

## TOWN OF AMHERST POLICY ON AFFIRMATIVE ACTION

### GENERAL POLICY

In accordance with Federal and State laws, no person, in whatever relationship with the Town of Amherst, shall be subject to discrimination on the basis of age, religion or creed, color, disability, national origin, race, ethnicity, sex, marital status, sexual orientation or veteran status.

### AFFIRMATIVE ACTION PLAN

In an attempt to reaffirm, strengthen and reinforce its commitment to this policy, the Town of Amherst has developed a positive, continuing Affirmative Action Plan.

This Affirmative Action Plan applies to all titles, all positions, and to all employment practices and actions.

This Affirmative Action Plan includes the following activities that relate specifically to employment:

1. To encourage the employment of minorities in the Town of Amherst government.

Our personnel policies are designed to assure equal employment opportunity in all aspects of the Town's operations affecting employees and applicants for employment. The policies are designed to set attainable hiring and promotion goals for minority group and handicapped employees.

2. To assist applicants, especially minority applicants, in securing employment.

Our recruitment programs are directed to all appropriate sources of applicants in order to effectuate the principle of equal opportunity. The recruitment advertisements encourage minorities, veterans and the disabled to apply.

Recruitment efforts are designed to reach all sources of job candidates with special emphasis on the identification and development of sources of minority group members, women, and the disabled for positions with the Town.

3. To assure that every person employed by the Town of Amherst receives non-discriminatory treatment in all employment related matters.
4. To encourage the employment of women in non-traditional jobs and to promote upward mobility.

## PROVISION OF EQUAL OPPORTUNITY SERVICES:

In order to execute this Affirmative Action Plan, the Town of Amherst Personnel Department provides the following services:

1. Maintains close liaison with community groups such as women's organizations, Job Service, veterans' groups and organizations for the disabled.
2. Publicizes job openings through these groups.

Job vacancies are listed with government agencies including NYS Employment Service, Public Welfare Program, Youth Boards, Veterans Centers, as well as schools, colleges, business and specialized schools in the area and union and employee organizations.

The Town's help wanted advertisements are placed in local news publications in columns headed "Help Wanted" so as to avoid any expression of a preference, limitation, specification or discrimination based on sex.

3. Counsels individual applicants on employment related matters of many kinds.
4. Maintains a sizeable applicant job bank, which is indexed by training and experience.

Efforts continue to be made in getting minorities, women, and the disabled into upward mobility and relevant training programs.

Career ladders are established to permit movement of capable lower level employees to positions of greater responsibility as the employees develop.

5. Investigates any complaints of alleged discrimination involving Town of Amherst departments and initiates corrective action as warranted.

The Personnel Department is accessible to all employees for providing remedies for discrimination complaints. The Town has adopted an Equal Employment Opportunity Grievance Procedure in the regard.

6. Conducts exit interviews with employees who quit and those terminated.
7. Continuously reviews existing comprehensive personnel program and Affirmative Action Plan to assure equal employment opportunity.