

PERRY CITY CORPORATION
HUMAN RESOURCE DEPARTMENT

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2009-2010

EQUAL EMPLOYMENT OPPORTUNITY PLAN



Perry City Corporation is committed to providing equal employment and advancement opportunities to all individuals, regardless of race, religion, handicap, age or national origin.

Part 1 Plan & Overview

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Perry City will be based on qualifications and abilities. Perry City does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

It is not the intent of this policy to permit or require the lowering of bona fide job requirements or qualification standards in order to give preference to any employee or application for employment. Selection, hiring, placement and promotion decisions will be based on valid requirements and criteria that are job related, essential and necessary functions of the job.

Perry City will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the City. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Perry City prohibits retaliatory actions against employees or applicants for employment, who make a charge of employment discrimination, testify, assist or participate, in any manner, in a hearing proceeding or investigation of employment discrimination.

The purpose of the Equal Employment Opportunity Plan (EEO) is to identify organizational components and job categories within Perry City's workforce in which minorities and women are not represented in proportion to their availability in the labor force, and to devise and implement strategies to achieve equitable representation.

Perry City is an equal opportunity employer and believes that every employee has the right to work in surroundings which are free from all forms of unlawful discrimination.

Affirmative Action

It is the policy of Perry City to be fair and impartial in all of its relations with employees and to recognize the dignity of the individual. Perry City seeks to attain a workforce, which mirrors the local community in the representation of women, minorities, and the disabled in all departments and levels. Perry City strives to maintain an environment ensuring recognition of each employee's efforts, achievements and cooperation. Employees will be treated impartially and allowed, without prejudice, to advance in the organization, as their abilities warrant and as openings occur. Perry City will promote and afford equal treatment and service to all employees and citizens.

Part 2 JOB CATEGORIES

The job categories listed in the following tables were obtained by cross referencing with the US Census Bureau, the Department of Labor and the Equal Employment Opportunity Commission. The following is a list of the Job Categories and definitions used to complete the analysis for this Plan:

Officials/Administrators – Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments. This category includes titles such as department heads, administrators, directors, deputy directors, etc.

Professionals – Occupations, which require specialized and theoretical knowledge, which is usually acquired through college training or through work experiences and other training which provides comparable knowledge. Includes: accountants, auditors, computer scientists, engineers, attorneys, etc.

Technicians - Occupations, which require a combination of basic scientific or technical knowledge and manual skills, which can be obtained through specialized post-secondary school, education or through equivalent on-the-job training. Includes: computer programmers, operators, drafting aides, engineering aides, surveyors, appraisers, etc.

Protected Services: Sworn – Occupations in which sworn workers are entrusted with public safety, security and protection from destructive forces. Includes: police officers, first responders, fire fighters, detectives, first-line supervisors of police and fire fighters, etc.

Protected Services: Non-sworn – Occupations in which workers provide assistance, guidance, or protection in a specific area. Includes: animal control workers and other protective service workers.

Administrative Support – Occupations in which workers are responsible for internal and external communications, recording and retrieval of data and/or information and other paperwork required in an office. Includes: customer service, payroll clerks, HR assistants, meter readers, dispatchers, secretaries, receptionists, etc.

Skilled Craft – Occupations in which workers perform duties which require manual skills and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics, carpenters, equipment operators, electricians, plumbers and pipe fitters, welders, highway maintenance workers, first-line supervisor of mechanics and other skilled crafts people.

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. Includes: recreation workers, sewer pipe cleaners, garage laborers, maintenance workers, construction laborers, first-line supervisors of service maintenance personnel.

Part 3 PERRY CITY'S WORKFORCE ANALYSIS

Table A Provides an analysis of the Perry City workforce classified by job category, gender, and race/national origin. The Table shows the workforce in percentages only, which reflects the portion of people in each job category of a given sex and race/national origin.

These figures are based upon the Human Resource Department's employee data as of August 10, 2009.

**Elected officials of Perry City are not included in the workforce analysis (Mayor and Council).*

Table A:

AUGUST 2009 - PERRY CITY CORPORATION WORKFORCE ANALYSIS													
Job Category		MALE - 75.7%						FEMALE - 24.3%					
		W	B	H/L	A/PI	AI/AN	2 or more	W	B	H/L	A/PI	AI/AN	2 or more
Officials / Administrators	100.0%	60.0%						40.0%					
Professionals	100.0%	100.0%											
Technicians													
Protective Sworn	100.0%	83.3%		8.3%			8.3%						
Service Non-Sworn	100.0%	100.0%											
Admin. Support	100.0%							100.0%					
Skilled Craft	100.0%	100.0%											
Service / Maintenance	100.0%	100.0%											
Totals	100.0%	70.3%		2.7%			2.7%	24.3%					

- W White
- B Black
- H/L Hispanic or Latino Ethnicity
- A/PI Asian, Native Hawaiian or Other
- AI/AN American Indian or Alaska Native

PART 4 COMMUNITY LABOR STATISTICS (CLS) FOR PERRY CITY

Table B provides an analysis of the City of Perry, Utah’s workforce (age 18 and over) classified according to sex and race/national origin.

The Table shows the workforce as percentages only, the percentage of residents of given race/national origin were applied to the total number in the workforce age 18 and over. The assumption is that the number in the workforce is represented equal to the total population. This is necessary because the 2000 Census gives racial data for all residents of all ages and does not provide the racial makeup of residents age 18 and older (eligible workforce).

