



# Affirmative Action Policy and Plan

## **Policy Statement**

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It is the policy of the Northeastern Connecticut Transit District to assure that applicants are employed, and that employees are treated during employment, without regard to an individual's race, color, religion, sex, national origin, age or disability. Such action shall include; employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training.

This organization will implement, monitor, enforce and achieve full compliance with this Affirmative Action Policy Statement in conjunction with the applicable Federal and State laws, regulations, executive orders and contract provisions, including but not limited to those listed below:

### **Dissemination of Policy:**

All members of the organization who are authorized to hire, supervise, promote, and discharge employees, or who recommend such action, or who are substantially involved in such action, will be made fully cognizant of, and will implement, this organization's Equal Employment Opportunity (EEO) policy and contractual responsibilities to provide EEO in each grade and classification of employment. These actions shall include:

1. Periodic meetings of supervisory and personnel office employees will be conducted before the start of work and then not less often than once every six months, at which time the organization's EEO policy and its implementation will be reviewed and explained. These meetings will be conducted by the EEO officer.
2. All new supervisory or personnel office employees will be given a thorough indoctrination by the EEO Officer, covering all major aspects of the contractor's EEO obligations within thirty days following their reporting for duty with the contractor.

3. All personnel who are engaged in direct recruitment for the organization will be instructed by the EEO Officer of the contractor's procedures for locating and hiring minority group employees.
4. Notices and posters setting forth the organization's EEO policy will be placed in areas readily accessible to employees, applicants for employment and potential employees.
5. The organization's EEO policy and the procedures to implement such policy will be brought to the attention of employees by means of meetings, employee handbooks, or other appropriate means.

**Recruitment:**

When advertising for employees, the organization will include in all advertisements the notation; "*An Affirmative Action/Equal Opportunity Employer.*" All such advertisements will be placed in publications having a large circulation among minority groups in the area where the work force would normally be derived.

1. The organization will, unless precluded by a valid bargaining agreement, conduct systematic and direct recruitment through public and private employee referral sources likely to yield qualified minority and female applicants. To meet this requirement, the organization will identify referral sources and establish procedures for recruitment to obtain the referral of minority and female applicants.
2. In the event the organization has a valid bargaining agreement providing for exclusive hiring referrals, he/she is expected to observe the provisions of that agreement to the extent that the system permits the contractor's compliance with EEO contract provisions. (The USDOL has held that where implementation of such agreements has had the effect of discriminating against minorities or women, or obligates the contractor to do the same, such implementation violates Executive Order 11246, as amended.)

3. The organization will encourage his/her present employees to refer minority group applicants for employment. Information and procedures with regard to referring minority group applicants will be discussed with employees.

**Personnel Actions:**

Wages, working conditions, and employee benefits shall be established and administered, and personnel actions of every type, including hiring, upgrading, promotion, transfer, demotion, layoff, and termination, shall be taken without regard to race, color, religion, sex, national origin, age or disability. The following procedures shall be followed:

1. The organization will conduct periodic inspections of project sites to insure that working conditions and employee facilities do not indicate discriminatory treatment of personnel.
2. The organization will periodically review selected personnel actions in depth to determine whether there is evidence of discrimination. Where evidence is found, the contractor will promptly take correction action. If the review indicates that the discrimination may extend beyond the actions reviewed, such corrective action shall include all affected persons.
3. The organization shall periodically evaluate the spread of wages paid within each classification to determine any evidence of discriminatory wage practices.
4. The organization will promptly investigate all complaints of alleged discrimination made to the organization, and will take appropriate corrective action within a reasonable time. If the investigation indicates that the discrimination may affect persons other than the complainant, such corrective actions shall include such other persons. Upon completion of each investigation, the contractor will inform every complainant of all of his avenues of appeal.

**Training and Promotion:**

The organization will assist in locating, qualifying, and increasing the skills of minority group and women employees, and applicants for employment. The organization will utilize the following tools to identify training and promotional opportunities in the organization:

1. The organization will advise employees and applicants for employment of available training programs and the entrance requirements.
2. The organization will periodically review the training and promotion of potential minority group and women employees and will encourage eligible employees to apply for such training and promotion.

**Unions:**

If the organization relies in whole or in part upon unions as a source of employees, the contractor will use his/her best efforts to obtain the cooperation of such unions to increase opportunities for minority groups and women within the unions, and to effect referrals by such unions of minority and female employees. Actions by the organization either directly or through a contractor's association acting as agent will include the procedures set forth below:

1. The organization will use best efforts to develop, in cooperation with the unions, joint training programs aimed toward qualifying more minority group members and women for membership in the unions and increasing the skills of minority group employees and women so that they may qualify for higher paying employment.
2. The organization will use best efforts to incorporate an EEO clause into each union agreement to the extent that such union will be contractually bound to refer applicants without regard to their race, color, religion, sex, national origin, age or disability.

