



**CITY OF MARSHFIELD, WISCONSIN
POLICIES AND PROCEDURES**

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CHAPTER: Affirmative Action and Equal Employment Opportunity

SUBJECT: Equal Employment Opportunity/Affirmative Action

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Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

POLICY:

The City of Marshfield official policy is to provide Equal Employment Opportunity for all qualified persons and strive to employ qualified women and minorities, at least in proportion to their availability in this area. The Common Council therefore directs that personnel rules and regulations, labor contracts, and Police and Fire Commission rules and regulations be amended to comply with the provisions of Title VII of the Civil Rights Act of 1972, Presidential Executive Order 11246, Revised Order No. 4, OFCC Affirmative Action Guidelines, and Title 29, Chapter 1607 of the Code of Federal Regulations.

PROCEDURE:

Affirmative Action Officer- Responsibility and authority for the development and implementation of the City's Affirmative Action Policy is hereby assigned to a person who shall be known as the Affirmative Action Officer. The Affirmative Action Officer shall have full access to all departmental policies and procedures, rules and regulations, including personnel files, documents, background investigation reports, and any other documents of information relating to the employment, training, promotion, transfer, and termination or discipline of personnel in the employ of the City of Marshfield. The Personnel Specialist is hereby designated as the Affirmative Action

Officer.

Reporting System - The Common Council and Mayor shall receive a periodic report from the Affirmative Action Officer indicating progress toward achieving the goals of this plan. The report shall include but not be limited to the following:

- A) Summary of Departmental and City Affirmative Action Goals.
- B) Totals of all persons hired, promoted, transferred, demoted, suspended, terminated, interviewed and rejected indicating sex and ethnic groups.

Implementation - Implementation of the City's Affirmative Action program shall include but not be limited to the following:

- A) Recruitment: Every effort shall be made to maintain an active application file of prospective candidates to facilitate the implementation of the departmental and city government affirmative action goals.
- B) Testing, Selection, Placement, and Upgrading: All tests, either paper and pencil or other performance types, must be job related. Tests must be validated and demonstrated to be free of cultural bias and in accordance with EEOC guidelines.

Arrest records and minimum educational requirements of high school diploma cannot be the sole reason for disqualifying applicants from employment.

All applicants certified but not hired must receive a written reason for rejection.

Procedures may be developed to establish visible career ladders between entry level, nonmanagement and management positions for women and minority group members.

A skilled inventory for each employe may be established, maintained, and updated to established and above stated goals.

- C) Training: Training may be designed to develop the knowledge and skills essential to compensable for last educational opportunity deficiency and to help develop each employe to his/her fullest potential.
- D) Records: Statistics will be kept and research instituted to identify the reasons for job turnover among minority members and women which may have an affirmative action ramification.

Goal - The City of Marshfield will endeavor to raise the percentage of minorities in its work force to equal the percentage of workers in the local population and increase the proportion of women in underutilized categories where they are now underrepresented.