

TOWN OF LUNENBURG AFFIRMATIVE ACTION PLAN

The Town of Lunenburg will take affirmative action to provide equal employment opportunity (EEO) to all qualified persons regardless of gender, race, color, religion, age, national origin, sexual orientation, physical or mental disability, or veteran's status. All employment and personnel policies and practices-recruiting, hiring, promotions, demotions, reassignments, transfers, selection for training, compensation, benefits, layoffs and recalls, terminations-will be administered according to EEO principles.

To implement these policies, the Town will:

Recruit, hire, train, and promote persons in all job classifications without regard to race, color, religion, sex, or national origin. Base decisions on employment so as to further the principle of equal employment opportunity. Insure that all personnel actions, including, but not limited to, compensation, benefits, transfers, layoffs, return from layoffs, Town sponsored training, education, and tuition assistance, and social and recreational plans, are administered without regard to race, color, religion, sex, or national origin. Insure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotion.

Equal employment opportunity is not only the law, but it is a principle of our Town's operation. The Town expects each employee to cooperate to achieve this goal and stand behind this principle.

Chief Administrative Financial Officer (CAFO), Daniel M. Keyes.

Responsibility for the implementation of all affirmative action plans is placed with the CAFO as the Equal Employment Opportunity Coordinator ("Coordinator"). His name appears and will appear on all internal and external communications regarding the Town's affirmative action plans. As Coordinator, Daniel M. Keyes has been and will be given necessary top management support and staffing to execute his assignment.

The Coordinator has the responsibility to: Develop policy statements, affirmative action plans, internal and external communication techniques, and monitoring systems.

Identify problem areas.

Assist management in arriving at solutions to problems. Design and implement an audit and reporting system that will measure the effectiveness of the affirmative action plan, indicate the need for remedial action, if any, and determine whether the contractor's goals have been attained. Serve as liaison between the Town and enforcement agencies. Serve as liaison with private and public employment services for the recruiting of minority groups and women, as well as minority and women's organizations and community action groups concerned with employment opportunities for minorities and women.

Keep management informed of the latest developments in the entire equal employment opportunity area. Assist in identifying problem areas and establishing local goals and objectives. Become active with local minority and women's organizations, community action groups, and community service plans. Periodically audit training plans and hiring and promotion patterns to remove impediments to the attainment of goals and objectives. Conduct regular discussions with supervisors and employees to insure implementation of the affirmative action plan. Review the qualifications of all employees to ensure that minorities and women have full opportunities for transfers and promotions. Provide career counseling for all employees. Periodically audit each location for compliance, insuring that: Posters are properly displayed. No Town facilities are segregated in anyway.

Minority and female employees are encouraged to participate in all Town sponsored activities, including, but not limited to, training. Advise supervisors that their work performance is being evaluated on the basis of their equal employment opportunity efforts and results, as well as other criteria, and that they must take action to prevent harassment of employees placed through affirmative action efforts.

The Town's policy concerning its affirmative action plan has been and will be disseminated internally as follows:

The policy is and will be included in all Town personnel policy manuals. The policy and our accomplishments have been and will be publicized in Town publications, including the annual report, and any newspaper, magazine, or other medium that the Town uses.

Special meetings have been and will be held at least once each year with executive, management, and supervisory personnel. Each meeting has emphasized and will emphasize the importance of the policy, explaining its intent and stressing each supervisor's individual responsibility for its effective implementation. Special meetings have been and will be scheduled at least once each year with all other employees to discuss the policy and explain individual employee responsibilities.

The policy has been and will be thoroughly discussed in all employee orientation and management training plans. Union officials have been and will be informed of the policy, and their cooperation has been and will be requested. Nondiscrimination clauses have been and will be included in all union agreements, and all contractual provisions have been and will be reviewed to ensure that they are nondiscriminatory.

The existence of the Town's affirmative action plan has been and will be communicated to employees by notices on the bulletin board. A copy of the affirmative action plan has been and will be available at the office of the CAFO and/or Board of Selectmen, so that employees shall be able to avail themselves of its benefits.

The following equal opportunity clause has been and will be inserted in each purchase order, lease, and contract with suppliers, vendors, or subcontractors: The subcontractor or vendor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The subcontractor or vendor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The subcontractor or vendor agrees to post, in conspicuous places available to employees and applicants for employment, notices to be provided by the contracting officer, setting forth the provisions of this nondiscrimination clause. The subcontractor or vendor shall, in all solicitations or advertisements for employees placed by it or on its behalf; state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

The subcontractor or vendor shall send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency-contracting officer, advising the labor union or workers' representative of the subcontractor's or vendor's commitments under Section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment. The subcontractor or vendor shall comply with all the provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

The subcontractor or vendor shall furnish all the information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor pursuant thereto, and will permit access to its books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain its compliance with all such rules, regulations and orders.

In the event the subcontractor or vendor does not comply with the nondiscrimination clauses of this contract or with any rule, regulation, or order of the Secretary of Labor, this subcontract or purchase order may be cancelled terminated, or suspended in whole or in part, and the subcontractor or vendor may be declared ineligible for further government contracts in accordance with the procedures authorized in Executive Order 11246 of September 24 1965, and other sanctions may be imposed and remedies invoked, a provided in Executive Order 11241 of September 24, 1965, by rule regulation, or order of the Secretary of Labor, or by law.

The subcontractor or vendor shall include the provisions of these paragraphs in every subcontract or purchase order, unless exempted by the rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that those provisions shall be binding upon each subcontractor or vendor. The subcontractor or vendor shall take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing these provisions, including sanctions for noncompliance, provided, however, that in the event the subcontractor or vendor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of a direction by the contracting agency, the subcontractor or vendor may request the United States to enter into litigation to protect the interests of the United States.

The Town has communicated and will communicate to prospective employees the existence of the Town's affirmative action plan and make available such elements of the plan as will enable prospective employees to know and avail themselves of its benefits.