees will be featured as appropriate.

4. Training Programs. Educational and training programs may be offered to employees to assist in their personal development, as well as to increase skills and ability to perform the job. The City will continue to ensure that all employees have the opportunity to participate in such programs without regard to race, color, national origin, sex, religion, age, disabled, or veterans’ status.
5. Consumer Advertising. When employees are pictured in consumer or help wanted advertising, minority and non-minority males and females will be pictured whenever appropriate.

EXTERNAL DISSEMINATION
41 C.F.R. Section 60-2.13(b); 60-2.21(b)

To assure proper external dissemination of The City of McCall’s EEO Policy, the following activities will be undertaken:

1. Recruitment Sources. All appropriate recruitment sources will be notified of The City of McCall’s commitment to equal employment opportunity and affirmative action.

2. Advertisements. All advertisements seeking applicants for employment will identify The City of McCall as an "equal opportunity employer."

3. Applicants. The City of McCall will notify all applicants of the EEO policy. Application forms state The City of McCall’s commitment to equal employment opportunity. Notices to recruitment sources and all employment advertisements state this EEO policy.

4. Contractual Instruments. The City of McCall will incorporate the Equal Opportunity Clause in its purchase orders, leases and contracts as required by Executive Order 11246 as amended and its implementing regulations. All suppliers and subcontractors will be requested to comply with their affirmative action requirements.

5. Consumer Advertising. When employees are pictured in consumer or help wanted advertising, minority and non-minority men and women will be pictured wherever appropriate.

SECTION IV
RESPONSIBILITY FOR IMPLEMENTATION
41 C.F.R. Section 60-2.13(c); 60-2.11

The President of The City of McCall, has overall responsibility for implementation of the Equal Employment Opportunity Policy. Cindy Blackman, Personnel Director, Equal Employment Opportunity Officer, has assumed the responsibility for the development, implementation and monitoring of the Affirmative Action Plan, to include all those positions located in subordinate and/or lower-level establishments for which the selection decisions are made at the corporate level.

RESPONSIBILITIES OF THE EEO COORDINATOR/OFFICER
41 C.F.R. Section 60-2.22(b) (1-9)

Responsibility for the implementation and monitoring of the affirmative action plan shall rest with the EEO Officer, whose responsibilities include but are not limited to the following:
1. Developing the policy statements and affirmative action programs.

2. Developing internal and external communication procedures, as appropriate.

3. Designing and maintaining an internal audit and reporting system that will:
   a) Identify any areas requiring remedial action and develop programs to correct those problem areas.
   b) Determine the degree to which the goals and objectives have been reached.

4. Monitoring the following internal practices:
   a) Proper display of EEO posters and policies.
   b) Full participation of minority, female, and disabled employees in all City sponsored educational, training, recreational, and social activities.

5. Assisting management in solving any identified problems. It shall be the responsibility of department heads, managers, and supervisors to provide the EEO Officer with such information and/or statistical data as may be necessary to measure progress toward the attainment of goals and to assure good faith efforts to implement the Affirmative Action Plan. Such information and/or statistical data shall be used to identify and analyze areas of minority and female underutilization, and in setting reasonable goals for correcting any identified deficiencies.

6. Keeping management informed of the latest developments in the equal employment opportunity area, and the fact that their work performance is being evaluated, in part, on the basis of their equal employment opportunity efforts and results and that they are responsible to take action to prevent harassment of employees placed through affirmative action efforts.

7. Assisting employees in solving problems and resolving EEO complaints.

8. Serving as a liaison between The City of McCall and appropriate women and minority groups.

9. Serving as a liaison between The City of McCall and appropriate EEO enforcement agencies.

10. Participating in and/or supporting local minority organizations, women’s organizations, community action groups and community service programs.

LINE MANAGEMENT RESPONSIBILITY
41 C.F.R. Section 60-2.22(a) (8-9)
All managers and supervisors including all those located in subordinate and/or lower-level establishments for which the selection decisions are made at the Department Head level, shall have the following responsibilities:

1. Assisting in the identification of problem areas and establishment of good faith goals and objectives for their areas of responsibility.

2. Working toward the elimination of any areas of underutilization of women and minorities in areas of identified deficiency.

3. Taking appropriate disciplinary actions for violations of the EEO policy or affirmative action plan, and taking steps to prevent illegal harassment of employees.

