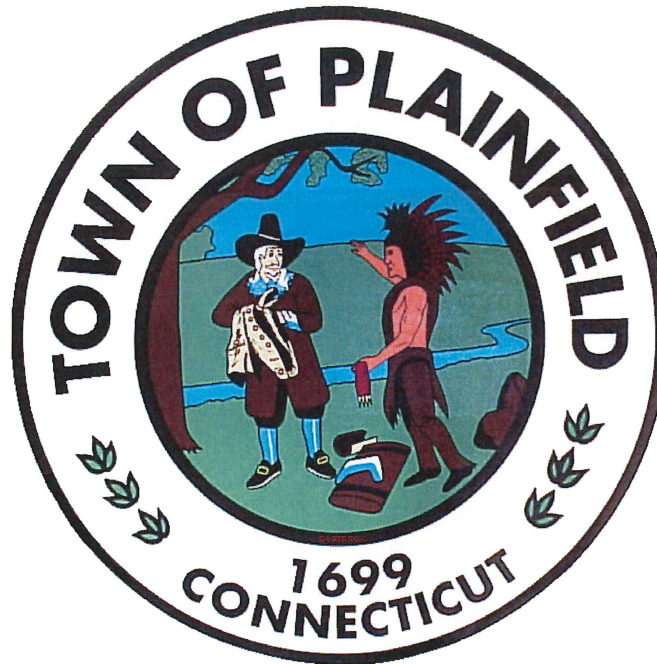


**TOWN OF PLAINFIELD**  
**CONNECTICUT**



**AFFIRMATIVE ACTION PLAN**

Cathy M. Tendrich, First Selectman  
Virginia Sampierio, Selectman  
Madeline Krecidlo, Selectman

## **Section 1 – Policy Statement**

### **TOWN OF PLAINFIELD**

#### **AFFIRMATIVE ACTION POLICY STATEMENT**

As First Selectman of the Town of Plainfield, I recognize the need for Affirmative Action and I pledge my commitment to undertake positive actions to overcome the present effects of past practices or barriers to equal employment opportunity and to achieve the full and fair participation of minorities, women, people with disabilities, older persons, and all other protected groups found to be underutilized in the Town of Plainfield's work force or affected by policies having an adverse impact. In the spirit of Executive Order 11, signed by Governor Ella Grasso November 21, 1975, and Executive Order 9, signed by Governor William A. O'Neill on January 3, 1984, I further state that this Town of Plainfield will comply with the anti-discrimination provisions of the state and federal laws and regulations listed at the end of this section.

I recognize the hiring difficulties experienced by minorities, people with disabilities and by many older persons and, where appropriate, I have set goals to overcome the present effects of past discrimination, if any, to achieve the full and fair utilization of such persons in the work force. I further pledge that the Town of Plainfield will affirmatively provide services and programs in a fair and impartial manner.

Where adverse impact is identified, the Town of Plainfield will: (1) review its personnel policies and procedures to ensure that barriers, which unnecessarily exclude protected classes and practices, which have an illegal discriminatory impact, are identified and eliminated; (2) explore alternative approaches to employ minorities and members of protected classes; (3) administer all terms, conditions, privileges and benefits of the employment process in an equitable manner; and (4) establish procedures for the extra effort that may be necessary to ensure that the recruitment and hiring of protected group members reflect their availability in the job market.

It is the policy of the Town of Plainfield to provide equal employment opportunities without consideration of race, color, religion, age, sex, marital status, national origin, genetic information, past/present history of mental disability, ancestry, mental retardation, learning or physical disabilities including but, not limited to blindness, sexual orientation, political belief or criminal record, unless the provisions of Section 46a-60(b), 46a-80(b) and 46a-81(b) of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups. This policy applies to all aspects of the employer/employee relationship including, but not

limited to, recruitment, hiring, referrals, classifying, advertising, training, upgrading, promotion, benefits, compensation, discipline, layoff and terminations.

The Town of Plainfield will implement, monitor and enforce this Affirmative Action Policy Statement in conjunction with the applicable federal and state laws, regulations and executive orders listed below: 13<sup>th</sup>, 14<sup>th</sup> and 15<sup>th</sup> Amendments of the United States Constitution, Civil Rights Act of 1866, 1870, 1871, Equal Pay Act of 1963, Title VI and VII of the 1964 United States Civil Rights Act, Presidential Executive Orders 11246, amended by 11375 (Nondiscrimination under federal contracts), Act 1 Section 1 and 20 of the Connecticut Constitution, Governor Grasso's Executive Order Number 11, Governor O'Neill's Executive Order Number 9, the Connecticut Fair Employment Practices Law (45a-63-64), discrimination against Criminal Offenders (45a-80), Connecticut General Statutes, Connecticut Code of Fair Accommodations Law (46-63-64), definition of Blind (46a-51[1]), definition of Physically Disabled (46a-51[15]), definition of Mentally Retarded (46a-51[13]), cooperation with the Commission on Human Rights and Opportunities (46a-77), Sexual Harassment (46-60-[a]), Connecticut Credit Discrimination Law (360436 through 439), Title I of the State and the Local Fiscal Assistance Act of 1972 and the Americans with Disabilities Act of 1992 and Executive Order 13672, signed by U.S. President Barack Obama on July 21, 2014, amended two earlier executive orders to extend protection against discrimination in hiring and employment to additional classes. It prohibited discrimination in the civilian federal workforce on the basis of gender identity and in hiring by federal contractors on the basis of both sexual orientation and gender identity.

