EQUAL OPPORTUNITY EMPLOYMENT

The City of Port Huron recognizes that equal employment opportunities in City government can only be fully achieved with a firm commitment to the concept of affirmative action.

The City of Port Huron recognizes not only its legal obligation, but also its moral obligation to achieve equal employment opportunity within City government, not only for the sake of fair employment practices but also for the sake of meeting the economic needs of its minority population.

Accordingly, the City of Port Huron:

1. Reaffirms its policy that there shall be no discrimination on the basis of race, religion, national origin, marital status, handicap, age, or sex in hiring of applicants or in the treatment of City personnel;

2. Will enact positive procedures to ensure that realistic hiring goal are established;

3. Will continually review the composition of the City's staff at all levels to determine if goals are being met; and

4. Will attempt to establish a ratio of minority employees which reflects their actual presence in the general population.

The mechanics for achieving these objectives shall be periodically reviewed and refined to include the entire range of personnel practices in City government. This range includes, but is not limited to: recruitment, appointments, reappointments, seniority, promotions, compensation determinations, benefits, transfers, layoffs, return from layoffs, City-sponsored training and education, tuition assistance, social and recreational programs, retirement, disabilities, adjustments in workloads, etc.

With the pressing needs of the times in which we live, there is a need for special effort to identify and attract members of minority groups and women to apply for positions within the City of Port Huron.

Once they have applied, they should be guaranteed that no discrimination will take place.

Therefore, it is the intent of the Affirmative Action Plan to prevent discrimination because of race, religion, national origin, marital status, handicap, age, or sex in the City of Port Huron's work force. The implementation of this Affirmative Action Plan is designed to achieve equal employment opportunity.

Authority and Responsibility

1. City Manager. The City Manager shall direct, by a written statement, all employees to comply with the spirit and obligation of the Affirmative Action Plan. The statement will include, but not necessarily be limited to, these elements:

   A. Equal employment opportunity for all persons, regardless of race, religion, national origin, marital status, handicap, age, or sex is fundamental City policy. Equal employment is legal, social, moral, and economic necessity to the City of Port Huron.
   B. The Equal Employment Policy will require affirmative action by all City employees.
   C. The Affirmative Action Plan is not a "neutral" policy, but requires goal setting techniques that can be measured and evaluated. Accountability for goal achievement is necessary to assure that Affirmative Action is of equal importance as other civic goals.
   D. Affirmative Action affects all personnel practices including, but not limited to: recruiting, hiring, transfers, promotions, training compensation, benefits, layoffs and termination.

2. Affirmative Action Officer (City Human Resources Director). The City Manager designates the City Human Resources Director as the Affirmative Action Officer for the City of Port Huron. He will report directly to the City Manager on matters of affirmative action. The duties will be, but not be limited to, the duties as set forth in Appendix "A".

   The Affirmative Action Officer will maintain a Skill Bank File for possible placements in City employment and consult this file before job placements.

   The complete selection procedures will be reviewed and evaluated, including, but not limited to:

   A. Application forms
   B. Physical requirements
   C. Oral interviews
   D. Job description
   E. Job requirements
   F. Probationary periods
   G. Tests and examinations

3. Labor Officials. Labor officials representing City employees will be required to cooperate with the Affirmative Action Program, under Title VII of the Civil Rights Act of 1964.

4. Boards and Commissions. All City boards and commissions will cooperate in the spirit and objectives of the Affirmative Action Plan.

5. Department and Division Heads and Supervisors. Department and division heads and supervisors shall have the responsibility to:

A. Implement the Affirmative Action Plan in their department or division.
B. Complete appropriate forms required by the Affirmative Action Plan.

C. Analyze the specific employment needs and patterns of their department or division and supervisors.
D. Cooperate with Affirmative Action Officer in fulfilling the requirements of the plan.
E. Evaluate, along with the Affirmative Action Officer, the efforts and achievements in accordance with the Affirmative Action Plan.

Department and division heads and supervisors will be expected to implement the Affirmative Action Plan as part of their prescribed duties.

6. City Employees. All City Employees will comply with the spirit and the letter of the Affirmative Action Plan. Any employee of the City of Port Huron who willfully violates the intent of this Plan shall be subject to appropriate disciplinary action including reprimand, suspension and/or dismissal.

Publication of Affirmative Action Plan

1. Internally:

A. Department, division heads and supervisors shall be fully informed of the Affirmative Action Plan by:

1) Written communication from the City Manager.
2) Inclusion of an Equal Employment Opportunity Policy in the Personnel Manual and as an addendum to all union contracts for the City of Port Huron.
3) Holding of special meetings to discuss the program, the individual responsibility and the review process.

