



# CARBONDALE

All Ways Open

## AFFIRMATIVE ACTION PLAN 2020

Prepared and Published by  
Office of Human Resources Management  
City of Carbondale

Carbondale, Illinois  
2020

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## Executive Summary

This strategic Affirmative Action Plan is designed to take the City of Carbondale from its current position in regard to underrepresented groups to one that closely parallels the workforce availability demographics of the diverse community in which it serves. The goal is to bring members of all protected groups – including women, sexual orientation, people of color, and persons with disabilities – into all levels and segments of the City’s workforce in proportion to their representation in the relevant labor market, thereby achieving optimal utilization.

The City of Carbondale values and recognizes that having a diverse workforce enhances teamwork, service and productivity, and conversely, that having an environment that values employee engagement improves efforts to have a diverse workforce. It is impossible to communicate the City’s Affirmative Action Plan and related policies without first addressing the issue of diversity. The terms *equal employment opportunity*, *affirmative action*, and *diversity* are not *synonymous* nor are they interchangeable. They work hand in hand and represent the building blocks for creating an inclusive work environment. The underlying principle of equal employment opportunity is equitable treatment while the underlying principle of affirmative action is anti-discrimination. Inclusivity and respect, in turn, are the central themes of diversity. Through all these combined efforts, the City aims to integrate the responsibility for the engagement and retention of a diverse workforce throughout all levels of the organization by instituting culture change through a variety of efforts – leadership development, continuing education, regular communications, and employee involvement to name a few.

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## **Background and Statement of Intent**

The City of Carbondale has a population of approximately 26,000 and is located in Southern Illinois. Carbondale is the home of Southern Illinois University, a major research university with approximately 20,000 students from throughout Illinois, the United States and the world. The population of the city is almost one-half of the population of Jackson County. Southern Illinois University and Southern Illinois Healthcare are the largest employers in the Southern Illinois region, making Carbondale the professional, a medical, and retail center of Southern Illinois.

The City of Carbondale operates under the Council-Manager form of government. The Mayor and City Council appoints the City Manager, who appoints all City employees. The City offers a wide range of services including police and fire protection, street maintenance and public parking, water and sanitary sewer systems, refuse and recycling, planning and zoning, housing programs, building code enforcement, and cemetery management.

The City of Carbondale is dedicated to achieving a workforce environment that reflects the diversity of the City. Carbondale has a very deep-rooted populace and history of minorities within the City. The implementation of a viable Affirmative Action Plan helps to strengthen this diversity. Having a plan also serves as validation of the City's willingness to comply with applicable laws that regulate fair practices in employment and demonstrates the City's aggressiveness in identifying and eliminating inequitable policies, practices, and procedures.

## **Affirmative Action Policy Statement**

This statement is to reaffirm the City Carbondale’s policy on providing equal employment opportunity to all employees and applicants for employment in accordance with all applicable Affirmative Action laws, directives, and regulations of federal, state, and local governing bodies or agencies thereof.

The City of Carbondale will not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, sexual orientation, disability, veteran status, marital status, familial status, or religion. The City of Carbondale will take affirmative action to ensure that all employment practices are free of such discrimination. Employment practices include, but are not limited to, the following: hiring, promotion, demotion, transfer, recruitment, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

The City of Carbondale prohibits the harassment of any employee or job applicant on the basis of their protected class status.

The City of Carbondale will commit the necessary time and resources, both financial and human, to achieve the goals of Equal Employment Opportunity and Affirmative Action.

The City of Carbondale will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving the Affirmative Action objectives as well as other established criteria. Any employee of the City who does not comply with the Affirmative Action Policies and Procedures set forth in this Statement and Plan will be subject to disciplinary action.