This policy statement will be given annually to all Town of Plainfield employees and will also be posted throughout the Town of Plainfield. I also expect each supplier, union, consultant and other entity(ies) with which we do business to comply with all applicable State and Federal Equal Opportunity laws and regulations. The Town of Plainfield will not knowingly do business with any entity debarred from participation in any federal or state program or found to be in violation of any state or federal anti-discrimination law.

I have assigned the responsibility to achieve the successful implementation of our goals and objectives to Dodie Mineau, Human Resources, [860-230-3004/dmineau@plainfieldct.org](mailto:860-230-3004/dmineau@plainfieldct.org).

11-8-2018

DATE

Cathy M. Tendrich, F.S.

Cathy M. Tendrich  
First Selectman

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR AUDIO TAPE FROM THE ADA-504 COORDINATOR OR BY CALLING DODIE MINEAU, HUMAN RESOURCES, AT 860-230-3004.

## **Section Two – Dissemination of Policy**

### **A. Internal**

The Town of Plainfield acknowledges the importance of communicating its affirmative action objectives, policies and procedures to its employees. To ensure the proper distribution of our policies, the Town:

1. Provides a copy of its Affirmative Action Plan to all department heads, division heads, and Board of Selectmen annually;
2. Reinforces the Town's commitment to affirmative action through correspondence to all employees annually. Correspondence to employees offers an opportunity to review and comment on the Town's Affirmative Action Plan and encourages all employees with concerns or questions regarding the Plan to meet with the Affirmative Action Officer;
3. Posts the Town's Affirmative Action Policy Statement on all employee bulletin boards at each facility. Postings are reviewed annually in January;
4. Posts all relevant employment posters as required by the state and federal governments. Postings are reviewed annually in January;
5. Provides each new employee with a copy of the Town's Affirmative Action Policy Statement. Each time the Policy Statement is revised it will be sent to all employees;
6. Reinforces and discusses the Town's commitment to affirmative action on a bi-annual basis at Selectmen meetings. Affirmative action is included non the agenda for March and September;
7. Includes a non-discrimination clause in all union contracts; and
8. Includes relevant articles pertaining to diversity and/or affirmative action in the Town's newsletter, to be published as of January, 1998.

All communication received from employees regarding the Town's Affirmative Action Plan is maintained in a central file by the Affirmative Action Officer. The Affirmative Action Officer is responsible for ensuring a response is communicated to employees within 10 working days and that a copy of all correspondence to the employee is retained.

### **B. External**

To ensure the community is informed of the Town's recruitment efforts and commitment to affirmative action and equal employment, the following steps are adhered to:

1. Recruitment sources are informed of the Town's commitment to equal opportunity/affirmative action through correspondence with each job announcement (APPENDIX A). Recruitment sources (APPENDIX B) are requested to refer qualified individuals in conformance with the Town's Plan;
2. A list of minority and female organizations is maintained and reviewed annually to ensure applications are secured from the local community groups;
3. The Town displays in all employment advertisements "The Town of Plainfield is an affirmative action/equal opportunity employer;"

4. Job announcement delineating the essential functions, knowledge, abilities, experience and educational requirements are forwarded to community groups serving the female and minority population as well as educational institutions. Job announcements are distributed for each competitive exam open to the general public;
5. Job descriptions, titles and announcements are updated as vacancies occur to ensure no reference is made to gender or age unless either is a bona fide occupational qualification;
6. A copy of the Town's Affirmative Action Plan is sent annually to the Town's unions to ensure support, understanding and feedback from these groups. The Plan is sent each time there is a revision; and
7. Bidders, contractors and subcontractors will be informed of the Town's commitment to affirmative action. It is the policy of the Town to employ minority and female enterprises whenever feasible, and we do not engage businesses who willingly and knowingly violate antidiscrimination laws.

Through our external communications, the Town continues to pursue and maintain relationships with outside parties which are mutually beneficial. Strong relationships forged with minority and women recruitment sources provide the Town with new opportunities and ensures our affirmative action message is communicated to all each time the Town initiates the hiring process.