Table B:

City of Perry Census*	
	Percentage of Workforce
Gender	
Male	50.5%
Female	49.5%
Race:	
White	95.7%
Black	0.1%
Hispanic	3.7%
Asian/Pacific Islander	0.5%
American Indian/Alaskan	0.3%
Two or more	1.2%

*Perry City Census acquired from 2000 US Census

Race percentages do not total 100% due to the ability for individuals to check more than one racial box during the 2000 Census and because Hispanic is an ethnicity and can be of any race.

PART 5 UTILIZATION ANALYSIS – NARRATIVE

A comparison of Perry City’s workforce to the community labor statistics for the City of Perry and Box Elder County, Utah indicates positive utilization for minorities except Hispanics and underutilization for women. Community labor statistics show that Black, Asian/Pacific Islander and American Indian/Alaskan Native populations are very small in Perry City (approximately 0.9% combined). Due to the small representation of these groups in the community labor force, combined with the small size of Perry City’s workforce, this plan will concentrate on addressing the larger areas of underutilization: women and Hispanics. After reviewing the outcome of the utilization analysis, Perry City has identified the following areas of concern (underutilization of 1.0% or greater):

Perry City Corporation demonstrates an underutilization of Women by 25.5% in the workforce.

Perry City Corporation demonstrates an underutilization of Hispanics by 2.4% in the workforce.

Perry City Corporation maintains either a utilization balance or one that favors those of two or more races.

Table C shows the Utilization of Perry City Corporation to the City of Perry.

**Elected officials of Perry City Corporation are not included in the workforce analysis (Mayor and Council).*

Table C:

2000 Box Elder County Census			2000 City of Perry Census			2009 Perry City Corp		
	People	% of work force		People	% of work force		People	% of work force
Total Workforce (age 18+)	27319			1544			18.5	
Gender			Gender			Gender		
Male	13587	49.7%	Male	780	50.5%	Male	14	75.7%
Female	13732	50.3%	Female	764	49.5%	Female	4.5	24.3%
Race:			Race:			Race:		
White	25372	92.9%	White	1477	95.7%	White	17.5	94.6%
Black	45	0.2%	Black	1	0.1%	Black		0.0%
Hispanic	1784	6.5%	Hispanic	58	3.7%	Hispanic	0.5	2.7%
Asian/Pacific Islander	283	1.0%	Asian/Pacific Islander	7	0.5%	Asian/Pacific Islander		0.0%
American Indian/Alaskan	240	0.9%	American Indian/Alaskan	5	0.3%	American Indian/Alaskan		0.0%
Two or more	437	1.6%	Two or more	19	1.2%	Two or more	0.5	2.7%

PART 6 OBJECTIVES

Perry City Corporation is committed to making its workforce profile closely reflect the available labor force in the community. Based on the results of the underutilization analysis, Perry City has established following objective:

It is Perry City Corporation's objective to increase the representation of Women and Hispanics within its workforce by evaluating its personnel recruiting, hiring, and promotion practices to ensure that equal opportunity for employment and advancement exists within those practices.

It is the responsibility of the Human Resource Department to implement and manage the EEO. A continuing compliance review will be conducted to ensure that promotions and job opportunity decisions are made in accordance with the Equal Employment Opportunity policies and that these decisions are based upon valid relevant factors with respect to ability, performance, potential and bona fide occupational qualifications.

The Human Resource Department will take the following steps to achieve these objectives:

Continue to send job opening announcements to the Utah Department of Workforce Services and advertise openings in the local newspaper to maximize outreach to all potential applicants.

Continually explore new methods to recruit employees.

Continually evaluate the employee selection process including the application forms, interviewing procedures, and the final selection process to strengthen job relatedness and validity.

Continue to include women and minorities as members of the hiring and selection committees.

Continue to review all job descriptions to ensure no unnecessary barriers exist that would adversely affect minorities and females.

Provide Equal Employment Opportunity (EEO) training to elected officials, department heads, and supervisory personnel.

Review compliance with posting requirements to ensure that EEO nondiscrimination posters are in public view, that policies contain a non-discrimination clause, that there are procedures for responding to discrimination complaints.

Continue to ensure that all staff is complying with Perry City's policies on Sexual and Other Unlawful Harassment.

External

All applications for employment will contain an Equal Employment Opportunity (EEO) policy statement.

The City/Human Resource Department website will contain the message “Equal Opportunity Employer” and employment advertisements will contain the statement “EEO”.

The Human Resource Department will post the EEOP on the City/Human Resource Department website once available to ensure easy access by the community.

Job announcements will be distributed to the recruiting sources, encouraging them to refer qualified applicants, and to assist in the implementation of the Perry City Corporation Equal Employment Opportunity Plan (EEOP).

Internal

“Equal Employment Opportunity is the Law” posters will be posted on appropriate employee bulletin boards.

Department heads and employees involved in recruiting will be trained in the EEO policies, procedures, and applicable laws.

A memo will be posted on employee bulletin boards regarding how to obtain a copy of the EEOP at any time.

Elected officials, department heads and supervisory personnel will be given a copy of the EEOP to ensure they are familiar with the EEOP objectives.

The Human Resource Department will maintain statistics on the following information:

Applications, received by race and sex, provided this information is available through a voluntary Affirmative Action form or visual observation.

New employees by job classification, race and sex.

Interviews by race and sex.

Terminations by job classification, race, sex and the reason for termination.

Disciplinary action by race and sex.

An annual report will be compiled by the Human Resource department for review by the Mayor and City Council Members concerning applicant flow and progress with the EEOP.