

newbritain



affirmative action plan

CITY OF NEW BRITAIN
27 West Main Street
New Britain, CT 06051
www.newbritainct.gov

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CITY OF NEW BRITAIN

EST. 1871

OFFICE OF THE MAYOR
THE HONORABLE ERIN E. STEWART

WWW.NEWBRITAINCT.GOV

MAYOR ERIN E. STEWART'S COMMITMENT TO AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITIES

The City of New Britain is a progressive employer where people are proud to work and employees are treated fairly. The City is committed to providing equal employment opportunities for its diverse population of employees. All department heads are responsible to ensure that employment decisions such as terms or conditions of employment including recruitment/hiring, layoffs/firings, compensation, promotions, training, transfers/assignments, or leave/benefits are to be administered fairly and without discrimination.

New Britain has long been a city of great diversity, whether racial, ethnic or religious. As Mayor of the City of New Britain, it is my responsibility to administer all of our city's programs and public policies including that of Affirmative Action and Equal Opportunity Employment. The City's Mission Statement states in part: "Our mission as a city is to provide the opportunity to live and work peacefully and prosperously." The City of New Britain will provide a work environment free from harassment and discrimination. We will achieve and maintain a respectful and welcoming workplace for all members of the community. Harassment, discrimination, and retaliation are prohibited conduct. Any violation of this policy will not be tolerated.

In my role as Mayor of the City of New Britain, I am fully committed to the principles of Equal Employment Opportunity and to the successful implementation of the City's Affirmative Action Plan. I am equally committed to ensuring that all employees are allowed to work in an environment free from insulting, degrading, or discriminatory treatment, unsolicited or unwelcome sexual overtures, or any other unfair, unlawful treatment including heckling, bullying, or workplace violence. I will ensure that all employees, particularly managers, administrators, and department heads understand the Affirmative Action Plan's provisions and take positive steps to ensure compliance with this policy, the Affirmative Action Plan, and procedures developed subsequent thereto. Every effort will be made to make sure full and fair consideration is given to all qualified minority, female, and protected class applicants and employees.

Questions regarding these policies and procedures can be directed to the Human Resources Director at (860) 826-3408 Room 409 of City Hall or the Human Rights & Opportunities Officer at (860) 826-3411 Room 409 of City Hall, 27 West Main Street, New Britain, Connecticut 06051.

Erin E. Stewart, Mayor

Date

DISSEMINATION OF POLICY

In order to ensure that all employees, applicants for employment or services, and others are aware that the City of New Britain is an Affirmative Action/Equal Opportunity/Equal Access Employer; and are aware of its official Affirmative Action and Equal Opportunities Policies; the following steps are taken and will continue to be undertaken:

Internal Communications

The City of New Britain's Affirmative Action/Equal Employment Opportunity Policy will be given to all employees and supervisors.

These policies will be communicated to the Common Council, management, supervisory personnel and union presidents to ensure effective implementation.

In addition, the City of New Britain will communicate to all employees the existence of the City's Affirmative Action Plan and upon request make available a copy for their review in the Human Resources Department and the Commission on Human Rights and Opportunities office.

Employees shall be notified of the existence of the City's Affirmative Action Program through the Policy Statement. Hence, employees are advised that all aspects of employment, including job opportunity, training programs, social events, etc., will be available to all regardless of their race, color, sexual orientation, gender, gender identity, national origin, ancestry, religion, age, physical disability, mental retardation, marital status, present or past history of mental disorder, learning disability, criminal record, or veteran status. Additionally, employees are advised to contact their supervisors, the Human Rights & Opportunities Officer or the Director of Human Resources concerning problems they may have including those involving discrimination questions.

State and federal Civil Rights posters and the City of New Britain's Policy Statement shall be posted in conspicuous places.

Biannual training (shortly after the time that administrations change through election), explaining the Affirmative Action Plan shall be offered to appointing authorities, commissions, department heads and union representatives, as well as individuals responsible for effective implementation of the Affirmative Action Plan.

External Communications

A list of Affirmative Action recruiting agencies and contacts is maintained in the Human Resources Department and the Office of Human Rights and Opportunities. It is reviewed and updated as necessary.

All advertisements and job announcements for prospective employees shall include the following phrase:
The City of New Britain is an Equal Employment Opportunity and Affirmative Action Employer. The City does not discriminate on the basis of religion, national origin, alienage, color, race, age, sex gender identity or expression, sexual orientation, physical or mental disability, veteran status, or other non-merit factors.

All job announcements include the essential functions, knowledge, skills and abilities; minimum qualifications in training, education and experience, testing requirements and additional special licensing requirements, pursuant to applicable City policy and procedure.

All job descriptions are reviewed by the Appointing Authority, the Human Resources Director and the Human Rights & Opportunities Officer as vacancies occur to ensure compliance with Civil Rights Laws, the Affirmative Action Plan, and to ensure that only bona fide occupational qualifications are included.

A copy of the City's Affirmative Action/Equal Employment Opportunities Policy shall be sent to subcontractors, vendors, suppliers and recipients of recruitment notices. Further, the same shall be made aware of the City's policy to not knowingly do business with anyone who engages in any acts of unlawful discrimination.

ASSIGNMENT OF RESPONSIBILITIES

MAYOR

The Mayor of the City of New Britain as Chief Administrative Officer is responsible for coordinating all City activities involving Equal Opportunities and Affirmative Action affairs. His/her responsibilities include, but are not limited to:

Disseminating appropriate directives to boards, commissions and department heads in order to assure compliance with the City's Affirmative Action Plan;

Communicating to all management and supervisory staff that the maintenance of Affirmative Action and Equal Employment Opportunity is an integral part of their responsibilities;

Implementing the City's Affirmative Action Plan;

Distributing an approved copy of the City's Affirmative Action Plan and goals to each City Department Head;

Delegating implementation activities to Department Heads and Administrators as part of their management responsibilities; and

AFFIRMATIVE ACTION OFFICER

The Human Rights & Opportunities Officer shall be designated as the Affirmative Action Officer and shall have the responsibility of:

Developing policy statements, internal and external communication techniques;

Identifying problem areas and developing and implementing goals (*both programmatic and numerical*) for the solution of identified problems;

Developing and implementing systems that will measure the effectiveness of programs, indicate the need for remedial action and determine the degree to which goals and obligations have been attained;

Serving as liaison between the City of New Britain and enforcement agencies;

Keeping staff and Commission informed of EEO, Affirmative Action and Civil Rights issues impacting or affecting the City;

Holding discussions with managers, supervisors, and employees to ensure that City policies are being followed;

Working with the Director of Human Resources to provide training seminars for City employees related to Affirmative Action, Equal Employment Opportunity, Sexual Harassment, ADA and Implicit Bias;

Working with the Human Resources Director to investigate and mediate complaints of alleged discrimination and sexual harassment;

Ensuring that minority and female employees are given full opportunities for transfer and promotions, and ensuring that minorities and female employees are offered equal opportunities for all city-sponsored activities; and

Coordinating, directing, and monitoring the City of New Britain's Equal Employment Opportunity and Affirmative Action Policies and Programs to ensure compliance.

DIRECTOR OF HUMAN RESOURCES

(Section 8-5(c) (2), Charter, City of New Britain, "Equal Employment Opportunity and Affirmative Action")

"It shall be the policy of the City of New Britain to guarantee equal opportunity to all qualified applicants and to all employees with respect to initial employment, advance and general working conditions, without respect to age, race, creed, color, sex, or national origin. The Human Resources Director, in consultation with the Civil Service Commission, shall develop and maintain a comprehensive and systematic Affirmative Action Plan which will assure equal opportunity in recruitment and selection, job structure, promotion policies, training to improve job performance and upward mobility, and all other related procedures and practices;

In cooperation with the Human Rights & Opportunities Officer, provide training seminars for City employees related to Affirmative Action and Equal Employment Opportunity; and

Review the City's Personnel Policies as they relate to Equal Employment Opportunity and Affirmative Action.

COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES

(Source: Division 5, Sec. 2-196, City of New Britain Ordinance (as amended July 22, 1996))

Section 2-196. Duties (applicable excerpts):

Prepare an annual report to the Mayor and Common Council on the “state of the City of New Britain” with regard to Human Rights and Opportunities, Affirmative Action, Equal Employment Opportunity and Fair Housing;

Establish goals and programs designed to assure compliance by the City of New Britain in the area of Human Rights and Opportunities, Affirmative Action, Equal Employment Opportunity, Fair Housing and to effect the removal of barriers to the realization of the full potential of all residence of the City of New Britain;

Advise and assist the Civil Service Commission in the establishment and implementation of and outreach and recruiting program designed to bring qualified minority individuals into the civil service system of the City of New Britain;

Monitor and report to the Civil Service Commission on compliance by the Civil Service Office and the Director of Human Resources with the mandates of federal, state and local laws, rules, regulations and programs relating to Human Rights, Affirmative Action and Equal Employment Opportunity;

Process complaints relating to human rights issues and discrimination matters and make referrals to appropriate enforcement agencies;

Interact with all monitoring and enforcement agencies of the federal and state governments with regard to Human Rights, Affirmative Action, Equal Employment Opportunity and Fair Housing including preparation of annual statistical analyses of the City of New Britain’s work force data so as to assist in the identification of significant minority groups within the City of New Britain.

DEPARTMENT HEADS

Department Heads and other managers are responsible for complying with all aspects of the City of New Britain’s Affirmative Action Plan. They are responsible for ensuring that Affirmative Action receives recognition and support and that supervisors and staff fully understand the City of New Britain’s commitment thereto.

