

**CHANGES ----**

Affirmation.....2

- No change other than Town Council Chairperson’s name.

Statement of Intent.....3

- No change to first or second paragraph.
- Paragraph three: added – names/description of traits/attributes that will not be discriminated against.
- Paragraph four: added – state and federal laws and amendments that protect people under equal opportunity employment.
- Last sentence: added – transition to Policy Statement/re-affirmation

Policy Statement.....4

- Completely changed: - Town of Vernon & Berlin
  - Paragraphs one and two: incorporated town manager’s commitment as affirmative action officer.
  - Paragraph three: added – description of actions take when adverse impact in identified.
  - Paragraph four: added - 46-60(b), 46a-80(b) and 46a-81(b) of the Connecticut General Statutes and what this policy applies to, such as recruitment, hiring, advertising, terminations, etc.
  - Paragraph five: no change to state and federal laws list
  - Paragraph six: dissemination of the policy statement

Responsibility of Implementation .....6

- NO CHANGE

Dissemination of Policy.....8

- NO CHANAGE other than classifying a major bid contract as over \$500,000

Employment Procedures.....10

Combined original APP and Coventry’s Personal Policies and Procedure manual

- Recruitment: added town website and Connecticut Conference of Municipalities as access to job announcements. Replaced sample recruitment letter with push notifications.
- Selection – eliminated “Any person whose service with the Town was terminated in good standing may be appointed to a service position declared vacant to the public. Benefits and leave accruals pg. 7 shall begin upon re-employment, without credit for benefits and leave accrued during his or her prior period of employment with the Town. Re-employed persons are not exempt from serving the standard probationary period required of all appointees.”
- Examination: Took from policies and procedures manual
- Hiring, Counseling, Evaluation, Training – NO CHANGE, from original AAP

Municipal Grievance Procedure.....13

- NO CHANGE – eliminated sexual harassment policy due to policy change

Internal Auditing Procedure and Disclosure.....	14
• NO CHANGE	
Organizational Analysis.....	15
ADDED – The Organizational Display (U.S. Department of Labor) is a detailed chart of the Town’s organizational structure. For each organizational unit, the display indicates the following:	
• The name of the unit and the job title, race and gender of the unit supervisor	
• The total number of male and female incumbents and the total number of male and female incumbents in each of the following groups: Blacks, American Indians, Asians, Hispanics, and whites other than Hispanics\	
Workforce Analysis.....	16
CHANGED - A Workforce Analysis is a process through which the town reviews staffing data and trends to determine the current and future hiring needs, allowing for preparation of a better succession plan. This Workforce Analysis consists of all active, budgeted employees and positions. It excludes positions requiring vacancies, wage or temporary employees.	
- Original Workforce Analysis compared percentage of Town workforce to % of Labor Force as it relates to occupation of women and race.	
- New Workforce Analysis divides the town up by department an then classifying male/female and race.	
Job Group Analysis.....	20
• ADDED – (U.S. Department of Labor) classifies job titles into job group name and EEO-1 Category for a more effective Utilization Analysis	
Utilization Analysis.....	21
• CHANGED (U.S. Department of Labor)	
○ Placement of Incumbents in Job Groups	
○ Determining Availability – for each job group	
○ Comparing Incumbency to Availability to Annual Goals	
Plan Goals and Objectives.....	23
UPDATED	
Plan Enhancement Innovations.....	24
NO CHANGE	
Policies.....	25
UPDATED from Manual:	
○ Drug Free Workplace	
○ Ethics Policy	
○ Anti-Harassment and Anti-Discrimination Policy (previously known as Sexual Harassment)	
○ Zero Tolerance Workplace Violence Policy	

**ADDED:**

- Workplace Bullying
- Confidentiality Policy
- Separation Policy- to provide guidelines for employees regarding separation of employment i.e. written notice of resignation, return of all town property, Exit Interview.

**Not included from Procedures and Policies Manual:**

- Basic Employment Standards, Electronic Tablets Usage, Purchasing Procedures, Social Media, Workplace Privacy Monitory and Internet Use and Use of Staff Vehicles.

Only included policies that are related to Affirmative Action

Resolution.....37

NO CHANGE other than additional traits/attributes/lifestyle

Appendix.....38

A-1: Recruitment Sources - UPDATED

A-2: Education Sources - UPDATED

B: Grievance Procedure - Town's Personnel Policy and Procedures Manual

C: Equal Employment Opportunity Questionnaire - UPDATED

D: Affirmative Action Hiring Checklist – NO WORDING CHANGED; FORMAT  
UPDATED

E: Employment Application - UPDATED

F: Sample Job Posting - UPDATED

G: Briefing for a Selection Panel – MINIMAL CHANGES

H: Prohibited Interview Questions and Subjects – MINIMAL CHANGES

I: Employment Checklist – NO CHANGE

J: Exit Interview Questionnaire - ADDED

K: Separation Checklist – ADDED

- A separation checklist documents all actions have been taken for a proper departure from town employment

**Eliminated**

- Sample recruitment letter – more reliant on eNotifications