



STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC WORKS



James I. Fleming
Commissioner

AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYMENT POLICY

The Department of Public Works pledges to provide services and programs in a fair and impartial manner. Consistent with its pledge, it is the policy of the Department of Public Works (DPW) to ensure that no person, including those in protected classes (as defined below), is discriminated against in the employment process, including recruiting, advertising, hiring, upgrading, promoting, transferring, demoting, laying off, terminating, rehiring, disciplining, rates of pay, benefits, and service ratings. More specifically, affirmative action is incorporated into the following stages of employment, as noted:

- (a) Advertising/Recruiting: DPW solicits protected class members to fill vacancies;
- (b) Hiring: Employment applications, job qualifications and specifications and personnel practices are periodically reviewed to ensure there are no artificial barriers set preventing qualified applicants from employment;
- (c) Orientation Session: All new employees are given a copy of DPW's Affirmative Action policy during the orientation session
- (d) Training: Training opportunities are made available by voluntary request and participation of the employee;
- (e) Counseling: The Department's Affirmative Action Administrator is available to counsel employees regarding affirmative action issues and complaints;
- (f) Service Ratings: Such ratings are based solely on job performance. To ensure bias does not enter into the evaluation process, employee evaluation forms are reviewed and signed by the employee's immediate supervisor, the next level supervisor, the department's human resources administrator, and the employee.
- (g) Lay offs: Applicable state statutes, regulations and collective bargaining contracts govern lay offs.
- (h) Terminations: To ensure that termination is a result of just cause and not discrimination due to protected class membership, the Department's Affirmative Action Program Manager is advised of all dismissals.

The policy recognizes that there is a distinction and inter-relationship between affirmative action and equal opportunity employment. Equal opportunity employment means employment of individuals without consideration of race, color, religious creed, age (including older persons), sex, marital status, national origin, sexual orientation, ancestry, political belief, learning disability, physical disability or blindness, present or past history of mental disability, mental

retardation, criminal record, or genetic information ("protected classes"), unless the provisions of §§ 46a-60(b), 46a-80(b), or 46a-81 of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected classes.

Affirmative action involves the positive steps taken, such as those set forth above, to overcome the present effects of past practices, policies or barriers to equal employment opportunity in order to achieve full and fair participation of individuals in protected classes that have been underutilized in the workforce. A list of federal and state constitutional provisions, laws, regulations, guidelines and executive orders that prohibit or outlaw discrimination are attached to this plan.

Equal opportunity employment and affirmative action are practiced and will continue to be practiced by DPW. The Department is committed to the success of both. All supervisory personnel and staff are directed to adhere to this policy and to familiarize themselves with the Department's Affirmative Action Plan.

Any employee wishing to review and comment on the Plan or who would like to discuss an affirmative action issue should contact Natalie Shipman, Affirmative Action Administrator, 165 Capitol Ave., Hartford, CT 06106; 860-713-5393.

4/5/07
Date


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