

Polk County Wisconsin

AFFIRMATIVE ACTION

Policy 104

Effective Date: 04-20-82

Revision Date: 00-00-00

Policy Statement

It shall be the policy of Polk County as an employer not to discriminate against any employee or applicant for employment because of age, race religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin. This provision shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or other compensation; and selection for training, including apprenticeship.

It shall also be the policy of Polk County as an employer to establish and follow an Affirmative Action Program with regard to identifying and correcting procedures which may have adversely affected equal employment practices. Qualified persons regardless of race or sex shall be sought for jobs at every level of the Polk County Government.

Dissemination of Policy

Upon final acceptance of the Affirmative Action Program by the Polk County Board, copies of the program shall be distributed to all County Agency/Department heads. At least one copy shall be retained by the Agency/Department head and at least one copy shall be posted in a conspicuous place in the Department area.

Every effort shall be made by Polk County to educate and include employee participation in the Affirmative Action Program.

A copy of the Affirmative Action Policy Statement shall be posted with the official county newspaper. A copy of the newspaper article containing the policy statement shall be placed of file with the County Board Office. One copy of the Affirmative Action Policy Statement shall also be posted to the Courthouse bulletin by the County Clerk for permanent public display.

Responsibilities For Implementation of Affirmative Action Program

The responsibility for implementation and progress of the County Affirmative Action Program shall rest with the Affirmative Action Officer. He shall report to the Polk County Board annually on the progress of the program. The Affirmative Action Officer will also be responsible for and have authority over County personnel involved in implementation, record keeping, and reporting

within the scope of the program. It shall also be the responsibility of the Affirmative Action Officer to monitor the effectiveness and the progress of the Affirmative Action Program.

It shall be the responsibility of the Agency\Department heads to implement and monitor the County Affirmative Action Program within their organizations. Agency\Department heads shall report to the Affirmative Action Officer annually on the progress of the Affirmative Action Program within their organizations. It shall also be the responsibility of the Agency\Department heads to educate their employees as the purpose, guidelines and objectives of the county Affirmative Action Program.

Utilization Analysis

A utilization analysis shall be prepared by the Affirmative Action Officer annually. This analysis shall consist of four main parts:

1. Utilization analysis for minorities;
2. Utilization analysis for females;
3. Utilization analysis for handicap persons;
4. A County Employment Profile Analysis.

The Affirmative Action Office and the Department Heads shall refer to the utilization analysis when identifying current problem areas, if any, and for establishing departmental goals.

Identification of Problem Areas

Upon receiving the utilization analysis, the Affirmative Action Officer shall, with the advice of the Personnel Management Advisory Committee, make a list of problem areas and possible problem areas concerning the Affirmative Action Program. The list shall then be circulated to all agency/department heads along with a copy of the utilization analysis for planning purposes. The agency/department heads shall then use the analysis and the attached narrative as general guidelines when preparing annual goals within their respective departments.

Goals

For planning purposes each agency/department head shall take into consideration anticipated expansion and turnover of positions within their organization. This yearly agency/department Planning Summary shall consist of a plan in terms of expected program goals.

The County Affirmative Action goals shall reflect a positive effort on behalf of its individual agencies/departments to bring the employment stature of the County in line with statistics in the labor market utilization analysis. Every effort shall be made by the individual agencies/departments to alleviate the problem areas identified by the Personnel Management

Advisory Committee.

Execution of Action Oriented Programs

All County agencies/departments will utilize hiring practices without regard to age, race, religion, color, handicap, sex, physical condition, development disability, sexual orientation, or national origin. Affirmative Action goals and EEO practices shall be followed with respect to all recruitment and selection. All agencies/departments shall affix the words "Equal Opportunity Employer" to all correspondence regarding employment including recruitment ads placed with the news media. Every effort shall be made to utilize public employment services and other known non-discriminatory sources for recruitment purposes.

Promotions within the county system shall likewise be handled in a non-discriminatory manner. First priority will be given to qualified individuals within the County system. Promotional opportunities shall be posted within each agency/department of the County.

Internal Audit and Reporting System

The Affirmative Action Officer shall be responsible for evaluating the progress of the Affirmative Action Program. The program shall be set up to follow the Management by Objective (MBO) concept of self-evaluation. The County Board shall audit the program yearly to determine its effectiveness.

The following time line shall be utilized in establishing and operating the Affirmative Action Program:

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| January: | -Initiation of new program year
-Affirmative Action Officer reports to County Board on the Affirmative Action Program |
| June | -Personnel Management Advisory Committee meets to review progress of program |
| September | -Agencies/Departments submit information for utilization analysis for annual period ending June 30th of the current year. |
| October | -Affirmative Action Advisory Committee meets
-Utilization Analysis is completed and distributed to agencies/departments |
| November | -Agencies/departments complete plans for new year and submit them to the Affirmative Action Officer. |

Personnel Policies and Practices Concerning Sex Discrimination

Every effort shall be made by all County agencies/departments to eliminate discriminatory personnel practices regarding sex.

New job descriptions shall be restricted to the use of neuter terminology. Job ratings, disciplinary practices and work assignments shall be made only on the basis of a person's qualifications and abilities, and not that person's sex.

Consideration of Minorities, the Handicapped, and Women Not Currently in the Work Force Who Can Be Recruited Through Affirmative Action Measures

County agency/department heads shall make every effort to advertise job opportunities in the labor market area which are known to contain populations of unemployed minorities, handicapped and females.

Affirmative Action Education Programs

The Affirmative Action Officer will conduct training sessions for department heads on the Affirmative Action Program. To be included in the training sessions will be changes in policy or program structure, new goals and timetables, program progress, problem areas and other applicable items. Every effort shall be made to educate all County personnel in Affirmative Action Programming.

Grievance Procedures

It is the policy of Polk County to provide equal opportunity in the provision of services, purchase of goods and services, and employment practices regardless of age, race, religion, color, handicap, sex, physical condition, development disability, sexual orientation, or national origin.

Any applicant for services or employment, employee or recipient of services, seller or contractor shall have a right to file a grievance without recourse, when Equal Opportunity/Affirmative Action Policies/Laws have been violated.

In the event a complaint is received, the following procedures will be followed, irregardless of the nature of the complaint:

1. The complaint will submit a written grievance to the head of the agency/department involved.

The complaint will contain:

- a. Date and time of the incident
- b. Names of those involved

c. Details of the incident

Every effort shall be made by the agency/department head to resolve the grievance using informal methods. The department head will respond in writing to the complainant within seven days of receipt of the complaint.

1. If the grievance is not resolved within the seven day period, the complaint and department head's response will be submitted to the Affirmative Action Officer. The Affirmative Action Officer will take the matter to the proper committee which will decide what actions to take. (Any committee member involved in the complaint will not be involved in the decision process.) The committee will respond to the complaint within 14 days of receipt. If a formal hearing is held, the decision will be rendered to the complainant within three days of the hearing.

3. In the event the complaint is not satisfied with the decision of the committee, the Affirmative Action Officer will provide him/her with information for filing formal complaints with state and federal agencies.

Staffing

The Polk County Affirmative Action Program will be supported by the Affirmative Action Officer, Personnel Management Advisory Committee, and the Personnel Committee of the Polk County Board of Supervisors. The Affirmative Action Officer will be appointed by the County Board Chairman upon advise of the Personnel Committee.