### **Section Three – Assignment of Responsibility**

#### **A. First Selectman**

The First Selectman has the ultimate authority for the implementation of the Affirmative Action Plan, and appoints the Affirmative Action Officer. Periodically, the First Selectman reviews the responsibilities with the Affirmative Action Officer, determines the progress and obstacles encountered, and reviews the Plan annually as part of the revision process. The Affirmative Action Officer has the complete support of the First Selectman for the proactive enforcement of this Plan.

#### **B. Affirmative Action Officer**

Dodie Mineau has been appointed to serve as the Equal Employment Opportunity/Affirmative Action Officer for the Town of Plainfield and has the responsibility to implement and execute the Affirmative Action Plan of the Town. Specifically, Dodie is responsible for:

1. Developing policy statements, affirmative action programs and internal/external communications;
2. Identifying problem areas and the cause for review with the Board of Selectmen;
3. Reviewing job descriptions to identify race and gender neutral alternatives to increase minority and female recruitment and representation;

4. Reviewing and updating the Affirmative Action Plan annually;
5. Educating management on affirmative action;
6. Preparing quarterly audit reports on hiring;
7. Monitoring training, education, benefits and other opportunities to ensure EEO/AA policies are not violated;
8. Monitoring hiring, recruitment classification, layoffs, promotions and terminations to ensure compliance with employment laws;
9. Serving as a liaison with employment agencies and conducting all investigations due to formal charges;
10. Preparing all government reports; and
11. Acting as the liaison with recruiting sources serving women and minorities.

#### C. Department Heads, Division Heads and Supervisors

Managerial and supervisory personnel make many of the decisions regarding hiring, promotions, transfers and terminations. Therefore, they play an integral role in the progress the Town makes towards the achievement of its affirmative action goals. Annually, the narrative of the Town's Affirmative Action Plan is distributed and discussed at a staff meeting to keep department heads apprised of the Town's goals. Responsibilities of department heads, division heads and supervisors under the Plan include:

1. Identifying problem areas and assisting with the solution to rectify disparities within their department/division;
2. Actively assisting community groups, minority groups and women's organizations to promote the Town's message;
3. Reviewing and updating job specifications as openings occur to ensure women and minorities have an equal opportunity for securing employment;
4. Supporting diversity in the work force and preventing harassment and/or discrimination of employees based on race, sexual orientation, gender, etc.;
5. Displaying required employment postings; and
6. Ensuring that their employees support and comply with the spirit and intent of the Town's Affirmative Action Plan.

### **Section Four – Development of Action Oriented and Innovative Programs**

The Town of Plainfield continues to address hiring and promotion issues of women and minorities using the following plan:

1. Minorities and women are invited to contact the Personnel Director or Personnel Analyst to discuss their career progression within the Town. The Personnel Department is responsible for providing information regarding educational opportunities and requirements, job requirements and in-house training which may increase their opportunity for promotion;
2. To increase the recruitment of minorities and females, the Town educates its managerial and supervisory staff regarding diversity in the workplace and our



- responsibility as an affirmative action employer by conducting training on an annual basis;
3. The Town takes advantage of opportunities to promote itself as an employer by seeking press coverage and by listing all of our job openings with America's Job Bank (AJB). AJB is a computerized link to 1,800 State Employment Service offices. The nationwide listings contain approximately 250,000 jobs. These jobs are accessed by 70,000 job seekers each month;
  4. The Town ensures that its summer youth employment program represents the minorities and women within its labor area; and
  5. The Town's Affirmative Action Plan is applied to seasonal and temporary employment to develop the skill of minorities and females within our workforce and to acquaint these groups with Town employment.

All programs of the Town are reviewed to ensure the Town continues to move toward its goal of fair utilization and to ensure women and minorities have the opportunity to advance.

#### **Section Five – Internal Auditing and Reporting Procedures**

The Affirmative Action Officer has the responsibility for preparing the documents of our Equal Employment Opportunity/Affirmative Action Program and for updating the Board of Selectmen on the Town's progress. To ensure the Town is moving toward its goal, the following steps will be taken:

1. All records related to the Affirmative Action Program shall be retained for a minimum of two (2) years;
2. Hiring data will be completed for each position and reviewed with the Board of Selectmen quarterly;
3. All employment activities are monitored including but not limited to the following:
  - a. Applicant Flow;
  - b. Selection Hiring Rate;
  - c. Transfers/Promotions;
  - d. Salary Action;
  - e. Disciplinary Action; and
  - f. Terminations.
4. All hiring decisions will be discussed with the Affirmative Action Officer before an appointment is made;
5. Quarterly updates are forwarded to the First Selectman for review and input;
6. The Personnel Department will maintain the following forms in support of this program:
  - a. Applicant flow by race, sex and source of applicants;
  - b. Test scores and rankings on eligibility lists by race and sex;
  - c. Hires by race and sex;
  - d. Initial placement, department or agency, and position by race and sex;

- e. Transfers and promotions by position, EEO category and department including race and sex; and
- f. Voluntary and involuntary terminations and reasons therefore, by race and sex.