4. Preparing statistical reports as requested on hiring, promotion, and termination activities.

5. Making all employee decisions, including hiring, promotion, transfer, and termination, without regard to race, color, national origin, sex, age, religion, disabled, or veterans status.

6. Being aware and/or involved in community action groups and service programs, and local women’s and minority organizations.

7. Offering career counseling to all employees.

8. Conducting periodic audits to ensure that their areas of responsibility are in compliance with:
   
   a) Required posters being properly displayed;
   
   b) Insuring that all employees regardless of race or sex are afforded a full opportunity to participate in any City sponsored educational, training, recreational, and social activities.

**SECTION V**
**INTERNAL AUDIT AND REPORTING**
41 C.F.R. Section 60-2.13(g); 60-2.25 (a-d)

Specific monitoring and reporting procedures have been developed to evaluate the extent to which the goals of the Affirmative Action Plan are being met. The City of McCall maintains the following data:

1. Applicant flow data. Information on race, sex, disabled and veteran status is obtained when an application for a position is submitted.

2. Any training programs will be analyzed regularly to eliminate potential discrimination in participation rates.
3. The wage and salary plan will be reviewed at least annually for wage discrepancies.

4. Subcontractors will be required to certify their compliance with mandates of E.O. 11246.

5. The Utilization Analysis for women and minorities will be studied and goals established for all job groups showing underutilization.

6. Progress toward established goals will be analyzed at least annually and necessary adjustments made to correct potential deficiencies.

7. Top management is informed on an annual basis of the effectiveness of these policies and any recommendations for improvement.

SECTION VI
SUPPORT OF COMMUNITY ACTION PROGRAMS
41 C.F.R. Section 60-2.13(i); 60-2.26 (a-f)

The City of McCall contributes and supports many local community action programs and community service programs designed to improve the employment opportunities of minorities and women. Management is encouraged to serve on merit employment councils, community relations boards, and similar organizations. The City of McCall is committed to assist secondary schools and colleges upon request and where feasible, in programs designed to enable minority and women graduates to better compete for employment.

Current Community Service Activities include:

SECTION VII
DEVELOPMENT AND EXECUTION OF ACTION ORIENTED PROGRAMS
41 C.F.R. Section 60-2.13(f); 60-2.24 (a-h)

THE SELECTION PROCESS

1. At least annually, an analysis of position descriptions will be conducted to ensure that they accurately reflect position functions, and are consistent for the same position from one location to another.

2. Job requirements will be validated by division, department, location or other appropriate organizational units. Special attention will be given to academic, experience, physical, and skill requirements to ensure that the requirements themselves do not constitute inadvertent discrimination. Job specifications will be made consistent for the same job type in all locations and free from bias in regard to race, color, religion, sex or national origin, age, disabled or veteran status, except where sex is a bona fide occupational qualification. Where requirements screen out a disproportionate number of minorities or
women as determined by Impact Ratio studies or other appropriate methods, professional validation of such job requirements may be sought.

3. Position descriptions and specifications, when used, will be distributed to all recruiting sources and members of management involved in the recruiting, screening, selection, and promotion processes.

4. All City selection processes will be evaluated at least annually to ensure that they are nondiscriminatory.

5. All personnel having any role in the selection process will be chosen with special care given to their qualifications for such roles, and will be provided any necessary ongoing training to ensure that the selection processes remain nondiscriminatory.

RECRUITMENT

Any one or all of the following techniques may be used to improve recruitment and increase the flow of minority or female applicants:

1. Recruitment organizations, such as The Resource Center, American Indian Science & Engineering Society, Society of Women Engineers, NAACP, Veteran’s Service, State Services for DAV, and Private employment agencies may be contacted to increase female and/or minority applicant flow;

2. Linkage with recruiting sources which may include briefing sessions, plant tours, presentations by minority and female employees, and full descriptions of appropriate job openings and the selection process;

3. Encouragement of minority and female employees to refer qualified applicants;

4. Inclusion of minorities and women on the personnel staff;

5. Minority and female participation in career days, youth motivation programs and other similar programs in the community;

6. Minority and female participation in "job fairs;"

PROMOTIONS

Any one or all of the following techniques may be used to improve promotional opportunities for minority and female employees:

1. Posting or general announcement of all appropriate job openings;

2. Assessment of current female and minority employee's academic, skill and experience levels;
3. Formal performance appraisals;

4. Validation of job specifications;

5. Establishment of formal career counseling programs which may include attitude development, education aid, job rotations, buddy systems and similar programs;

6. Review all City-sponsored recreational and social activities to ensure they are desegregated

SECTION VIII
SEX DISCRIMINATION GUIDELINES
41 C.F.R. Section 60-2.13(h); 60-20

It is the policy of The City of McCall not to discriminate unlawfully against any employee or applicant on the basis of sex. The City maintains a policy of ensuring equal employment opportunities for all employees without regard to sex. Recruitment, advertising, selection, promotion, transfer and training are done on the basis of occupational qualifications.