Department Heads and other managers shall assist as needed in the preparation, distribution and implementation of the City’s Affirmative Action Plan. Other responsibilities include, but are not limited to:

Ensuring that fair and equal employment practices prevail within their respective areas of responsibility;

Initiating affirmative steps to correct any instance of under-utilization of minorities or women; inform the Affirmative Action Office of progress and problems encountered in carrying out the Plan;

Keeping accurate, up-to-date records of employment activities as required.

It shall be the responsibility of each member of management, from the Mayor to all first-line supervisors, to give this Affirmative Action Plan full support.

CITY OF NEW BRITAIN EMPLOYEES

Will demonstrate sensitivity to individual and personal differences when working with other employees and with the public; and

May submit suggestions for strengthening the City of New Britain' Affirmative Action Plan to the Affirmative Action Officer.

In addition, it is the duty of every employee of City of New Britain to create a job environment that is conducive to our nondiscrimination and affirmative action policies.

COERCION

No employee shall be coerced, intimidated or retaliated against by the City or any person for dutifully performing their Affirmative Action responsibilities or engaging in a protected activity. Any person so aggrieved is advised to contact the Director of Human Resources Director or the Human Rights & Opportunities Officer for complaint processing.

ORGANIZATIONAL ANALYSIS

This section contains all the positions and titles within the City of New Britain and are categorized in accordance to Equal Employment Opportunity, State and Local Government Information (EEO-4) reporting of Description of Job Categories as follows:

Description of Job Categories

EEO 1-Officials and Administrators: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, direct individual departments or special phases of the agency's operations, or provide specialized consultation on regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and-housing, fire, A.B.C., Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroner, farm managers, kindred workers.

EEO 2-Professionals: Occupations, which require specialized knowledge, and theoretical knowledge, which is usually acquired through college training or through work experience and other training, which provides comparable knowledge. Includes personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, management analysts, airplane pilots, and navigators, surveyors and mapping scientists, and kindred workers.

EEO 3-Technicians: Occupations, which require a combination of basic scientific or technical knowledge and manual skill, which can be obtained through specialized post-secondary school education or through on the job training. Includes computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police, and fire sergeants, inspectors, (production or processing inspectors, testers and weighers), and Kindred workers.

EEO 4-Protective Service workers: Occupations in which workers are entrusted with public safety, security, and protection from destructive forces. Includes: police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.

EEO 5-Administrative Support (including Clerical and Sales): Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeeping, messengers, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

EEO 6-Skilled Craft Workers: Occupations in which worker perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through a thorough on the job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairs, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.

EEO 7-Service-Maintenance: Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners, and groundskeepers, refuse collectors, construction laborers, park rangers, (maintenance), craft apprentices/trainees/helpers, and kindred workers.

CITY JOB TITLES BY JOB CATEGORIES

EEO 1- OFFICIALS/ADMINISTRATORS

Director of Finance
Director of Public Works
Deputy Director of Public Works - Utility
Information Technology Manager
City Assessor
Assistant Corporation Counsel
Director of Health
Director of Community Development
Police Chief
Director of Human Resources
Fire Chief
Manager of Facilities & Energy
Director of License, Permits & Inspections
Deputy Chief of Police
Assistant Fire Chief
Director of Senior Center
Director of Recreation and Community Services
Manager of Public Safety Telecommunications Ctr.
Assistant City Assessor
Director of Support Services

EEO 2-PROFESSIONALS

After School Program Coordinator
Deputy Building Inspector
Manager of Revenue
City Attorney
City Engineer
Field Services Superintendent
Finance and Purchasing Administrator
Superintendent of Water Quality
Grants Administrator
Administrative Services Officer – Recreation
Administrative Services Officer- Public Works
Water Treatment Superintendent
Public Health Nurse Supervisor
Engineering Program Manager
Police Captain
Accounting Manager
Personnel Administrator
Fleet Manager

EEO 2-PROFESSIONALS
Community Services Program Manager
Fire Deputy Chief
Fire Marshal
Deputy Chief & Deputy Chief of Training
Pension Fund Manager
Neighborhood Preservation Program Administrator
Superintendent of Golf Course Operations
Surveyors
Caseworker/Program Manager
Assistant Fire Marshal
Police Lieutenant
Senior Accountant
Records Bureau Supervisor-Police
Administrative Services Officer, Police
Fire Captain
Project Manager
Assistant City Attorney
Fire Lieutenant
Assistant Golf Course Supervisor
Parking & Administrative Coordinator
Fiscal Analyst
Fiscal Officer
Grants Coordinator
Code Enforcement Officer
Assessment Analyst
Administrative Accountant
Youth Counselor
Adolescent Specialist
Public Health Nurse
Social Worker
Disabilities Services Specialist
Human Rights & Opportunities Officer
Administrator Services Officer – Fire
Immunization Coordinator
Bilingual/Bicultural Caseworker
Benefits Administrator

EEO 3-TECHNICIANS
Sanitarian
IT Specialist
Construction Inspector
Planner I, II, III
Special Tax Agent

EEO 3-TECHNICIANS
Drafter I, II, III
Building Inspector
Plumbing Inspector
Electrical Inspector
Supervisor, Signalization & Control
Bacteriologist
Sewer & Sidewalk Inspector
Housing Inspector
Paralegal
Assessment Technician
Financial Specialist
Engineer Technician
Project Coordinator (CCND)
Rehabilitation Specialist
Rehabilitation Technician
Laboratory Assistant
Golf Course Technician
Traffic Operations Foreperson
Meter Technician
Police Sergeant
Fair Housing Technician

EEO 4-PROTECTIVE SERVICES WORKER
Detectives
Police Officers
Firefighters
Fire Inspector 1, II, III

EEO 5-ADMINISTRATIVE SUPPORT
Assistant Town & City Clerk II
Public Safety Telecommunicator I,II, III
Accounting Assistant
Administrative Assistant I, II, III
Legal Administrative Aide II
Transportation Coordinator
Cashier Clerk
Police Matron
Police Jailer
Assessment Aide
Financial Specialist
Revenue Collection Aide
Revenue Specialist - Tax
Revenue Specialist- Water

EEO 5-ADMINISTRATIVE SUPPORT

Dispatcher (PSTC)

Dispatcher, Water

EEO 6-SKILLED CRAFT WORKER

Chief of Water Treatment

Engineering Aide I, II

Water General Foreperson

Mechanic Foreperson

Assistant Chief of Water Treatment

Assistant Arborist

Horticulturist

Carpenter Foreperson

General Foreperson, Park

Carpenter (PW)

General Foreperson, Sewer

General Foreperson, Streets

General Foreperson Landfill

Lead Filtration Plant Operator

Filtration Operator

Water Foreperson Meter

Water Foreperson

Public Works Foreperson

Vehicle & Equipment Technician

Park Foreperson

Cross Connection Control/Fire

Cemetery Foreperson

Fire Master Mechanic

Mason

Master Electrician

Maintenance Foreperson

Carpenter Foreperson

Tree Trimmer

Sign Painter

Painter

Equipment Technician

Equipment Operator III

Maintenance Mechanic

Reel Grinder (Parks)

Assistant Master Mechanic

Parking Monitor

EEO 7-SERVICE/MAINTENANCE

Park Building Maintainer

EEO 7-SERVICE/MAINTENANCE
Building Grounds Maintainer (Senior Center)
Custodial Foreperson
Golf Maintainer
Traffic Signal Maintainer Mechanic
Meter Technician
Caretaker I, II
Incinerator Foreperson
Pump Station Operator
Parking Meter Attendant
Maintenance Electrician
Custodian Garage Attendant
Scale Operator (PW)
Water Utility Worker
Security Guard
Custodian I
Garage Attendant
Maintainer (Recreation)
Public Works Maintainer
Cemetery Maintainer
Bus Driver
Water Utility Worker

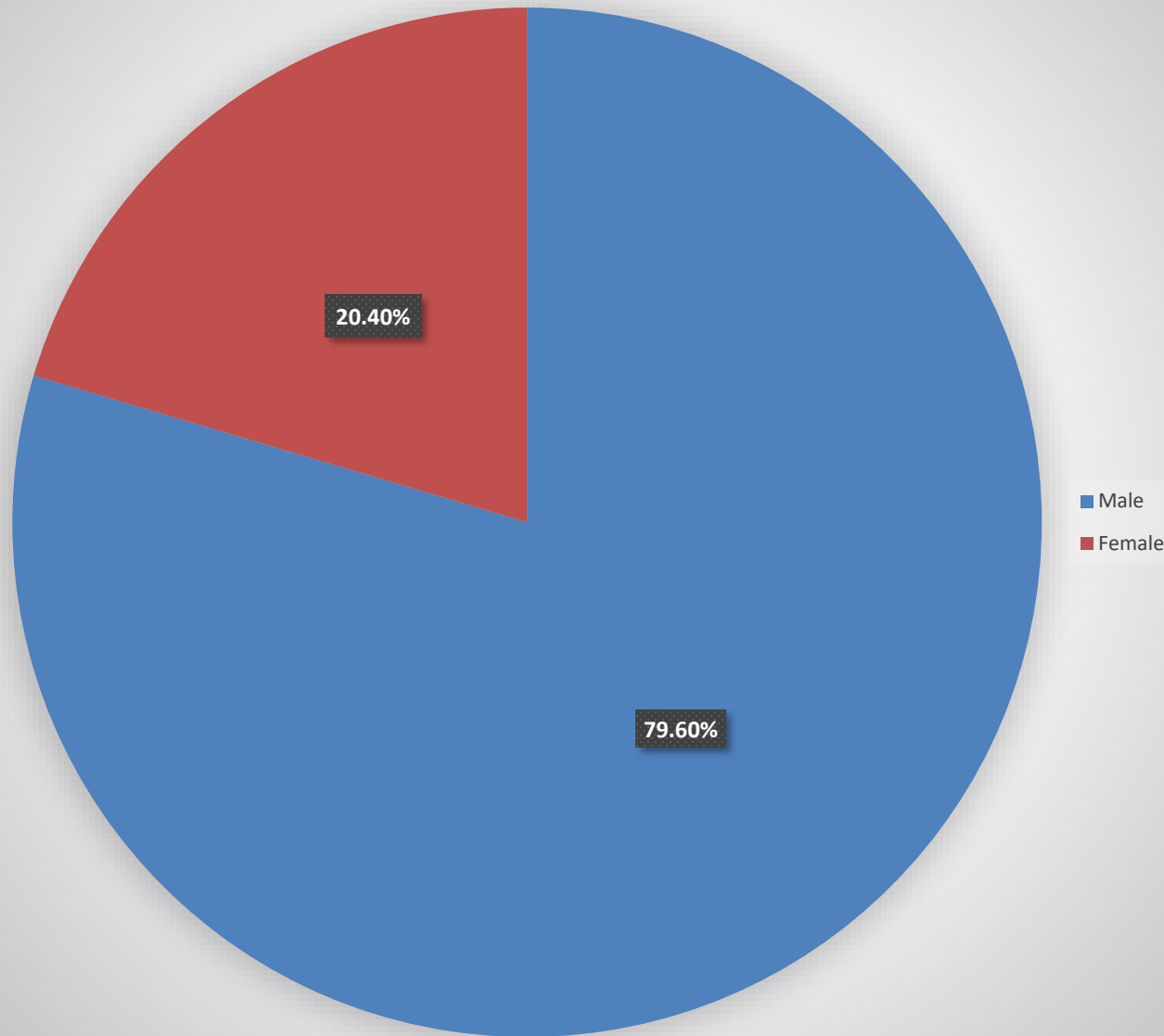
City of New Britain Workforce Analysis - Full Time Employees