B. All employees should be informed of the Affirmative Action Plan by the following techniques:

1) City Equal Employment Opportunity Policy statement, State and Federal Equal Employment Opportunity posters placed on bulletin boards, near time clock area, in strategic work areas, and the Human Resources Department.
2) Presentation and discussion of the Affirmative Action Plan as part of employee orientation and all training programs.
3) Copies of the Affirmation Action Plan provided to each City department.
4) Education material and training sessions will be provided to all employees to explain the requirements of the Affirmative Action Plan. These materials will spell out specific responsibilities for all levels of employment.

5) Departmental meetings that will sensitize employees to the kinds of employment barriers and attitudinal stereotypes which hinder equal employment.
6) After implementation of the Affirmative Action Plan, special meetings will be conducted to explain goals, and/or changes, to help communicate the seriousness of the City's commitment and to prevent "backlash" from some who fear loss of their jobs or opportunities.

2. Externally:

A. The City will publish notice of regular job openings and positions through the local news media and on the City website on the internet.

Executive and Administrative Positions

These positions are filled by individuals who have acquired the essential skills through education and training. Openings are advertised through local news media, internet and appropriate trade magazines.

Supervisory

Supervisory jobs are normally filled by individuals who have developed through job experience in a specific department or division. If an opening appears in the position, an intensified effort is made to fill it from among the present City employees. If there are no promotable employees, the opening is advertised through local news media, internet and appropriate trade magazines.

Promotional-Level Jobs

Candidates for these positions are normally promoted through the ranks of individuals who have been identified as promotable -- usually in a specific job category. However, individuals are allowed to apply for jobs outside of their specific job category. This provides both vertical and horizontal job movement.

The normal procedure for City employment is through entry level jobs. Candidates for these entry-level positions are filled through a job advertisement through the local news media and the internet.

The following is a list of entry level jobs:

Clerk Typist I, II	Cashiers	Planning Technician
Mechanic Helper	Engineer Assistant I	Bldg. Maintenance Helper
Laborer	Police Officer	Parking Enforcement Officer
Fire Fighter	Equipment Operator	Animal Control Officer

Appendix "A"

JOB DUTIES
AFFIRMATIVE ACTION OFFICER

The Affirmative Action Officer shall be accountable to the City Manager of Port Huron. His duties include:

1. Implementation of the City's Affirmative Action Plan.
2. Develop internal and external communication.
3. Assist in the identification of under-utilization of females and minorities in City government departments.
4. Establish minority and women employment goals.
5. Perform quarterly analysis of minority and women goals and attainment.
6. Implementation of City's internal audit and reporting systems for Affirmative Action Plan (see Appendix "B").
7. Update the minority and women skills inventory.
8. Periodic meetings with staff heads to discuss problems and solutions in meeting the City's Affirmative Action program objectives.
9. Serve as a liaison between the City and minority and women community organizations concerned with employment opportunities.
10. Review of all requisitions to help determine whether a qualified minority or a women candidate is available.
11. Serve as a liaison between the City and government enforcement agencies during compliance reviews.
12. Insure that all appropriate government posters are properly displayed.
13. Assist in recruitment of minorities and women college graduates.
14. Encourage minorities and women to participate in the Recruitment Referral Program, recreational and social activities, etc.
15. Review City's personnel practices to assure that said practices comply with the Sex Discrimination Guidelines.
16. Develop and assist in establishing co-op programs; i.e., high school, college.
17. Visit local high schools to encourage participation in Apprenticeship Programs, etc.
18. Provide career counseling to minorities and women.
19. Assist in development of training programs to change attitudes and behavior relative to the Affirmative Action Plan.
20. Assist line supervisors in arriving at solutions.
21. Prepare periodic reports on affirmative actions undertaken.
22. Assist in investigation and resolution of complaints.
23. Keep local management informed of latest developments in the entire equal opportunity area.
24. Review of qualifications of minorities and women to insure they are given full opportunities for promotions and transfers.
25. Conduct exit interviews.

Appendix "B"

REPORT REGARDING THE EFFECTIVENESS OF THE INTERNAL AUDIT AND REPORTING SYSTEM

The City will have an internal audit system which will be established to measure the effectiveness of the City's Affirmative Action Plan. This system will provide that when a vacancy is to be filled, a requisition form will be issued by the requesting department. The requisition form will include the position, classification, the anticipated salary or hourly rate and the qualifications necessary for consideration. During this process and before any selection is made, the Human Resources Director will review the requisition, which will serve as an audit to determine whether the vacancy exists in an under-utilized area and whether qualified minority and/or women candidates are available for placement. In the event a vacancy can be filled by a minority and/or woman candidate, the Human Resources Director will contact the appropriate department head with this advice.

The job description will be monitored by the Human Resources Director to assure the skill requisites on the form are in line with the job to be performed.

An EEO-4 Report will be completed as required by Federal Regulation and forwarded to the Federal EEO Commission.