To implement the policy against sex discrimination, the following employment practices have been established:

RECRUITMENT AND ADVERTISING
41 C.F.R. Section 60-2.20(a,b)

1. Recruitment of both men and women is done for all positions, unless sex is a bona fide occupational qualification. Referral sources are informed that The City of McCall has no sex preference and seeks qualified applicants without regard to race, color, sex, religion, national origin, disabled, or veteran status.

2. "Help Wanted" advertising does not express a preference for a particular sex for any position. Advertisements are not placed in newspapers and other media headed "Males" or "Females". All advertisements are followed by "Equal Opportunity Employer - M/F" or similar notation.

JOB POLICIES AND PRACTICES
41 C.F.R. Section 60-20.3(a-h)

1. Written personnel policies and practices apply to every employee regardless of sex.

2. Employees and applicants of both sexes are equally considered for all positions for which they are qualified to perform.

3. No distinction is made between sexes regarding opportunity, wages, hours of work, benefits or other conditions of employment.
4. Married and unmarried men and women are treated equally in all conditions of employment. The City of McCall does not deny employment to women or men with young children.

5. Appropriate and comparable physical facilities are provided for employees and applicants of both sexes.

6. Federal guidelines concerning employment are followed. The City does not recognize or apply state "protective" laws, which discriminate against a particular class or classes of individuals.

7. Leaves of absences are treated the same for all employees regardless of sex and marital status.

8. Women and men are eligible for all training programs and other benefits offered by The City of McCall.

PREGNANCY AND MEDICAL CONDITIONS
41 C.F.R. Section 60-20.3(g)

1. Employees with disabilities related to pregnancy are treated in the same manner and are eligible for the same benefits under The City of McCall’s insurance plan, as any other employee with a disability caused by other medical conditions.

2. The same terms and conditions are applied to leaves due to disabilities arising out of pregnancy as are applied to leaves related to other medical conditions.

SEXUAL HARASSMENT
41 C.F.R. Section 60-20.3(a-e)

It is the policy of The City of McCall that sexual harassment is a violation of acceptable conduct and will not be tolerated. Unwelcome advances, requests for physical favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is made an implicit or explicit term or condition of employment;

2. Submission to or rejection of the conduct is used as a basis for an employment decision; or

3. Such conduct unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment. Any employee who feels that he or she is being sexually harassed should report this to a supervisor, manager, or the EEO Officer. The City of McCall will investigate and take appropriate disciplinary action.
SENIORITY SYSTEM
41 C.F.R. Section 60-20.4

Where they exist, seniority lines and lists must not be based solely upon sex. Where such a separation has existed, the City must eliminate this distinction.

DISCRIMINATORY WAGES
41 C.F.R. Section 60-20.5

1. The City of McCall’s wages schedules will not be related to or based upon the sex of the employees.

2. The City of McCall will not discriminatorily restrict one sex to certain job classifications and when necessary will take steps to make jobs available to all qualified employees in all classifications without regard to sex.

AFFIRMATIVE ACTION
41 C.F.R. Section 60-20.6

1. The City of McCall will take affirmative action to recruit women to apply for those jobs where they have been previously excluded, which may include recruiting trips to women's colleges and designing advertisements to indicate that women will be considered equally with men for jobs.

2. The City of McCall is committed to including qualified women candidates in all management trainee programs that may exit.

3. The City of McCall will take appropriate measures to monitor and insure that both sexes have equal access to such training programs.

SECTION IX
RELIGION AND NATIONAL ORIGIN DISCRIMINATION GUIDELINES
41 C.F.R. Section 60-50

The City of McCall reaffirms its policy to afford equal employment opportunity to all individuals. Neither national origin nor religion is a factor in recruitment, selection, promotion, transfer, termination, or participation in training. The following activities are undertaken to ensure religion and national origin are not used as a basis for employment decisions:

1. Employment practices are reviewed to ensure that members of particular religious and/or ethnic groups are given equal employment opportunities.