Fiscal Year July 1, 2019- June 30, 2020

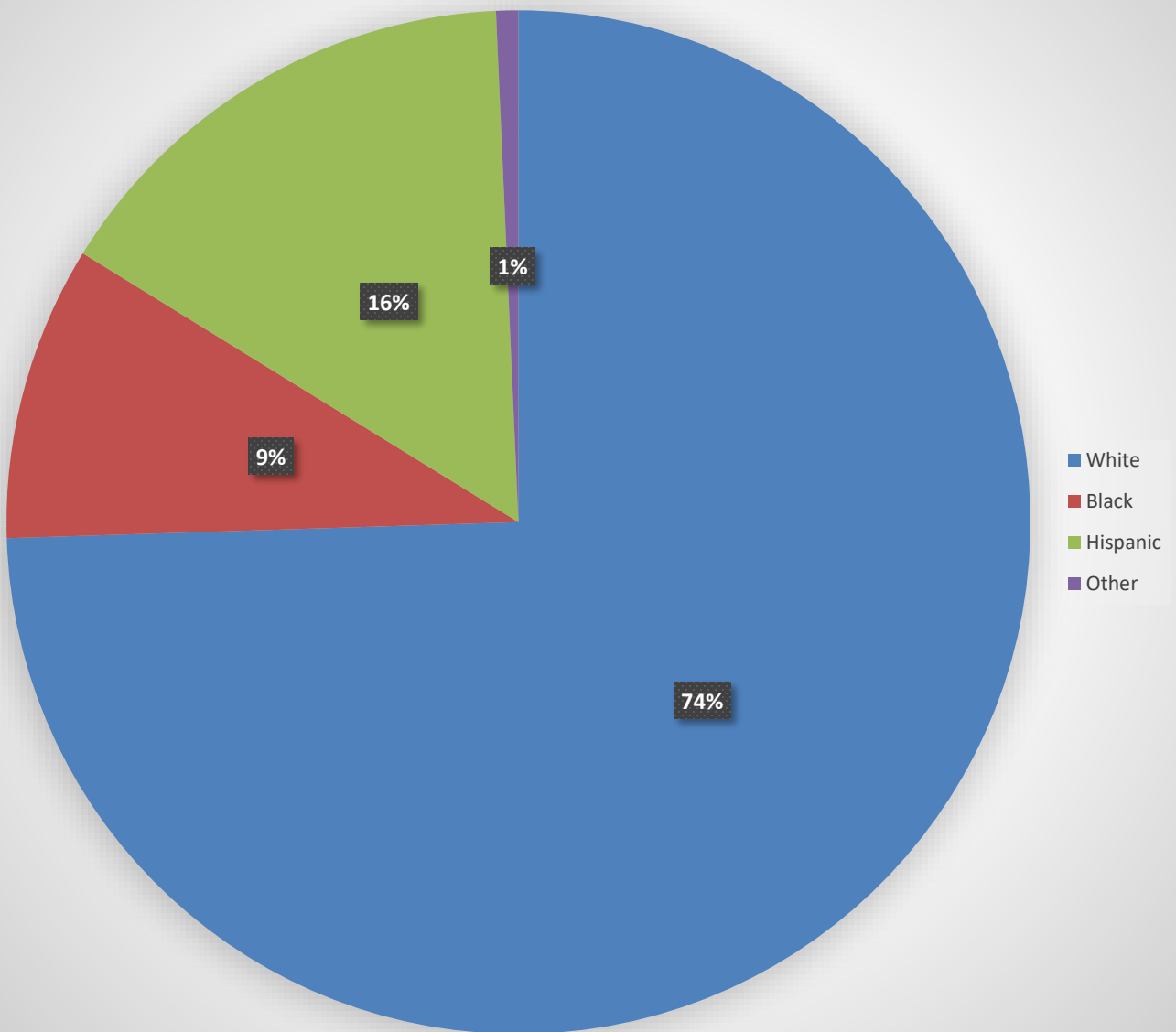
Occupational Categories	Grand Total	Overall Totals		White (not of Hispanic Origin)		Black (not of Hispanic Origin)		Hispanic		Other	
		M	F	M	F	M	F	M	F	M	F
Officials & Admin.	21	18	3	15	3	0	0	3	0	0	0
Professionals	98	71	27	63	23	3	2	5	2	0	0
Technicians	47	42	5	33	2	2	1	5	2	2	0
Protective Service	210	189	21	141	13	23	2	24	5	1	1
Administrative Support	69	14	55	9	35	5	5	0	15	0	0
Skilled Craft Workers	49	48	1	42	1	2	0	4	0	0	0
Service Maintenance	66	64	2	35	2	7	0	22	0	0	0
Totals	560	446	114	338	79	42	10	63	24	3	1
Totals One Year Ago	555	442	113	359	77	32	10	45	23	6	3

Occupational Categories	Grand Total	Overall Totals		White (not of Hispanic Origin)		Black (not of Hispanic Origin)		Hispanic		Other	
		M	F	M	F	M	F	M	F	M	F
Officials & Admin.	3.8%	85.7%	14.3%	71.4%	14.3%	0.0%	0.0%	14.3%	0.0%	0.0%	0.0%
Professionals	17.5%	72.4%	27.6%	64.3%	23.5%	3.1%	2.0%	5.1%	2.0%	0.0%	0.0%
Technicians	8.4%	89.4%	10.6%	70.2%	4.3%	4.3%	2.1%	10.6%	4.3%	4.3%	0.0%
Protective Service	37.5%	90.0%	10.0%	67.1%	6.2%	11.0%	1.0%	11.4%	2.4%	0.5%	0.5%
Administrative Support	12.3%	20.3%	79.7%	13.0%	50.7%	7.2%	7.2%	0.0%	21.7%	0.0%	0.0%
Skilled Craft Workers	8.8%	98.0%	2.0%	85.7%	2.0%	4.1%	0.0%	8.2%	0.0%	0.0%	0.0%
Service Maintenance	11.8%	97.0%	3.0%	53.0%	3.0%	10.6%	0.0%	33.3%	0.0%	0.0%	0.0%
Totals	100.0%	79.6%	20.4%	60.4%	14.1%	7.5%	1.8%	11.3%	4.3%	0.5%	0.2%
Totals One Year Ago	100.0%	79.6%	20.4%	64.7%	13.9%	5.8%	1.8%	8.1%	4.1%	1.1%	0.5%