3. The organization is to obtain information as to the referral practices and policies of the labor union except that to the extent that such information is within the exclusive possession of the labor union and such labor union refuses to furnish the information to the contractor, the contractor shall notify the Connecticut Department of Transportation (CTDOT) of the efforts made to obtain the information.
  
4. In the event the union is unable to provide the organization with a reasonable flow of minority and women referrals within the time limit set forth in the collective bargaining agreement, the contractor will, through independent recruitment efforts, fill the employment vacancies without regard to race, color, religion, sex, national origin, age or disability; making full efforts to obtain qualified and/or qualifiable minority group persons and women. (The United States Department of Labor has held that it shall be no excuse that the union with which the contractor has a collective bargaining agreement providing for exclusive referral failed to refer minority employees.) In the event the union referral practice prevents the contractor from meeting the obligations under Executive Order 11246 as amended, and in compliance with 23 CFR Part 230, the organization will notify CTDOT.

**Selection of Subcontractors:**

The organization will not discriminate on the grounds race, color, sex, national origin, age or disability in the selection and retention of subcontractors, including procurement of materials and leases of equipment.

1. The organization shall use his/her best efforts to ensure subcontractor/sub-consultant compliance with Federal and State Equal Opportunity (EO) and EEO requirements.

**Records and Reports:**

The Contractor shall keep records as necessary to document compliance with EO/EEO requirements. Such reports shall be retained for a period of three years following completion of the contract work and shall be available at reasonable times and places for inspection by authorized representatives of CTDOT and/or the United States Department of Transportation. The following records should be maintained:

1. The number of minority and non-minority group members and women employed in each work classification;
2. The progress and efforts being made in cooperation with unions, when applicable to increase the employment opportunities for minorities and women;
3. The progress and efforts being made in locating, hiring, training, qualifying, and upgrading minority and female employees;
4. Complaints of Discrimination; and
5. Information required for your Affirmative Action Plan Update.

In implementing this policy and ensuring that affirmative action is being provided, each time a hiring opportunity occurs this organization will contact and request referrals from minority and female organizations, referral sources, and media sources. All advertising will emphasize that the organization is “An Affirmative Action/Equal Opportunity Employer.”

In order to substantiate this organization’s efforts and affirmative actions to provide equal opportunity, the organization will maintain and submit, as requested, documentation such as referral request correspondence, copies of advertisements utilized and follow-up

documentation to substantiate that efforts were made in good faith. This organization will maintain the necessary internal audit procedures and record keeping systems to report the organization's affirmative action efforts.

It is understood by me, my Equal Employment Opportunity Officer and my supervisory and managerial personnel that failure to effectively implement, monitor and enforce this organization's affirmative action program and/or failure to adequately document the affirmative actions taken and efforts made to recruit and hire minority and female applicants, in accordance with our affirmative action program in each instance of hire, will result in this organization being required to recommit itself to a modified and more stringent affirmative action program as a condition of approval. It is recognized that an approved affirmative action program is a prerequisite for performing services for the contracting agency. This plan, in addition to CTDOT's EO/EEO contract provisions and requirements, shall constitute our CTDOT Affirmative Program.

The ultimate responsibility for the full implementation of this organization's Affirmative Action Program rests with the Chief Executive Officer of this organization. However, the day-to-day duties will be coordinated by John Filchak, Executive Director, who has been designated by me, as the Equal Opportunity Officer of this organization. In addition, each manager and supervisor, and all employees are directed to aid in the development and implementation of this program and will be held responsible for compliance to its objectives.

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John Filchak, Executive Director

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Date

## Assignment of Responsibilities

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The contractor/consultant shall designate a responsible official to monitor all employment related activity to ensure that the organization's EEO policy is being implemented. The contracting officers and equal opportunity officer (hereinafter referred to as the EEO Officer) shall have the responsibility for and must be capable of effectively administering and promoting an active program of equal employment opportunity and who must be assigned adequate authority and responsibility to do so.

I hereby appoint Maureen Adams as the Equal Employment Opportunity Officer of this organization. It is my responsibility as the Chief Executive Officer of this organization to notify the State of Connecticut Department of Transportation of any change in designation of EEO Officer for this organization.

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SIGNATURE OF CEO/PRESIDENT

DATE

I have been made aware of my duties and responsibilities as the Equal Employment Opportunity Officer for this organization.

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SIGNATURE OF EEO OFFICER

DATE