

Connecticut River Watershed Council

Affirmative Action Plan

1. ANTI-DISCRIMINATION RESOLUTION

WHEREAS that the Connecticut River Watershed Council (CRWC) recognizes that access to the labor market has been restricted to certain people due to discrimination, and

WHEREAS CRWC does not discriminate in hiring or advancement because of race, color, national origin, religion, creed, sexual orientation, disability, socio-economic status, lifestyle, marital status, sex or age (except where sex and age is a bona fide occupational qualification).

THEREFORE, BE IT RESOLVED that CRWC is an Equal Employment Opportunity (EEO) employer and will not discriminate in hiring, and

BE IT FURTHER RESOLVED that all new and vacant positions shall be filled via an open-hiring process EXCEPT temporary, part-time positions less than six months in duration and less than 20 hours per week with prior approval of the director.

2. AFFIRMATIVE ACTION RESOLUTION

WHEREAS that CRWC recognizes the historic deprivation of equal employment opportunities on the basis of sex and race/color and sexual orientation and that direct action is necessary to overcome past inequities towards these three Affirmative Action (AA) target groups.

BE IT RESOLVED that in addition to open hiring CRWC shall actively recruit from among the three AA target groups.

3. AFFIRMATIVE ACTION PROCEDURES FOR ALL HIRING

In addition to the requirements listed in section 4 of this section, the following procedures will be used to ensure that our commitment to AA is actively pursued:

- A. CRWC shall update annually a list of organizations and publications directed towards AA target groups in the region. CRWC staff shall notify all organizations and publication on this list of all job opportunities.
- B. When possible, CRWC staff, or hiring committee shall make personal contact with these organizations in order to solicit applicants.
- C. If an insufficient number of job applicants are from AA target groups, the time frame for the hiring process may be extended.
- D. Screening of applications should not consider artificial barriers; that is education, training, or experience unrelated to job duties should not be required.
- E. Special efforts will be made to 1) identify areas of training needed to advance people from AA target groups within the organization and 2) to provide these opportunities.

4. GENERAL PROCEDURES FOR ALL HIRING

The following procedures will be used in all hiring to ensure that our commitment to EEO is met.

- A. All job opportunities will be publicly advertised through appropriate media.
- B. Selection procedures shall be made in a manner consistent with sections 1. and 2. of this plan.
- C. CRWC will seek to eliminate artificial barriers; specifically education, training, or experience requirements which restrict or prevent EEO and are unrelated to job duties.
- D. An ad-hoc hiring committee composed of people who are qualified in the area for which the applicants are being considered, will be appointed by the CRWC director. Every effort will be made in all cases to have a multi-racial committee. This committee will be responsible for screening written applications, arranging and conducting interviews, and submitting a recommendation to the board (in the case of hiring a new director) or to the CRWC director.
- E. The CRWC director will be responsible for the final selection EXCEPT that the board will be responsible for the final selection of a new director
- F. Every attempt will be made to schedule all stages of the hiring process with regard to applicants' cultural observances.
- G. All new and vacant positions shall be filled via an open-hire process EXCEPT temporary, part-time positions of less than six months in duration and less than 20 hours per week with prior approval of the director.

5. DISSEMINATION OF EEO PLAN

- A. This plan shall be distributed to all CRWC staff, volunteers, and board members, and shall be given to all new CRWC employees upon hire.
- B. This plan shall be distributed to all program affiliate groups for the information of staff, volunteers, and board members.

6. RESPONSIBILITY FOR IMPLEMENTATION

Responsibility for the implementation of the EEO plan will be with CRWC board of directors. Such responsibility will include:

- A. Monitoring the progress of the plan. A yearly review of hiring processes will include at a minimum reviewing the EEO/AA checklist for each hiring and assessing the number of applicants interviewed from each AA target group.
- B. Identify problems and designing changes to correct such problems.
- C. Reporting on the implementation of this plan annually, at the first board meeting of the calendar year.

7. GRIEVANCE PROCEDURE

A grievance citing violation(s) of the EEO plan should be submitted according to the outlined grievance procedure in these policies. If an ad-hoc grievance committee is formed, every effort will be made to form a multi-racial committee.