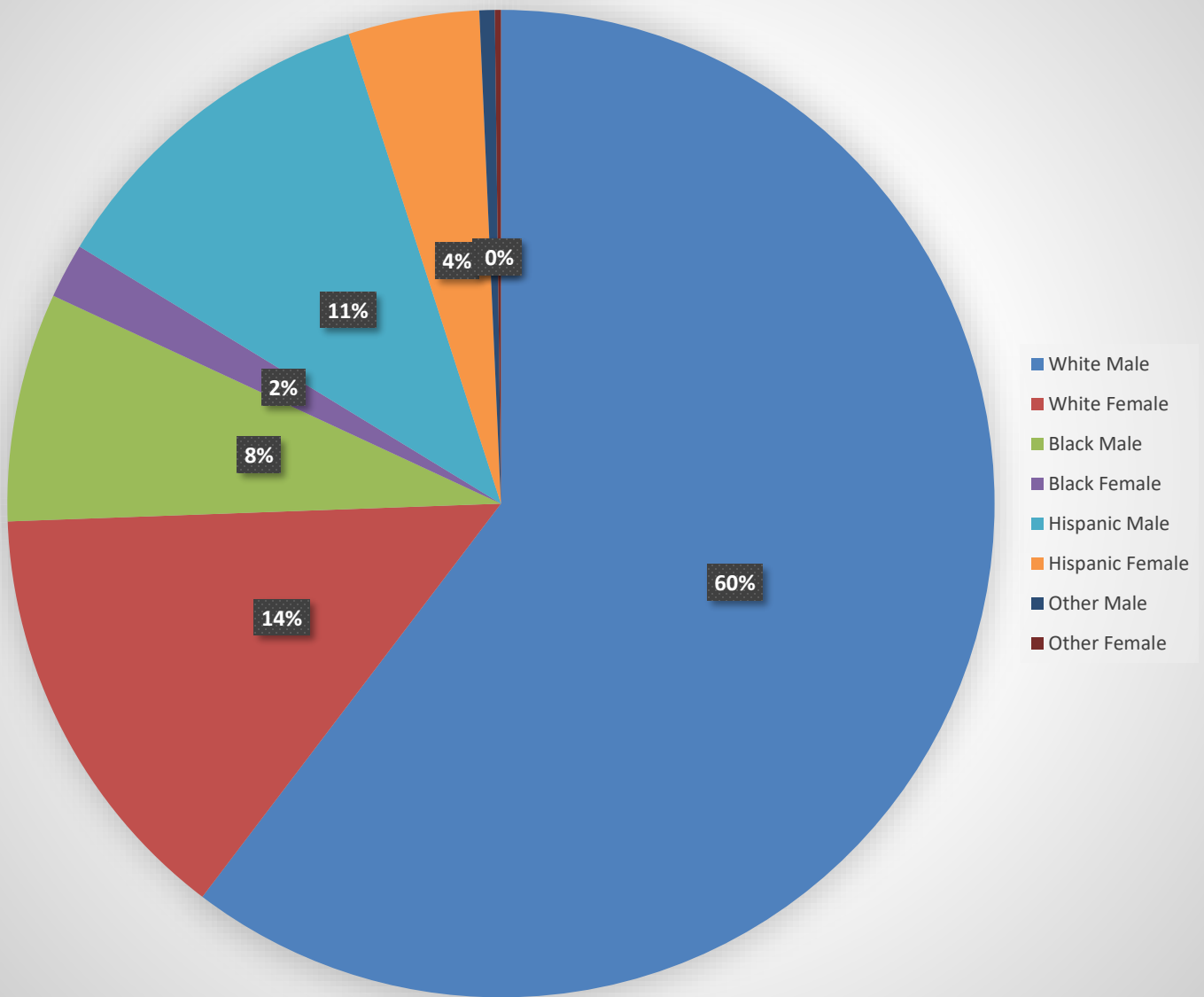
Workforce Analysis by Gender



Workforce Analysis by Race



Workforce Analysis by Race and Gender



IDENTIFICATION OF PROBLEM AREAS

This section has been set aside to discuss areas of the employment process that by nature can be problematic.

Employment. The City of New Britain is an Affirmative Action/Equal Employment Opportunity/Equal Access employer. Further, it is the policy of City of New Britain to hire individuals based on their qualifications. Therefore no person shall be excluded from participation in, be denied the benefits of, or otherwise be discriminated against under any program, including employment, because of race, color, sexual orientation, gender, gender identity or expression, national origin, ancestry, religion, age, physical disability, mental retardation, marital status, present or past history of mental disorder or learning disability, criminal record or veteran status. Additionally, every effort shall be made to hire employees for positions for which they are qualified and that enables them to make the best use of their skills and abilities.

Employment Applications. The employment application is an instrument used to collect needed data of importance to the employment process. Efforts have been made and continue to be reviewed to ensure that the employment application collects all the necessary and required information about applicants in a nondiscriminatory manner. Review of the City's employment application found it to be fair, simple and consistent. No questions of a medical nature are asked and no application fee is charged. Of particular concern is the collection of demographic information required to complete both federal and state requests for such information. The City of New Britain will continue to monitor the need to review and amend its employment application and make such amendments as necessary to ensure that needed information is collected without discrimination.

For the jobs requiring the highest level of skills, resumes with letters are also used. There has been no observable relationship between poor paperwork and protected class status.

Job Qualifications and Specifications. Effort is made to write job specifications that allow applicants who qualify at a variety of levels to compete for positions. Care is taken to ensure that when job vacancy announcements are circulated, that the qualifications are not written to match the level of expertise achieved by the last incumbent, but rather to attract individuals with potential who may qualify for the minimum qualifications. Thus all interested persons may apply and be considered for a position without regard for their protected class status.

The City of New Britain has regularly reviewed its job qualifications and specifications through either job studies or through individual review when a position is vacant.

Recruitment Practices. The City of New Britain is an Equal Opportunity/Affirmative Action/Equal Access employer and will therefore indicate such on all of its recruitment announcements. Further, it is the policy of the City of New Britain to hire individuals based on their qualifications and that no person shall be excluded from participation in, be denied the benefits of, or otherwise be discriminated against under any program, including employment, because of race, color, sexual orientation, gender, gender identity or expression, national origin, ancestry, religion, age, physical disability, mental retardation, marital status, present or past history of mental disorder or learning disability, criminal record or veteran status. Additionally, every effort shall be made to hire employees for positions for

which they are qualified and that enables them to make the best use of their skills, experiences and abilities.

The City of New Britain will advertise in forums or media that identify with minorities, women and other targeted groups and will continue to explore alternatives to expand its applicant pool of candidates from such targeted groups. In addition, the city has an extensive list of contacts for Affirmative Action outreach. The City continues to review, validate and expand its recruitment contacts to utilize those that have been proven to be most effective in reaching qualified minorities and women during its recruitment process. Continued efforts to request commitment from our recruitment sources for their help in recruiting minority and female applicants will be made.

Testing. This area has evolved away from the exclusive use of written test instruments to other objective measures such as the evaluation of experience and training or the assessment center, or job simulation, and will continue to evolve. For example, a written test was formerly used for custodial and laborer positions. With the increasing use of experience and training tests for those positions, the City of New Britain shall continue to monitor the impact of such on minority and female applicants in the Skilled Trade and Service/Maintenance areas.

Placement and Promotion Procedures. Placement, promotion, and transfer activities at all levels are monitored to assure that full consideration has been given to all qualified minority and female employees.

Personnel Policies. The City of New Britain will continually monitor and review its personnel practices to ensure that they are in compliance with all applicable state and federal laws and regulations. Additionally, personnel policies are distributed in writing to all new employees and upon request. They include the Merit rules and the Collective Bargaining Unit agreements. They appear to be fair and unbiased.

Orientations. Each new City of New Britain employee is given an orientation to the City of New Britain's policies and procedures, union agreements, discrimination complaint procedure, sexual harassment policies, Affirmative Action Plan, health insurance information, etc. An orientation checklist is available to each new employee to assure that all information is given and received.

Training. On-the-job training programs, as well as other training and educational programs that the City of New Britain uses or supports must be regularly reviewed to assure that minority and female candidates, as well as all other employees, are given equal opportunity to participate. Appropriate steps must be taken to encourage minority and female employees to increase their skills and job potential through participation in available training and educational programs.

Layoffs and Terminations. Both layoff and termination procedures are determined by the bargaining unit agreement and Merit Rules. Particular care shall be taken in the event of layoffs to ensure that such will be done in as fair and equitable manner as possible. All applicable or effectuating state or federal laws and regulations and collective bargaining agreements will be strictly adhered to.

Terminations will only be made when and as necessary and only for justifiable reason without regard for race, color, sexual orientation, gender, gender identity, national origin, ancestry, religion, age, physical disability, mental retardation, marital status, present or past history of mental disorder or learning disability, criminal record or veteran status.

Benefits. The City of New Britain's benefits packages are determined by the collective bargaining agreements. They are offered to all employees qualified to receive such benefits without regard for their race, color, sexual orientation, gender, gender identity, national origin, ancestry, religion, age, physical disability, mental retardation, marital status, present or past history of mental disorder or learning disability, criminal record or veteran status.

PROGRAMMATIC GOALS

To ensure the effective implementation of identified problems related to the City of New Britain's Affirmative Action Plan and Programs, the following programmatic goals have been established:

PROGRAMMATIC GOALS

Develop and write a more comprehensive Affirmative Action Policy Statement that more adequately addresses the City of New Britain's commitment to Affirmative Action and Equal Employment Opportunity.

Develop and write a more comprehensive Affirmative Action Plan and Program that accurately reflects the City's over-utilization and under-utilization of minorities, women and other protected groups by department.

Distribution of the City of New Britain's Affirmative Action Plan to the Common Council, management and supervisory personnel. Initial training will be scheduled within two (2) months after the adoption of this Plan.

Ensure that both state and federal Civil Rights posters and the City of New Britain's Affirmative Action Policy Statement are posted on bulletin boards in conspicuous places throughout the City's office locations.

Conduct or provide biannual training explaining the Affirmative Action Plan for administration, appointing authorities, commissions, department heads and union representatives. One of those times should be done shortly after new elections for the purpose of familiarizing newly elected officials of the existence and contents of the City of New Britain's Affirmative Action Plan.

Provide periodic statistical reports and updates on the City of New Britain's progress in meeting its Hiring Goals.

The Mayor shall communicate to department heads, managers and supervisors that Affirmative Action and Equal Employment Opportunity are integral parts of their management and supervisory functions; therefore they are responsible for the implementation of the City of New Britain's Affirmative Action Plan and Program.

PROGRAMMATIC GOALS

The Human Resources/Civil Service office shall periodically review and evaluate the active list used for recruitment and shall amend such list to add or delete names used for recruitment when they prove to be useful or invalid.

The screening procedures shall be monitored to ensure that proper procedure is being followed and that no discriminatory actions be engaged in during the screening process.

Training and/or instructions shall be given to staff involved in conducting interviews to ensure that they understand the principles of interviewing.

The Human Resources Office shall notify the Human Rights & Opportunities Office in writing following each appointment (hires or promotions). The notification shall contain at a minimum the name, race, sex, position and date of appointment for each such action.