The City Manager has appointed the Diversity & Compliance Officer to manage the Affirmative Action plan. The responsibilities of the position will include monitoring the Affirmative Action Plan, as required by any applicable governing body. If any employee or job applicant believes he/she has been discriminated against based on their protected class status, please contact the Human Resource Office immediately.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Dissemination of Affirmative Action Policy Statement and Plan**

### **A. Internal Dissemination:**

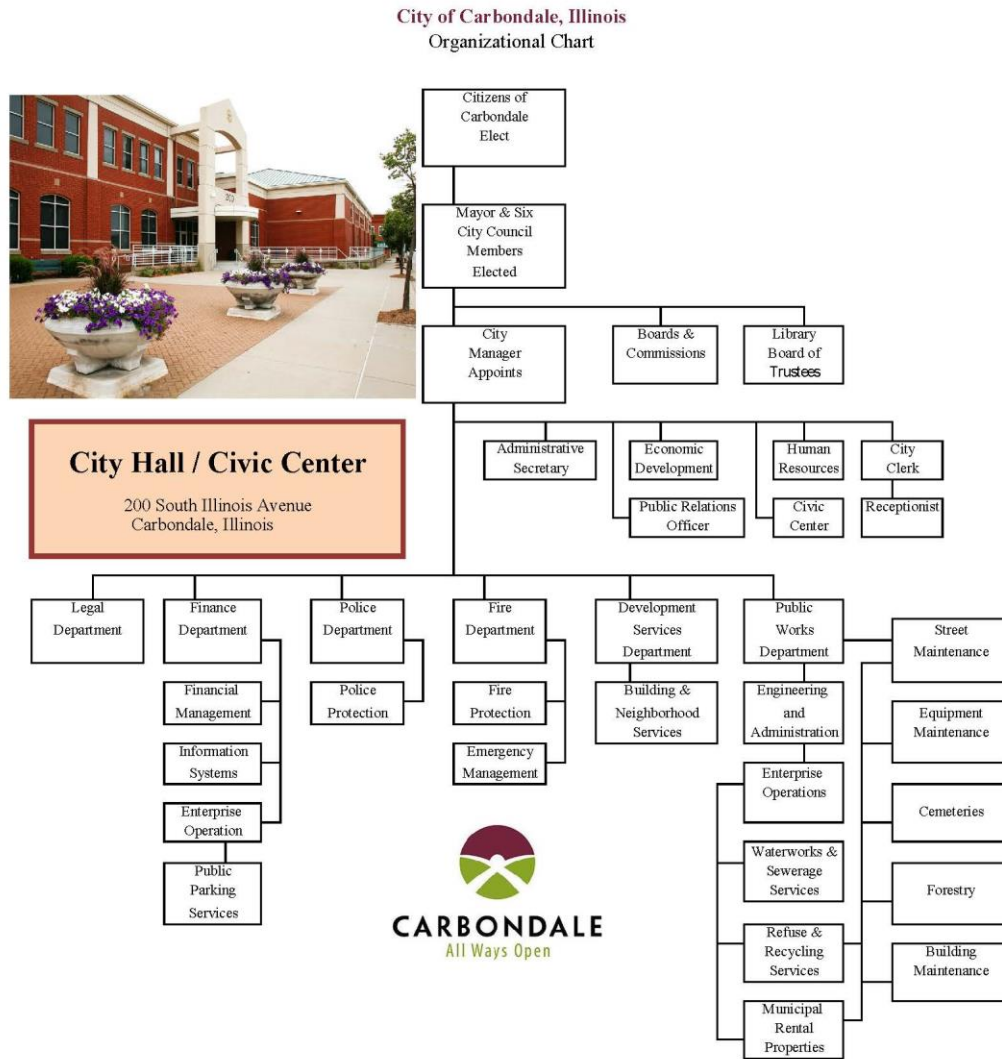
1. The policy statement will be permanently and conspicuously displayed in areas such as employee bulletin boards, break areas and other viable common areas as well as the City's website and intranet. The City, as an equal opportunity employer, will also communicate the policy statement in any relevant internal communications and publications.
2. All employees (and contractors) will be furnished a copy of the policy statement and will be notified of the location and availability of the Affirmative Action Plan. This policy will be made available to all employees, including part-time, temporary or seasonal employees.
3. The Affirmative Action policies will be adopted by the City Council to be included in the City Code of Ordinances.
4. The Affirmative Action policies will be reviewed with all employees and management on an annual basis.
5. The City will conduct orientation and training sessions to thoroughly inform staff and management of the Affirmative Action commitment.