Connecticut River Watershed Council Affirmative Action Policy

The Connecticut River Watershed Council has a statutory mandate under law to guarantee equal treatment for all who seek access to its services or opportunities for employment and advancement. No discrimination will be tolerated on the basis of race, creed, political affiliation, color, sex, national origin, age, or handicap. The ultimate goal is for personnel of this organization to reflect the proportions of minority, female, and handicapped persons in the population they serve.

The Connecticut River Watershed Council will meet its legal, moral, social, and economic responsibilities for Equal Employment Opportunity/Affirmative Action as authorized and required by all pertinent state and federal legislation, executive orders and rules and regulations, including the following:

1. Title VII of the Civil Rights Act of 1964 (42 USC s2000e et seq.), which prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin; and
2. The Age Discrimination in Employment Act of 1967 (29 USC s621 et seq.), which prohibits discrimination in employment on the basis of age with regard to those individuals who are at least 40 years of age, but less than 65 years of age; and
3. Section 504 of the Rehabilitation Act of 1973 (29 USC s794), and the regulations promulgated pursuant thereto (45 CFR Part 84), which prohibit discrimination against qualified handicapped individuals on the basis of handicap and requires employers to make reasonable accommodation to known physical or mental limitations of otherwise qualified handicapped applicants and employees; and
4. c. 151 s4 (1), as amended by Chapter 533, 1983, which prohibits discrimination in employment on the basis of race, color, sex, religious creed, national origin, ancestry, age or handicap,

In addition, the Council agrees to be familiar with and abide by:

- Massachusetts Executive Orders 143, 227, and 237
- Equal Pay Act of 1963
- Massachusetts Executive Order 74 amended by Executive Order 116
- Massachusetts Architectural Barriers Board Act
- Federal Executive Orders 11246 and 11375 as amended.

All employees, unions, subcontractors and vendors must make genuine and consistent efforts:

1. To ensure equal employment opportunities for present and future employees, and
2. To implement affirmative action, as legally required, to remedy the effects of past employment discrimination and social inequities.

The responsibility for implementing and monitoring this policy has been delegated to:

Thomas H. Miner, Executive Director of the Connecticut River Watershed Council

Furthermore, the Connecticut River Watershed Council prohibits that any employee, or applicant, be subject to coercion, intimidation, interference or discrimination for filing a complaint or assisting in an investigation under this program. No portion of this Equal Employment Opportunity/Affirmative Action Policy shall be construed as conflicting with any existing or future judicial or legislative mandate where a constricton consistent with that mandate is reasonable.

Signature of Chief Executive

Executive Director

Title of Chief Executive

May 20, 1996

Date

Connecticut River Watershed Council Non-Discrimination Policy

RESOLVE, that no person is excluded from service because of race, color, religion, sex, national origin, age, marital status, handicap, sexual orientation or other classification protected by law, and it is further

RESOLVED, that there is no segregation of persons served on the basis of race, color religion, sex, national origin, age, marital status, handicap, sexual orientation or other classification protected by law, and it is further

RESOLVED, that there is no discrimination on the basis of race, color, religion, sex, national origin, age, marital status, handicap, sexual orientation or other classification protected by law with regard to hiring, assignment, promotion or other conditions of staff employment, and it is further,

RESOLVED, that there is no discrimination on the basis of race, color religion, sex, national origin, age, marital status, handicap, sexual orientation or other classification protected by law in membership on the Council's governing body, and it is further

RESOLVED, that the Council hereby affirms that it has a written plan for positive action to achieve equal employment opportunity for all persons in the filling of its staff positions including elements such as: contacts with various organizations in the community including minority group organizations concerning the Council's employment needs; recruitment advertisements in minority groups news media when advertising in the general media is used to fill jobs; self-identification as an equal employment opportunity employer in recruitment advertisements; and the use of employment agencies which do not discriminate on the basis of race, color religion, sex, national origin, age, marital status, handicap, sexual orientation or other classification protected by law.