Prior to final selection and approval for new hires, contact shall be made with the Human Rights & Opportunities Office to find out what are the outstanding Affirmative Action Goals for said position.

The City of New Britain shall institute an Exit Interview for all city employees leaving its employment. Such shall be done to determine reasons for turnover with in the City of New Britain.

AVAILABILITY ANALYSIS

In determining whether race/ethnic groups and/or women are fully and fairly utilized in the workforce, the City conducted an analysis to determine the availability of those groups in the labor market by occupational categories using the following factors to determine Utilization and Underutilization.

Utilization Underutilization Analysis

Utilization:

The following factors were used to determine availability, utilization and underutilization:

- Connecticut Labor Market Area (LMA) Job Seekers in the Officials/Administrators and Protective Services (Police, Fire) occupational categories. Source: *Connecticut Labor Force Data for Affirmative Action Plans/2nd Quarter -2020*
- Hartford Labor Market Area (LMA) Job Seekers in the Professionals, Technicians, Office/Clerical, Craft Workers and Service Maintenance, occupational categories. Source: *Hartford Labor Force Data for Affirmative Action Plans/2nd Quarter-2020*
- City Of New Britain Workforce Analysis for Fiscal Year July 1, 2019-June 30, 2020

Underutilization:

Under-utilization means having fewer minorities or female in a particular job categories that would reasonable be expected by their availability in the workforce or recruitment areas. In general, an overall analysis of the City's labor force shows general under-utilization of women and minorities in all categories.

City of New Britain EEO Job Descriptions:

- EEO1 - Officials and Administrators
- EEO2 - Professionals
- EEO3 - Technicians
- EEO4 - Protective Service
- EEO5 - Office Clerical
- EEO6 - Skilled Craft
- EEO7 - Service Maintenance

Over-utilization/underutilization results:

When over-utilization is indicated for any race or sex in any category, it indicates that based on all the factors used to do the analysis that particular race/sex class is actually over-utilized and no goals will be set for such class. Positive numbers shows over-utilization – *i.e., White Male 25 would indicate over-utilization*. On the other hand, when the study indicates that a particular race/sex class is underutilized; goals will be set in harmony with the number of the under-utilization shown. Negative numbers shows under-utilization – *i.e., Black Female –3 would indicate that Black females are underutilized by 3*. In result, three (3) Black female goals will be set.

This format also allows the determination of promotional opportunities with the workforce if setting and weighing promotional goals, enhancing upward-mobility and more equitable use of current staff by job category, race and sex. As minorities and women often come into the City of New Britain's work force via entry-level positions, upward mobility and promotions are useful tools that properly used can assist in offsetting under-utilization and meeting goals as they climb career ladders.

AVAILABILITY ANALYSIS

Key:	
Job Group	Job category as defined by the EEOC
Utilization Number	Total number of current employees in the Race/Gender Category
Utilization Percent	Percentage of employees in the Race/Gender Category
Availability Percent	Percent of job seekers within the Local Market Area in the Race/Gender Category
Availability Number	Number of employees that would be needed to match the job seekers for the in the Race/Gender Category
Number Underutilized	The goal number of employees needed to hire in order to match the job seekers in the Race/Gender Category.

Job Group	Source of Availability Percentages
Officials and Managers	State of CT - 2020Q2 Job Seekers
Professionals	Hartford County - 2020Q2 Job Seekers
Technicians	Hartford County - 2020Q2 Job Seekers
Protective Service	State of CT - 2020Q2 Job Seekers
Office/Clerical	Hartford County - 2020Q2 Job Seekers
Skilled Craft	Hartford County - 2020Q2 Job Seekers
Service/Maintenance	Hartford County - 2020Q2 Job Seekers

AVAILABILITY ANALYSIS

Job Group	Total Employees in Job Group	White Male					
		Utilization		Availability		Number Under-utilized	Annual % Goal
		Number	%	%	Number		
Officials and Managers	21	15	71.4	36.83	7	0	
Professionals	98	63	64.3	22.14	21	0	
Technicians	47	33	70.2	41.98	19	0	
Protective Service	210	141	67.1	35.24	74	0	
Office/Clerical	69	9	13.0	9.06	6	0	
Skilled Craft	49	42	85.7	66.46	32	0	
Service - Maintenance	66	35	53.0	25.37	16	0	
Totals	560	338			175	0	

Job Group	Total Employees in Job Group	White Female					
		Utilization		Availability		Number Under-utilized	Annual % Goal
		Number	%	%	Number		
Officials and Managers	21	3	14.3	33.66	7	4	33.66%
Professionals	98	23	23.5	24.37	23	0	
Technicians	47	2	4.3	12.44	5	3	12.44%
Protective Service	210	13	6.2	16.22	34	21	16.22%
Office/Clerical	69	35	50.7	36.61	25	0	
Skilled Craft	49	1	2.0	2.78	1	0	
Service - Maintenance	66	2	3.0	11.59	7	5	11.59%
Totals	560	79			102	33	

Job Group	Total Employees in Job Group	Black Male					
		Utilization		Availability		Number Under-utilized	Annual % Goal
		Number	%	%	Number		
Officials and Managers	21	0	0.0	5.00	1	1	5.00%
Professionals	98	3	3.1	7.04	6	3	7.04%
Technicians	47	2	4.3	12.19	5	3	12.19%
Protective Service	210	23	11.0	18.26	38	15	18.26%
Office/Clerical	69	5	7.2	7.45	5	0	
Skilled Craft	49	2	4.1	11.24	5	3	11.24%
Service - Maintenance	66	7	10.6	16.97	11	4	16.97%
Totals	560	42			71	29	

Job Group	Total Employees in Job Group	Black Female					
		Utilization		Availability		Number Under-utilized	Annual % Goal
		Number	%	%	Number		
Officials and Managers	21	0		5.59	1	1	5.59%
Professionals	98	2		22.77	22	20	22.77%
Technicians	47	1		5.47	2	1	5.47%
Protective Service	210	2		10.24	21	19	10.24%
Office/Clerical	69	5		15.96	11	6	15.96%
Skilled Craft	49	0		0.80	0	0	
Service - Maintenance	66	0		7.28	4	4	7.28%
Totals	560	10			61	51	

Job Group	Total Employees in Job Group	Hispanic Male					
		Utilization		Availability		Number Under-utilized	Annual % Goal
		Number	%	%	Number		
Officials and Managers	21	3	14.3	5.94	1	0	
Professionals	98	5	5.1	4.30	4	0	
Technicians	47	5	10.6	13.99	6	1	13.99%
Protective Service	210	24	11.4	10.94	22	0	
Office/Clerical	69	0	0.0	6.87	4	4	6.87%
Skilled Craft	49	4	8.2	15.79	7	3	15.79%
Service - Maintenance	66	22	33.3	15.89	10	0	
Totals	560	63			54	8	

Job Group	Total Employees in Job Group	Hispanic Female					
		Utilization		Availability		Number Under-utilized	Annual % Goal
		Number	%	%	Number		
Officials and Managers	21	0	0.0	7.32	1	1	7.32%
Professionals	98	2	2.0	13.11	12	10	13.11%
Technicians	47	2	4.3	7.59	3	1	7.59%
Protective Service	210	5	2.4	6.87	14	9	6.87%
Office/Clerical	69	15	21.7	19.77	13	0	
Skilled Craft	49	0	0.0	1.23	0	0	
Service - Maintenance	66	0	0.0	16.97	11	11	16.97%
Totals	560	24			54	32	

Job Group	Total Employees in Job Group	Other Male					
		Utilization		Availability		Number Under-utilized	Annual % Goal
		Number	%	%	Number		
Officials and Managers	21	0	0.0	3.28	0	0	
Professionals	98	0	0.0	2.97	2	2	2.97%
Technicians	47	2	4.3	3.98	1	0	
Protective Service	210	1	0.5	1.59	3	2	1.59%
Office/Clerical	69	0	0.0	1.19	0	0	
Skilled Craft	49	0	0.0	1.48	0	0	
Service - Maintenance	66	0	0.0	4.88	3	3	4.88%
Totals	560	3			9	7	

Job Group	Total Employees in Job Group	Other Female					
		Utilization		Availability		Number Under-utilized	Annual % Goal
		Number	%	%	Number		
Officials and Managers	21	0	0.0	2.74	0	0	
Professionals	98	0	0.0	2.97	2	2	2.97%
Technicians	47	2	4.3	2.36	1	0	
Protective Service	210	1	0.5	0.64	1	0	
Office/Clerical	69	0	0.0	3.11	2	2	3.11%
Skilled Craft	49	0	0.0	0.22	0	0	
Service - Maintenance	66	0	0.0	1.03	0	0	
Totals	560	3			6	4	

EEO-1 OFFICIALS AND ADMINISTRATORS
CT STATEWIDE LMA

SOC Title	Total	WM	WF	BM	BF	HM	HF	OM	OF
Top Executives	375	198	82	25	12	21	15	15	7
Operations Specialties Managers	1368	380	621	64	112	40	100	19	32
Other Management Occupations	6437	2435	2050	291	333	425	484	234	185
TOTAL	8180	3013	2753	380	457	486	599	268	224
PERCENTAGE	100.00%	36.83%	33.66%	4.65%	5.59%	5.94%	7.32%	3.28%	2.74%

