



City of Cranston
Equal Employment Opportunity
and Affirmative Action Plan
September 20, 2019

Policy Statement and Personnel Processes

The City of Cranston shall provide equal opportunity for all employees and applicants for employment and does not discriminate on the basis of race, color, religion, sex, national origin, marital status, disability, age, handicap, veteran status, sexual orientation, gender identity, or any other non-job related characteristic. Harassment and discrimination of any sort shall not be tolerated in the working environment of the City.

The City of Cranston is committed to providing equal opportunity in all terms, conditions, and privileges of employment, including, but not limited to, recruitment, certification, selection, hiring, job assignments, working conditions, benefits and compensation, training, education, transfer, layoff, recall from layoff, promotion, disciplinary action, demotion, and termination. It is the City's policy to promote fair and equitable treatment of all employees and to comply with all applicable federal and state laws.

The City of Cranston will be diligent in informing all employees and applicants of the applicable equal employment practices as well as the City's Workplace Harassment and Discrimination Policy Training on these policies will be provided on an ongoing basis to ensure that Directors and all other employees are familiar with the policies and their own responsibilities within them.

Legal Precedent

The Director of Personnel has been designated the Equal Employment Opportunity Officer and the Affirmative Action Officer for the City of Cranston. The Director will be responsible for

directing all staff members and/or designees in the monitoring and implementation of affirmative action efforts and for providing equal opportunity training. The Director of Personnel and staff will be responsible for ensuring that the City's employment decisions comply with principles embodied in Title VII of the Civil Rights Act of 1964, the Age Discrimination Employment Act of 1973, the Vietnam Veterans Readjustment Assistance Act of 1974, Federal Government Executive Order 11246, and the Office of Federal Contract Compliance Programs Revised Order Number 4 as part of the national response to the legal and moral imperatives that emerged from the 1960's Civil Rights struggles. One focus of these objectives was to bring about a greater level of ethnic and gender equity in the workplace. The City will also follow the EEOC Guidelines for Affirmative Action Plans.

This plan is supportive of the federal government's national affirmative action goals for minorities and women and is in compliance with the objectives established to overcome imbalance and attain full representation in the City of Cranston. The City will take affirmative action to recruit and select qualified minority and women applicants and/or employees for positions where reliable data indicates that these groups have been underutilized in the City's workforce.

Dissemination of the Plan

This Affirmative Action Plan outlines objectives and methods of their attainment for the City of Cranston. The Plan will be distributed and be accessible to all employees/applicants, contractors, and related interested parties. It will also become a point of reference with all the representatives of the City's four collective bargaining units. It will be disseminated both internally and externally:

Internal Dissemination:

1. The Equal Employment Opportunity/Affirmative Action Officer will hold periodic meetings with all administrative personnel, department directors, and supervisors to explain the intent of the policy and to clarify individual responsibilities necessary for the effective implementation of the policy.
2. New employee hiring procedures will include dissemination of the City's Affirmative Action Plan; each new employee will receive a copy of it and will acknowledge in writing their comprehension of the plan; and

3. Biannual meetings will be held with the four collective bargaining union officials to review the EEO/AA policies and encourage their continued cooperation. The EEO/AA Officer will maintain an active liaison with all bargaining units-members and representatives. To the extent possible, a non-discrimination clause will be contained in all labor agreements; and
4. The City's Equal Employment Opportunity and Affirmative Action Plan shall be posted on the main bulletin board in City Hall 1st floor along with any other departmental bulletin boards as the director's see fit.

External Dissemination:

1. The Affirmative Action Plan shall be available on the Personnel webpage and shall be made available to the public upon request to either the EEO/AA Officer or the Personnel Department.
2. The Affirmative Action Plan will be disseminated externally to individuals and organizations that address the needs of minorities and women in particular, related interest group organizations and community agencies, and secondary schools and colleges
3. All advertising for employment or other communications in regard to recruitment, jobs, and employment opportunities will contain the phrase, "The City of Cranston encourages diversity in its work force. We are an Equal Opportunity/Affirmative Action Employer."

Responsibility for Implementation

The EEO/AA Officer shall be responsible for carrying out the duties set forth in the Equal Employment Opportunity and Affirmative Action Plan. To implement this plan the following activities shall be carried out:

1. Keeping the City of Cranston Administration up to date concerning new developments and regulations in the area of Equal Opportunity and Affirmative Action.
2. Provide assistance in response to questions and concerns of all City employees/applicants as needed, and act as a liaison with the appropriate federal, state, and local agencies regarding EEO/AA compliance.
3. Coordinate investigations and make recommendations to ensure qualified individuals are treated in a nondiscriminatory manner.

4. Conducting periodic audits and holding regular discussions with all those involved in the decision making process of hiring-administration, personnel, and directors-to ensure the Affirmative Action Plan is being properly implemented.
5. Encouraging involvement and engagement with minority and women's organizations and community action groups.
6. Assisting in the identification of problem areas through review of policies and procedures, formulating solutions, and conducting periodic utilization studies.
7. Developing education and training programs to provide pertinent information to all employees/applicants on compliance with EEO/AA guidelines.

Reasonable Accommodations

The City of Cranston provides reasonable accommodations for individuals with a disability to ensure equal access to employment. Reasonable accommodations include, but are not limited to, making facilities accessible, job restructuring, part time or modified work schedules, acquisition of or modifications to equipment, and reassignment of an employee who becomes disabled and requests reassignment, if possible.

Internal Audit and Reporting Systems

The Equal Employment Opportunity/Affirmative Action Officer has the responsibility for developing and preparing all the documents and the formal policy of the Affirmative Action Plan (AAP). The Director is responsible for the effective implementation of the AAP; however responsibility is likewise vested with each department director and supervisor. The City's audit and reporting system is designed to measure the effectiveness of the EEO/AA program, document personnel activities, and identify problem areas where remedial action is needed. The City believes that one of the most important elements in effectively implementing EEO/AA policies is maintaining an acceptable system of self-inspection and record keeping. Through such a system, personnel activity can be analyzed, and progress towards the achievement of objectives can be measured. The following personnel activities are reviewed to ensure nondiscrimination and equal employment opportunity for all individuals without regard to their race, color, sex, national, origin, age, disability, sexual orientation, gender identity or expression, or veteran status. Reports of these activities will be compiled annually to assess progress made towards these established objectives

and to determine the success of the City's recruitment and outreach efforts in meeting its Affirmative Action Plan:

1. Recruitment, advertising, and job application procedures;
2. Hiring, promotion, layoff, recall from layoff;
3. Job assignments and descriptions;
4. Sick leaves-personal, family, FMLA, leaves of absence, or other allowable leave;
5. Training and participation in professional meetings and networking opportunities;
6. Any other term, condition, or privilege of employment

The following documents will be maintained as a component of the City of Cranston internal audit process:

1. An applicant flow log showing the name, race, sex, date of application, job title and description, and final status-hired, declined, on the civil service list;
2. Summary data of applicant flow by identifying the total number of applicants, total minority applicants, and total female applicants;
3. Maintenance of employment applications as required by law

The City of Cranston's internal audit system includes a yearly report documenting the City's efforts to achieve its EEO/AAP responsibilities. Directors and supervisors are asked to report any current or foreseeable EEO issues or concerns and are asked to outline their suggestions and recommendations for solutions. If problem area arise they should be brought to the EEO/AA Officer immediately. The EEO/AA Officer will investigate and discuss the issues or concerns with the respective director and supervisors and will recommend remedial actions for the effective implementation of the AAP.