The Affirmative Action Officer reviews these records at least annually to assure compliance with the Affirmative Action Plan.

### **Section Six – Organizational Analysis**

#### **A. Job Group Analysis**

Working with the workforce, a job group analysis was conducted to identify employees with similar titles and responsibilities. The determination for work groups was based on the EEO categories used by the Town and did not have any bearing on salary levels. APPENDIX D details the categories used for this analysis.

### **Section Seven – Workforce Analysis**

A study was completed to determine the number of employees by race and gender throughout all of the Town's departments. Each employee was classified to a salary code (APPENDIX C) from the lowest to the highest and according to EEO codes. EEO codes used for this process are the same as those used for the U.S. Government EEO-4 report. This information was documented as part of the Town's workforce analysis.



## APPENDIX A

Date

Name

Address

To Whom It May Concern:

In an effort to achieve our goal of equal employment and affirmative action, we are sending you the enclosed job announcement for posting. The Town of Plainfield is committed to a policy of equal employment and affirmative action, and is seeking to employ those groups of individuals who have historically encountered barriers to employment. The Town is committed to employing men and women in positions that are untraditional for their gender and we do not discriminate on any basis.

We sincerely hope you will assist us in our efforts by posting the enclosed job announcement and by referring qualified individuals to the Town of Plainfield for employment. The application deadline for each position is located on the job announcement.

Throughout the year we will continue to send our job announcements to you for posting.

Please do not hesitate to contact me if you have any questions regarding our hiring process. I may be reached at (860) 230-3004.

Sincerely,

Dodie Mineau  
Human Resources  
Town of Plainfield

**TOWN OF PLAINFIELD  
AFFIRMATIVE ACTION PLAN**

**APPENDIX B**

---

Mary Poitras, Director  
Aldrich Free Public Library  
299 Main St.  
Moosup, CT 06354

Jim Konrad, Executive Editor  
Norwich Bulletin  
10 Railroad Place  
Norwich, CT 06360

Connecticut Works  
Connecticut Department of Labor  
95 Westcott Rd.  
Danielson, CT 06239

Three Rivers Community College  
Affirmative Action Office  
Mahan Dr.  
Norwich, CT 06360

Kenneth DiPietro  
Superintendent of Schools  
651 Norwich Rd.  
Plainfield, CT 06374

Dr. Carlee Drummer  
Quinebaug Valley Community College  
742 Upper Maple St.  
Danielson, CT 06239

Diane Daniels, President  
NAACP Unit #2012  
66 Franklin St., Suite 12  
Norwich, CT 06360

John Filchak, Executive Director  
Northeastern Connecticut Council of Governments  
125 Putnam Pike  
Killingly, CT 06239

**TOWN OF PLAINFIELD  
AFFIRMATIVE ACTION PLAN**

---

**APPENDIX C**

Salary Codes

|   |                 |
|---|-----------------|
| A | 0 - 4,999       |
| B | 5,000 - 9,999   |
| C | 10,000 - 14,999 |
| D | 15,000 - 19,999 |
| E | 20,000 - 24,999 |
| F | 25,000 - 29,999 |
| G | 30,000 - 34,999 |
| H | 35,000 - 39,999 |
| I | 40,000 - 44,999 |
| J | 45,000 - 49,999 |
| K | 50,000 - 59,999 |
| L | 60,000 - 69,999 |
| M | 70,000 - 79,999 |
| N | 80,000 - 89,999 |
| O | 90,000 - 99,999 |

## APPENDIX D – EEO CATEGORIES

### 1. Officials and Administrators

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire 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, coroners, farm manager and kindred workers.

### 2. Professionals

Occupations which require specialized 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, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists and kindred workers.

### 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 equivalent 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.

### 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 control officers, game and fish wardens, park rangers (except maintenance) and kindred workers.

### 5. Paraprofessionals

Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience

normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Includes: research assistants, medical aides, child support workers, policy auxiliary welfare service aides, recreation assistants, homemaker aides, home health aides, library assistants and clerks, ambulance drivers and attendants and kindred workers.

## 6. Administrative Support

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: bookkeepers, messengers, clerk typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operations, telephone operators, legal assistants, sales workers, cashiers, toll collectors and kindred workers.

## 7. Skilled Craft Workers

Occupations in which workers perform jobs which require special manual skill 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 and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment operators and kindred workers.

## 8. 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 category 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), farm workers (except managers), craft apprentices/trainees/helpers and kindred workers.