**EEO-2 PROFESSIONALS
HARTFORD COUNTY LMA**

SOC Title	Total	WM	WF	BM	BF	HM	HF	OM	OF
Business Operations Specialists	399	105	122	42	39	33	28	19	11
Financial Specialists	475	147	149	34	43	15	35	21	31
Architects, Surveyors, & Cartographers	9	5	1	0	0	2	0	1	0
Engineers	358	211	23	35	5	32	7	39	6
Counselors, Social Workers, Other Cmnty./Soc. Svcs. Workers	329	44	116	32	79	12	35	4	7
Lawyers, Judges, & Related Workers	91	41	35	2	7	2	2	0	2
Nursing, Psychiatric, & Home Health Aides	888	12	177	35	409	11	225	0	19
Supervisors of Bldg./Grounds Cleaning & Maintenance Workers	5	1	0	0	0	3	1	0	0
Supervisors of Office & Administrative Support Workers	2	0	0	0	0	0	2	0	0
TOTAL	2556	566	623	180	582	110	335	84	76
PERCENTAGE	100.00%	22.14%	24.37%	7.04%	22.77%	4.30%	13.11%	3.29%	2.97%

**EEO-3 TECHNICIANS
HARTFORD COUNTY LMA**

SOC Title	Total	WM	WF	BM	BF	HM	HF	OM	OF
Computer Specialists	334	177	48	22	14	14	11	28	20
Drafters, Engineering, & Mapping Technicians	344	145	28	54	19	49	25	15	9
Legal Support Workers	129	12	77	4	13	1	18	1	3
Other Healthcare Practitioners & Technical Occupations	101	18	27	2	32	2	14	2	4
Other Installation, Maintenance & Repair Occupations	700	323	20	114	10	159	54	18	2
TOTAL	1608	675	200	196	88	225	122	64	38
PERCENTAGE	100.00%	41.98%	12.44%	12.19%	5.47%	13.99%	7.59%	3.98%	2.36%

**EEO-4 PROTECTIVE SERVICE
CT STATEWIDE LMA**

SOC Title	Total	WM	WF	BM	BF	HM	HF	OM	OF
Fire Fighting & Prevention Workers	31	22	3	3	2	1	0	0	0
Law Enforcement Workers	91	43	10	13	3	12	8	2	0
Other Protective Service Workers	1450	489	242	271	156	159	100	23	10
TOTAL	1572	554	255	287	161	172	108	25	10
PERCENTAGE	100.00%	35.24%	16.22%	18.26%	10.24%	10.94%	6.87%	1.59%	0.64%

EEO-5 ADMINISTRATIVE SUPPORT
HARTFORD COUNTY LMA

SOC Title	Total	WM	WF	BM	BF	HM	HF	OM	OF
Financial Clerks	260	14	150	7	26	6	52	2	3
Information & Record Clerks	1870	146	595	98	399	94	451	25	62
Material Recording, Scheduling, Dispatch/Distribution Workers	693	124	84	156	57	142	104	13	13
Secretaries & Administrative Assistants	396	5	236	1	54	8	79	0	13
Other Office & Administrative Support Workers	742	70	385	33	96	22	97	7	32
TOTAL	3961	359	1450	295	632	272	783	47	123
PERCENTAGE	100.00%	9.06%	36.61%	7.45%	15.96%	6.87%	19.77%	1.19%	3.11%

EEO-6 SKILLED CRAFT WORKERS
HARTFORD COUNTY LMA

SOC Title	Total	WM	WF	BM	BF	HM	HF	OM	OF
Supervisors of Construction & Extraction Workers	5	4	0	0	0	1	0	0	0
Construction Trades Workers	1811	1264	47	182	17	262	16	21	2
Helpers, Construction Trades	24	9	3	5	0	4	1	2	0
Other Construction & Related Workers	396	267	7	51	2	57	4	5	3
Electrical & Electronic Equipment Mechanics, Installers	52	32	1	3	0	11	3	2	0
Vehicle & Mobile Equipment Mechanics, Installers, Repairers	461	257	17	66	3	97	10	10	1
Plant & System Operators	18	6	2	4	0	5	0	1	0
TOTAL	2767	1839	77	311	22	437	34	41	6
PERCENTAGE	100.00%	66.46%	2.78%	11.24%	0.80%	15.79%	1.23%	1.48%	0.22%

EEO-7 SERVICE-MAINTENANCE
HARTFORD COUNTY LMA

SOC Title	Total	WM	WF	BM	BF	HM	HF	OM	OF
Building Cleaning & Pest Control Workers	516	40	122	56	56	67	164	2	9
Grounds Maintenance Workers	151	86	7	21	1	31	3	2	0
Agricultural Workers	26	3	8	1	6	2	5	0	1
Motor Vehicle Operators	1723	484	143	332	113	284	238	114	15
TOTAL	2416	613	280	410	176	384	410	118	25
PERCENTAGE	100.00%	25.37%	11.59%	16.97%	7.28%	15.89%	16.97%	4.88%	1.03%

CITY OF NEW BRITAIN

HIRING GOALS PROGRESS REPORT

OFFICIALS/ADMINISTRATOR						PROFESSIONALS					
Race	Staff	Hiring Goals	Meets Goals	Not Meet Goals	% Goals	Race	Staff	Hiring Goals	Meets Goals	Not Meet Goals	% Goals
W/M	15				0%	W/M	64				0%
W/F	3	4			0%	W/F	23	0			0%
B/M	0	1			0%	B/M	3	3			0%
B/F	0	1			0%	B/F	2	20			0%
H/M	3				0%	H/M	4				0%
H/F	0	1			0%	H/F	2	10			0%
O/M	0				0%	O/M	0	2			0%
O/F	0				0%	O/F	0	2			0%
TOTAL	21	7	0	0	0%	TOTAL	98	37	0	0	0%
TECHNICIANS						PROTECTIVE SERVICE					
Race	Staff	Hiring Goals	Meets Goals	Not Meet Goals	% Goals	Race	Staff	Hiring Goals	Meets Goals	Not Meet Goals	% Goals
W/M	33				0%	W/M	140				0%
W/F	2	3			0%	W/F	13	21			0%
B/M	2	3			0%	B/M	23	15			0%
B/F	1	1			0%	B/F	2	19			0%
H/M	5	1			0%	H/M	25				0%
H/F	2	1			0%	H/F	5	9			0%
O/M	2				0%	O/M	1	2			0%
O/F	0				0%	O/F	1				0%
TOTAL	47	9	0	0	0%	TOTAL	210	66	0	0	0%
ADMINISTRATIVE SUPPORT						SKILLED CRAFT					
Race	Staff	Hiring Goals	Meets Goals	Not Meet Goals	% Goals	Race	Staff	Hiring Goals	Meets Goals	Not Meet Goals	% Goals
W/M	9				0%	W/M	41				0%
W/F	32				0%	W/F	1				0%
B/M	5				0%	B/M	2	3			0%
B/F	8	6			0%	B/F	0				0%
H/M	0	4			0%	H/M	4	3			0%
H/F	15				0%	H/F	0				0%
O/M	0				0%	O/M	0				0%
O/F	0	2			0%	O/F	0				0%
TOTAL	69	12	0	0	0%	TOTAL	48	6	0	0	0%
SERVICE/MAINTENANCE											
Race	Staff	Hiring Goals	Meets Goals	Not Meet Goals	% Goals						
W/M	35				0%						
W/F	2	5			0%						
B/M	7	4			0%						
B/F	0	4			0%						
H/M	21				0%						
H/F	1	11			0%						
O/M	0	3			0%						
O/F	0				0%						
TOTAL	66	27	0	0	0%						
Total Goals & Total % Goals Met				164	0.0%						
Total Hires = Opportunities To Achieve				0							
Total/Percent Hires Meeting Goals				0	#DIV/0!						
Total/Percent Hires Not Meeting Goals				0	#DIV/0!						

APPENDIX A

City of New Britain Affirmative Action Plan Glossary of Terms

AAP:	Affirmative Action Plan
Accessibility:	A barrier-free environment in which architectural and program barriers are absent. Refers to the physical accessibility of buildings and structures as well as access to programs, activities and services by persons who have sensory or communication disabilities.
Affirmative Action:	Specific results-oriented activities which are undertaken to correct the effects of past discrimination. (Affirmative Action is based on Title VII of the Civil Rights Act of 1964, as Amended and Presidential Executive Order #112460).
Affirmative Action Plan:	Written, document outlining those steps to be taken to bring about Affirmative Action. The execution plan will assure measurable results for Affected Group members. It is a result-oriented program designed to achieve Equal Employment Opportunity rather than simply a Policy to assure anti-discrimination
Affirmative Action Goals:	Long range and short range numerical objectives fixed realistically, based on the number of vacancies expected and the number of qualified applicants available in the labor market. The Ultimate goal of the plan is to achievement a level of parity for all Affected Group persons in those areas where they have been underutilized.

Glossary of Terms Cont'd

Affected Class:	A definable group which at this point in time continues to suffer from the effects of past discrimination as shown by a utilization analysis of a current workforce. For purpose of this Affirmative Action Plan, individuals who are Blacks, Puerto Ricans/Hispanics, Asian/Pacific Islanders, Native Americans/Alaskan Natives and Females are considered as Affected Class.
Discrimination:	Policies and practices which appear neutral on their face but which have negative, exclusionary, differential impact on specific groups in their application.
Equal Employment Opportunity:	The right of all people to be protected by the law such that they may work and advance on the basis of their merit, ability, and potential without consideration due to race, color, sex, sexual orientation, gender identity, religion, national origin, age, mental or physical disability, or sexual preference.
Persons With A Disability:	A person with a physical or mental impairment which substantially limits the performance of one or more major life activities such as working, walking, seeing, hearing, speaking, or learning. A record of such impairment or being regarded as having such impairment also puts a person in this group.
Protected Class:	Everyone is a member of a protected class under the law.
Reasonable Accommodation:	A modification or adjustment that is made to a job, the job schedule, or the equipment used to perform a job, to enable the person with a disability to perform the essential functions of the job. The term means: (a) Modifications or adjustments to a job application process that enables a qualified applicant with a disability to be considered for the position such applicant.

