OFFICE OF THE MAYOR
City of Middletown
CONNECTICUT 06457

Daniel T. Drew
MAYOR

AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY
POLICY STATEMENT

It is the policy and practice of the City of Middletown to ensure that no person will be discriminated against or be denied the benefits of any activity, program, or employment process in the areas of recruiting, advertising, hiring, reclassifying, promoting, transferring, demoting, layoffs, terminations, rehiring, rates of pay, benefits, discipline, and service. It has been the policy and will continue to be the strong commitment of the City of Middletown and all contractors and subcontractors who do business with the City to provide equal opportunities in employment to all qualified persons solely on the basis of job-related skills, ability, and merit.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City of Middletown is an Affirmative Action/Equal Employment Opportunity Employer that is strongly committed to ensuring that no persons are discriminated against or excluded from participation, advancement, or other privileges of employment due to age, ancestry, color, genetic information, learning disability, marital status, past or present history of mental disability, intellectual disability, national origin, physical disability, including, but not limited to blindness, race, religious creed, sex, including pregnancy, transgender status, gender identity or expression, sexual orientation, workplace hazards to reproduction systems, political belief, military or veteran status, or criminal record in accordance with §46a-60(a)(1), 46a-80(b), or 46a-81(b) of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups. In addition, the Connecticut Fair Employment Practices Act, Connecticut General Statutes §46a-51 et seq., (CFEPA), not only prohibits discrimination based on actual physical disability, but also applies to discrimination based on perceived physical disability.

AFFIRMATIVE ACTION

The Affirmative Action Plan represents positive action undertaken to achieve full and fair participation of protected groups within the City's workforce. There is a difference between affirmative action and equal opportunity employment.

"Equal Employment Opportunity" is the right of all persons to work and to advance on the basis of merit, ability, and potential. Equal Employment Opportunity is the purpose and goal of Affirmative Action under 46a-68-77 through 46a-68-94 of the regulations of Connecticut General Statutes, and of applicable federal legislation.

"Affirmative Action" is the positive action undertaken, with conviction and effort, to overcome the present effects of past practices, policies, and barriers to equal employment opportunity and to achieve the full and fair participation of women, blacks, hispanics, and any other protected group found to be underutilized in the workforce and affected by policies or practices having an adverse impact upon their ability to participate fully in all activities connected to employment, promotion, training, transfer, and career advancement or other privileges of employment. In addition, the City of Middletown recognizes the difficulties experienced by persons with disabilities and by many older persons and will take appropriate action to provide equal employment opportunity.

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For the City of Middletown, Affirmative Action plays a crucial role at all stages of the employment process. Our commitment to Affirmative Action requires that we make the good faith efforts that may be necessary in all aspects to ensure that the recruitment and hiring of underrepresented individuals reflect their availability in the job market, that the causes of underutilization are identified and eliminated, and that the terms, conditions, and privileges of employment are equitably administered.

DIVERSITY

Diversity is a concept by which value is placed on the difference of the people who make up our workforce. These differences include both primary dimensions (e.g. race, gender, age, religious creed, marital status, national origin, etc.), and secondary dimensions (e.g. geographic location, socioeconomic conditions, work background, etc.), which are characteristics of groups of people within an organization.

As our workforce becomes more diverse, we are challenged with the opportunity to find ways of enabling people of many different backgrounds to provide valuable contributions to the City of Middletown. It is not enough to simply increase diversity in the workplace; we must learn to respect and appreciate people from diverse backgrounds. When individuals communicate and work effectively with each other, affirmative action and the diversity within our workforce will mutually support an equal opportunity environment.

INTERNAL PROCEDURES

If an employee believes that he or she has been discriminated against in any aspect of the City of Middletown employment process or practice, he or she should contact Ms. Faith M. Jackson, Director of Human Relations and Affirmative Action Officer, who administers the City of Middletown affirmative action programs, monitors the day-to-day related decisions and activities, and is responsible for addressing complaints of discrimination. Complaints should be submitted in writing and must be signed by the employee. Reported incidents will be investigated within ninety days of filing, except that an extension beyond the 90 days may be extended by the Mayor as needed. Any reported incidents will be kept as confidential as possible except where there is a legitimate matter of public concern. Ms. Jackson is located at 245 deKoven Drive, Middletown, CT 06457 and can be reached at 860.638.4830. The City of Middletown will use viable affirmative action measures in all stages of the employment process as outlined in Section 46a-68-87 of the Connecticut State Regulations and the City's Affirmative Action Plan in a fair and impartial manner. All department heads, supervisory personnel, and staff are directed to become familiar with and adhere to the policy. Each department of the City will be provided with a copy of the City's Affirmative Action Plan and will be responsible for supporting affirmative action goals and initiatives. Any comments or questions pertaining to the plan should be referred to Ms. Faith M. Jackson, Human Relations Director and Affirmative Action Officer. As a public document, the City of Middletown Affirmative Action Plan is available for review by City employees, candidates for employment, and the general public.

COMMITMENT

As Mayor of Middletown, I am personally committed to the effective implementation of the City's Affirmative Action Plan programs and initiatives and direct employees at every level to actively support the plan's policies and objectives. This policy shall be posted and distributed annually to all employees of the City of Middletown.

DANIEL T. DREW, MAYOR

2/4/16
Date Approved