2. All employees, including supervisors, managers, and executives are informed of The City of McCall’s duty to provide equal employment opportunity without regard to religion or national origin.
3. Recruitment sources are informed of The City of McCall’s commitment to provide equal employment opportunity without regard to religion or national origin.

4. Internal procedures exist to implement equal employment opportunity without regard to national origin or religion.

ACCOMMODATION FOR RELIGIOUS OBSERVANCE AND PRACTICE
41 C.F.R. Section 60-50.3

The religious observances and practices of employees are accommodated by The City of McCall, except where such accommodation would cause undue hardship on the conduct of The City of McCall business. The accommodation offered is determined by considering business necessity, financial expense, and any personnel coverage problems which may result.

NONDISCRIMINATION
41 C.F.R. Section 60-50.5

The City of McCall does not discriminate against any qualified applicant or employee because of race, color, sex, age, disabled, or veteran status in implementing the policy concerning nondiscrimination based on religion or national origin.

SECTION X
CONSIDERATION OF WOMEN AND MINORITIES NOT CURRENTLY IN THE WORKPLACE
41 C.F.R. Section 60-2.13(j)

Consideration is given to women and minorities who are not currently in the work force, but who possess the requisite skills and could feasibly be recruited through affirmative action. As appropriate, The City of McCall will make good faith efforts to recruit qualified women and minorities not currently in the work force.

Recruiting sources used last year include:

- Job Service Center
- Newspapers
- Professional publications
- Internet sites
- Internal Web Site

SECTION XI
GOALS
41 C.F.R. Section 60-2.13(e)

Minority and female utilization goals are established to ensure that a contractor's affirmative action obligations are carried out in good faith. Goal setting is not intended, nor will it be used to
discriminate against any applicant or employee because of race, color, national origin, or sex. In setting goals, the following criteria will be considered:

1. Goals must be measurable and attainable.

2. Goals must not be rigid quotas. Goals are targets that are reasonably attainable by the application of good faith efforts.

3. Goals and affirmative action commitments must be designed to correct identifiable deficiencies. Separate goals are set for minorities and women when underutilization is identified.

When underutilization has been identified in one or more job groups, The City of McCall is committed to making good faith efforts to address these areas. In particular, our goal will be to hire females and minorities at their rate of availability in those areas where underutilization has been identified, to include all those positions located in subordinate and/or lower-level establishments for which the selection decisions are made at the corporate level, until underutilization has been eliminated. Although we will continue to make good faith efforts to recruit qualified females and minorities for these positions, reaching full utilization may be a long term project, for certain positions with a low turn-over rate or positions for which currently there is a low rate of female and minority availability.

SECTION XII
IDENTIFICATION OF PROBLEM AREAS
41 C.F.R. Section 60-2.13(d); 60-2.23

As part of The City of McCall’s monitoring practice, an analysis of personnel matters will be conducted for 2010. The following items will be considered:

1. Composition of the work force by minority group and sex. Areas where statistical underutilization is indicated are addressed by setting realistic good faith goals.

2. Composition of applicant flow by minority group and sex. Corrective action will be taken as appropriate, whenever the referral ratio of women and minorities to the hiring supervisor or manager indicates a significantly higher percentage are being rejected as compared to non-minority and male applicants.

3. The selection process including: position descriptions, titles, application forms, pre-employment forms, interview procedures, test validity and administration, referral procedures, final selection process and similar factors. The application and related pre-employment forms are in compliance with federal guidelines, and position descriptions accurately reflect actual duties and responsibilities.

4. Transfer and promotion practices. Promotions and transfers are made on the basis of qualifications of the individual without regard to race, color, sex, religion, national origin, disabled, or veteran status.
5. Facilities and City sponsored recreational, social, and educational events have not excluded women and minorities from participation.

6. The general attitude of the work force and management is positive toward The City of McCall’s Equal Employment/Affirmative Action programs.

7. EEO posters and policy statements are displayed. The EEO clause will be included on purchase orders, leases and contracts.

8. There is no indication of a lack of suitable transportation inhibiting minority employment.

9. The City of McCall reviews its training programs, both formal and informal, and has not found them to be discriminatory. These programs will be analyzed annually or when appropriate.


Approved:

By_____________________________________
Donald C. Bailey, Mayor

Attest:

By_____________________________
BessieJo Wagner, City Clerk