Glossary of Terms Cont'd

desires; or (b) Modifications or adjustment to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with advisability to perform the essential functions of that position; or (c) Modifications or adjustment that enable a covered entity's employee with a disability to enjoy equal benefits and privileges of employment as are enjoyed by its other similarly situated employees without discrimination.

Utilization Analysis:

A review of the characteristics of the workforce in relation to affected class participation by job categories, race and sex, and by department for comparison with the 2000 Census population for Hartford Standard (SMSA) and job seekers (Unemployment Statistics) for the Hartford (SMSA) was compared with the City of New Britain workforce.

Underutilization:

An indication that the participation of affected class members in particular job categories is less than reasonably would be expected based upon the result of the utilization analysis.

APPENDIX B

NATIONAL ORIGIN AND ETHNICITY DEFINITIONS

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or other Spanish culture or origin regardless of race.

White (Non-Hispanic or Latino) - All persons having origins in any if the original peoples of Europe, North Africa or the Middle East.

Black or African American (Non-Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.

Asian (Non-Hispanic or Latino)- A person having origins in any of the original peoples of the Far East, South Asia or the Indian Subcontinent , including , for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Native Hawaiian or other Pacific Islander (Non-Hispanic or Latino) - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

American Indians or Alaskan Native (Non-Hispanic or Latino) - A person having origins in any of the original peoples of North and South America.

Two or More Races (Non-Hispanic or Latino) - Persons who identify with two or more racial categories named above.

SOURCE USED:

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION WASHINGTON D.C. INSTRUCTION BOOKLET
EEOC FORM 164, STTE AND LOCAL GOVERNMENT INFORMATION (EEO-4)

Approved by OMB, No. 3046-008

Expires 05/31/2018



CITY OF NEW BRITAIN NONDISCRIMINATION POLICY AND PROCEDURES

Policy. The City of New Britain is committed to a policy of nondiscrimination in employment. No person shall be discriminated against in terms and conditions of employment, personnel practices, or access to programs, services, and activities with regard to: age; ancestry, color; gender identity and expression; intellectual disability; learning disability; mental disability; physical disability; marital status, national origin; race; religious creed; sex; including pregnancy, transgender status, sexual harassment and sexual assault; sexual orientation; or any other status protected by federal or state laws.

Definitions

Discrimination. Discrimination is defined as conducts that is directed at an individual because of his or her protected class and subject the individual to different treatment to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the city, which adversely affects the individuals employment.

Discrimination Harassment. Discrimination Harassment is defined as verbal or physical conduct that is directed at an individual because of his or her protected class, and is sufficiently severe, persistent, or pervasive so as to have a purpose or effect of unreasonable interfering with the individual work performance or creating an intimidating, hostile or offensive work environment.

Workplace bullying. Workplace bullying refers to repeated, unreasonable actions of individuals (or a group) directed towards an **employee** (or a group of **employees**), which are intended to intimidate, degrade, humiliate, or undermine; or which create a risk to the health or safety of the **employee(s)**.

PROCEDURES FOR FILING DISCRIMINATION COMPLAINT

Resolution Options

A employee who believes that her or she has been subject to discrimination or harassment of this policy and seeks to take action may use either the informal resolution process or the formal complaint process, or both. The informal resolution process and formal complaint resolution process described in this policy are not mutually exclusive and neither is requires as a pre-conditioned for choosing the other; however, they cannot be used at the same time.

Informal Resolution Process

This process may be used as a prelude for filing a formal complaint or as an alternative. It is not necessary that this option be used. Anyone who believes that he or she has been subject to discrimination may immediately file formal complaint as described below under the "Complaint Procedure". Informal resolution may be an appropriate choice when the conduct involved is not of a serious or repetitive nature, and disciplinary action is not required to remedy the situation. No formal investigation is involved in the informal resolution process.

1. **Reporting:** The Employee shall report to the department/division head informally the alleged discrimination she/he were subjected to. The department/division head shall seek a fair and equal resolution to the complaint. Early conciliation is encouraged; meeting informally with the person(s) against the allegations have been directed and objectively obtaining mutual satisfactory agreements amongst those involved. The department/division head, shall draft an agreement, which shall be signed, by the complainant and respondent with a copy to the Human Rights & Opportunities Officer and/or Human Resources Director, within no later ten (10) work days from the date it was filed.
2. **Timeframe:** Informal resolutions will be completed within a reasonable amount of time from receipt.
3. **Confidentially and Documentation:** The City will endeavor to maintain confidentiality to the extent permitted. The City will find attempt to find the right balance between the individuals desire for privacy and confidentiality with the responsibility of the City to provide as environment free of discrimination prohibited by law.

Complaint Procedures:

Reporting

1. The City of New Britain encourages any person who believes that he or she has been subjected to discrimination to immediately report it to the Director of Human Resources.
2. Complaints shall be filed in a timely fashion but no later than thirty (30) working days after the date of the alleged act(s) of discrimination of the date (s) that the complainant became aware of the alleged discriminatory act (s). Complainant will be advised of the procedures for filing a formal discrimination complaint.
3. Complainant will be made aware of their rights to be represented by their union and any other representation available to them.
4. Complainant will be asked to complete the "Employment Discrimination Form" and to submit documents and any other evidence pertinent to the complaint, within no later than ten (10) working days. Complaints will be handled in person, by phone or by e-mail as dictated by circumstance.

Complaint Investigation

1. The Director of Human Resources with the assistance of Corporation Counsel as appropriate is responsible for investigating formal complaints.
 - a. The Director of Human Resources shall have all the cooperation of all persons (s) involved or contacted during the investigation, as well as in all stages of the complaint.
 - b. As part of the investigation process, the accused individual shall be provided with a copy of the allegations and be given the opportunity to respond verbally and/or in writing within a reasonable time frame.
 - c. The complainant and the accused individual may present any document or information that is believed to be relevant to the complaint.
Any persons thought to have information relevant to the complaint shall be interviewed and such interviews shall be appropriately documented.

- d. The investigation of a complaint will be concluded as soon as possible after receipt of the written complaint but no later than sixty (60) working days.
- e. Upon completion of the investigation, the Director of Human Resources must issue a written report to the Mayor. The report shall include recommendation (s) of whether a violation of the policy occurred, an analysis of the facts discovered during the investigation, any relevant evidence and recommended disciplinary action if a violation of the policy occurred. The Human Rights & Opportunities Officer will be notified of the results of the investigation.
- f. The Mayor shall, within five (5) working days upon receipt of the report shall approve or modify the recommendations (s) of the Director of Human Resources in writing. Once these recommendations have been approved, disapproved or modified, they shall become the directives of the Mayor. The Complainant, appropriate department/division head and respondent employees will be notified of the final determination.
- g. Department Head is responsible to carry out the provisions of the resolution as recommended and approved by the Mayor.

False Complaints:

Any person who knowingly and intentionally files a false complaint under this policy or any person who knowingly and intentionally makes false statements within the course of the investigation is subject to disciplinary action up to and including dismissal from the City.

Confidentiality and Documentation:

The City shall document complaints and their resolution to the extent permitted by law, complaints and information received during the investigation will remain confidential. Relevant information will be provided only to those persons who need to know in order to achieve a timely resolution of the complaint.

Dissemination of Policy:

The nondiscrimination policy will be included in the employee handbook

The nondiscrimination policy will be discussed and distributed during employee orientation

The nondiscrimination policy will be posted in each City Department

City of New Britain Employment Discrimination Complaint Form

Complaints, pursuant to the City of New Britain Nondiscrimination Complaint Policy, must be filed in a timely fashion but no later than thirty (30) days after the date of the alleged act(s) of discrimination or the date(s) that the complainant became aware of the alleged discriminatory act(s). The full Discrimination Policy and Procedure can be obtained by contacting the Director of Human Resources.

Confidentiality: Complaints shall be maintained as confidential. The information it obtains during the course of an investigation to the extent possible, except where disclosure is required: by an obligation imposed on the City of New Britain by law; pursuant to the investigative process in order to complete a thorough investigation of the complaint and obtain the required information to make a sound recommendation; to advise Respondent, Complainant, or other appropriate party identified as to the outcome of an investigation; or to facilitate other legitimate Department processes, on a need to know basis.

Notice: The person(s) against whom the complaint is made will be notified of the allegations contained in the complaint.

Retaliation: Retaliation against anyone for filing a discrimination complaint or participating in an investigation is prohibited by federal and state law.

I believe I was unlawfully discriminated against based upon my:

☐ **age – D.O.B:**

☐ **past or present history of mental disability**

☐ **ancestry**

☐ **physical disability**

☐ **color**

☐ **national origin**

☐ **gender identity or expression**

☐ **race**

☐ **intellectual disability**

☐ **religious creed**

☐ **learning disability**

☐ **sex**

☐ **marital status**

☐ **sexual orientation**

☐ **retaliation (i.e. for complaining of conduct believed to be discriminatory)**

☐ **other basis of discrimination. Please explain:**

COMPLAINING PARTY:

NAME: _____

Telephone: _____

Job Title: _____

Location: _____

IMMEDIATE SUPERVISOR:

NAME: _____

Telephone: _____

WITNESSES:

NAME: _____

Telephone: _____

Job Title: _____

NAME: _____

Telephone: _____

Job Title: _____

Telephone: _____

Job Title: _____

As the complainant, I believe that this complaint can be resolved by:

SUMMARY OF COMPLAINT: In paragraph form, please list each allegation with specific date(s), describing each alleged act of discrimination identifying all individuals with relevant information in detail and include witnesses to the alleged discrimination acts:

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Complaining party: _____ Date: _____



CITY OF NEW BRITAIN SEXUAL HARASSMENT POLICY STATEMENT

It is the policy of the City of New Britain to provide a workplace environment that is free of sexual harassment as defined by both federal and state statutes in which, emphasizes the dignity and worth of every member of its workplace and its visitors, free from discriminatory conduct or communication. Sexual harassment in any form will not be tolerated.

It is the responsibility of the Mayor of the City of New Britain to maintain a working environment free of sexual harassment and intimidation. Director of Human Resources with the assistance of the Corporation Counsel has been designated as the coordinators for investigations and enforcement of the City of New Britain Sexual Harassment Policy.

Directors, department heads, chairpersons, supervisors, and elected city official share responsibility for the implementation of the City's policy in regard to sexual harassment in their respective positions and units. Accountability for compliance with this policy, as with all other City policies, will be part of their regular performance evaluation. Other persons who suspect sexual harassment should report it to an appropriate person in their departments/divisions.

This policy shall apply to all individuals affiliated with the City of New Britain including, but not limited to employees, volunteers, and visitors, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy may be subject to disciplinary or other corrective action.

Definitions

Sexual Harassment. For the purpose of this policy "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- 2) Submission to or rejection of such conduct by any individual is used as the basis for employment decisions affecting such individual ; or
- 3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

Examples of SEXUAL HARASSMENT Include

- unwelcome sexual advances
- suggestive or lewd remarks
- unwanted hugs, touches, kisses
- requests for sexual favors
- retaliation for complaining about sexual harassment
- derogatory or pornographic posters , cartoons, or drawings

Retaliation. Retaliation is subjecting a person to an adverse employment action because he or she made a complaint under this policy or assisted or participated in any manner in an investigation under this policy.

Investigation

In determining whether alleged conduct constitutes sexual harassment, the City of New Britain will look at the totality of circumstances, including the nature of the conduct and the context in which the alleged incidents occurred. The determination that the conduct violates City's policy will be made on a case-by-case basis. The preponderance of the evidence customary will be used to make the final determination. The City will take immediate and appropriate corrective action based on the findings in each case. Violations of this policy may lead to disciplinary action up to and including dismissal or termination of employment.

Retaliation

Retaliation as defined in this policy is prohibited. Any individual subject to this policy who intentionally engages in retaliation may be subject to disciplinary or other corrective action as appropriate.

All personnel of the City of New Britain are expected to conduct themselves in keeping with the policy of prohibiting sexual harassment.

Related Documents to Sexual Harassment Statement:

- Policy and Procedures
- Complaint Forms

Policy history:

Revised: March 12, 2016



CITY OF NEW BRITAIN SEXUAL HARASSMENT POLICY AND PROCEDURES

I

POLICY

It is the policy of the City of New Britain to provide a workplace environment that is free of sexual harassment as defined by both federal and state statutes in which, emphasizes the dignity and worth of every member of its workplace and its visitors, free from discriminatory conduct or communication. Sexual harassment in any form will not be tolerated.

II

ILLUSTRATIVE EXAMPLES OF SEXUAL HARASSMENT

1. Insinuated or explicit threats that an employee's refusal to submit to sexual advances will adversely affect any condition of that employee's employment or career development;
2. Unwelcome flirtations, advances , propositions, and other actions including , but not limited to , pinching , patting cornering, " elevator eyes", leering, suggestive, and/ or insulting or degrading remarks and/or obscene gestures or looks , sex-orientated jokes, and assault;
3. Verbal abuse and/or insulting or degrading remarks of a sexual nature , threats, and suggestive comments;
4. Any display of sexually suggestive objects or pictures in the workplace;
5. Any other related behavior which creates an intimidating , hostile, or otherwise offensive working environment;
6. Third party situations where one individual is offended by the sexual interaction , conduct or communication between others;
7. Retaliation against any employee for complaining about the behaviors above;
8. Any other conduct that constitutes a violation of state and federal statutes;
9. Stalking

III

INFORMAL RESOLUTION OF SEXUAL HARASSMENT (PRIOR TO FILING A COMPLAINT)

An employee who believes he or she has been sexually harassed has several adoptions when dealing with the situation. One way of addressing the situation is in an informal manner, such as the following;

1. Approach the person(s) face-to-face, describe the behavior you believe and ask that it stop.
2. Write a letter to the person(s) describing the behavior you believe and ask that it stop.
3. Approach one or more of the following persons to informally bring the behavior to the offender's attention and ask it to stop.
 - Immediate supervisor
 - Supervisor's immediate superior (should the alleged harasser be the employee's Supervisor);
 - The Director of Human Resources;
 - The Union Representative;
 - Any combination of the above mentioned personnel.

IV

PROCEDURES FOR FILLING COMPLAINTS OF SEXUAL HARASSMENT

If an employee does not want to use the informal process, or has used the informal the informal process but has not successfully stopped the harassment, the employee may make use of the formal procedures for filling complaints of sexual harassment.

1. The employee should report the behavior to the:
 - Immediate supervisor
 - Supervisor's immediate superior (should the alleged harasser be the employee's Supervisor);
 - The Director of Human Resources;
 - The union Representative;
 - Any combination of the above mentioned personnel.
2. The employee must be prepared to outline specifics of the incident or behavior, including the name of the suspected harasser, and any potential witnesses.
3. The supervisor or person receiving the complaint must be prepared to document all available information, including the name of the complainant, suspected harasser, any potential witnesses, and a detailed description of the incident or behavior generating the complaint.

4. This information is then immediately reported to the Corporation Counsel.

Retaliatory action of any kind against an employee who files a complaint of sexual harassment will not be tolerated (and may be cause for further disciplinary action).

V

INVESTIGATING SEXUAL HARASSMENT COMPLAINTS

Investigation

In determining whether alleged conduct constitutes sexual harassment, the City of New Britain will look at the totality of circumstances, including the nature of the conduct and the context in which the alleged incidents occurred. The determination that the conduct violates City's policy will be made on a case-by-case basis. The preponderance of the evidence customary will be used to make the final determination. The City will take immediate and appropriate corrective action based on the findings in each case. Violations of this policy may lead to disciplinary action up to and including dismissal or termination of employment.

The investigative report shall include a finding as to whether or not sexual harassment has occurred. If sexual harassment has occurred, the appropriate authority will take disciplinary action after consultation with the Director of Human Resources. All parties involved in the sexual harassment complaint will be notified of the decision and action to be taken. Those personnel to be included are the accused harasser, the complainant, the investigator(s), and any other personnel necessary. The Human Rights & Opportunities Officer will be notified of the results of the investigation.

Should there be a finding of sexual harassment, there will be a periodic review to ensure that sexual harassment has not recurred.

STATE OF CONNECTICUT LAW REGARDING HUMAN RIGHTS DISCRIMINATION

"Sec.46a-60. (Formerly Sec. 31-126). Discriminatory employment practices prohibited. (a) It shall be a discriminatory practice in violation of this section

(8) For an employer, by himself or his agent, for an employment agency, by itself or its agent, or for any labor organization, by itself or its agent to harass any employee, person seeking employment, or member on the basis of sex. "Sexual harassment" shall, for the purposes of this section, be defined as any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

VIII

EEOC GUIDELINES REGARDING SEXUAL DISCRIMINATION

EEOC guidelines define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual naturewhen:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

2. Submission to or rejection of such conduct by an individual is used as the basis for employment ;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

IX

POSTING

A copy of this policy and procedure shall be posted in a prominent place in all City departments, agencies and workplaces.



**City of New Britain
Sexual Harassment Complaint Form**

Employee Name			
Department		Title	
Age		Sex	

Date of Incident		Time of Incident	
Person(s) you allege committed the sexual harassment:			
Name		Position/Title	

Please describe the incident in detail, including your reaction to incident:

--

Person(s) who witnessed the incident, if any:	

Additional Notes:

I understand that this matter will need to be investigated, but that all the information will be kept confidential to the extent that it is possible.

Date

Employee Signature

Date

Supervisor Signature

RESOLUTION

35288-2

Item #(2020-068-2)

RE: **Affirmative Action Plan**

To Her Honor, the Mayor, and the Common Council of the City of New Britain:
the undersigned beg leave to recommend the adoption of the following:

WHEREAS, The City of New Britain's Affirmative Action Plan was last revised on December 14, 2016; and

WHEREAS, The Affirmative Action Plan was reviewed and edited as necessary, a copy of which is attached hereto; and

WHEREAS, This updated Affirmative Action Plan is designed to be a dynamic document with the understanding that the plan will be revisited and amended to include other components as necessary; and

WHEREAS, The City of New Britain prides itself on its rich history of diversity and is committed a diverse workforce where employees and prospective employees are not discriminated on the basis of religion, national origin, alienage, color, race, age, sex gender identity or expression, sexual orientation, physical or mental disability, veteran status, or other non-merit factors.

NOW, THEREFORE BE IT RESOLVED, that the Common Council of the City Of New Britain approve the Affirmative Action Plan, as modified for implementation and distribution.

Alderman Wilfredo Pabon

Approved as to Form

JAN 07 2021

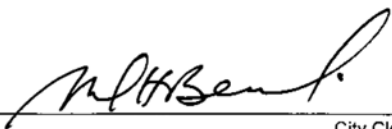

Corporation Counsel

No. 35288-2 Rec'd 1/13/2021
(Above For Town Clerk's Use Only)

RESOLUTION


Re: AFFIRMATIVE ACTION PLAN

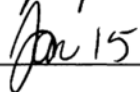
Ald. Pabon moved to accept and adopt,
seconded by Ald. Rosado. So voted.



City Clerk.

APPROVED



Mayor
 15, 2021