### **B. External Dissemination:**

1. The City will include non-discrimination clauses in all agreements where possible and review all contractual provisions to ensure that they are nondiscriminatory. The City will inform any party to an agreement of the City's Affirmative Action policies and require cooperation in all such agreements.
2. When applicable, the City will notify all recruitment sources, including media, of the Affirmative Action policy and encourage them to refer underrepresented individuals to assist in achieving the Affirmative Action Plan objectives.
3. The City will include the statement "Equal Opportunity and Affirmative Action Employer/Contractor" in all advertisements recruiting employees and contractors.
4. The City will include the Affirmative Action statement in all contracts.

# Organizational Chart

The organizational display is a chart of the City of Carbondale's Organizational Structure. This display represents the various departments within the City of Carbondale.



## **City Council**

The City Council consists of seven members; the Mayor and six (6) council members, each elected at-large from the city as provided by law. The City Council administers its legislative powers through passage of ordinances and resolutions.

## **Mayor's Office**

The Mayor is the official head of the City for all legal purposes. The Mayor, with the advice and consent of the Council, makes appointments to all committees, boards and commissions.

## **City Manager's Office**

The City Manager is appointed by the City Council for an indefinite term. He is the administrative head of the municipal government and is responsible for the administration of all departments. The following departments report to the Office of the City Manager:

### **City Clerk**

The City Clerk serves as the official record keeper of all documents for the City. Other responsibilities include processing ordinances and resolutions as well as preparing and posting notices of City Council and Committee of the Whole meetings. The City Clerk attends these meetings and maintains a record of all proceedings and a systematic method of filing all ordinances and resolutions that have been passed by City Council. Disposal of outdated material and/or records for all departments are coordinated with the local records act officer and the Illinois Secretary of State's Archives Division. The office also processes Freedom of Information requests, accepts application for and issues licenses and permits, processes annexations, files and maintains reports and/or statements as required by law and maintains the corporate seal of the City. The Office of City Clerk oversees Police and Fire entry and promotional testing.

### **Economic Development**

The Economic Development Director is responsible for administering various incentive programs, building strong relationships with the business community, coordinating the City's economic development activities, coordinating new business recruitment, providing retention and expansion assistance to existing enterprises and representing the City in local and regional economic development partnerships.

### **Finance**

The City Treasurer/Director of Finance is custodian of the public funds, is responsible for the receipt, deposit and recording of all revenues, and provides financial reports on the status of City revenues to the City Council. Other responsibilities include management of the City's investment program. The Finance Director serves by statute as treasurer of the Fire and Police Pension Boards. The Director is also responsible for all financial transactions of the City and presents the City's annual appropriation ordinance and Comprehensive Annual Financial Report. The divisions within this department include:

- Revenue Office- Collects city taxes, bills and collects utility payments from all City residents and businesses; processes daily cash deposits for all city revenue, and reviews parking utilization and monitors revenues, maintains parking meters.
- Purchasing & Risk Management - Administers the procurement of goods and services. The Purchasing Specialist offers technical advice on the preparation of detailed specifications for formal bid documents. The specialist compiles and monitors activities of large City-wide purchasing contracts and monitors purchasing trends.
- Information Systems - Provides internal support to all City Departments for computerized systems, network infrastructure and telephone requirements.



## **Fire Department**

The Carbondale Fire Department (CFD) is dedicated to protecting lives and property from fire and other emergencies by providing fire suppression and prevention, emergency medical services, rescue and disaster response, hazardous materials incident mitigation, and public education. The division within the CFD include:

- Office of Emergency Management - prepares for and coordinates actions necessary to minimize loss of life and property damage caused by natural and man-made disasters, terrorism and nuclear incidents. This division focuses on four phases of disaster management: Preparedness, Mitigation, Response and Recovery.
- Fire Investigations Unit - Arson K9s are trained to detect minute traces of accelerants that may have been used to set a fire. The K9 teams are trained and certified through the Maine Criminal Justice Academy. The Arson Dog Program, sponsored by State Farm Insurance, has successfully demonstrated that Arson K9s have a direct impact on deterring arson related crimes.

## **Human Resources**

The Office of Human Resources administers the City's human resource programs including, but not limited to, recruitment, hiring and compensation plans. The Office also administers the employee benefit program, participates in collective bargaining negotiations and supervises the training of city employees. It assists in the development of a health insurance plan and ensures that the plan is promulgated and disseminated on an annual basis.

## **Legal Department**

Conducts legal affairs of the city, furnishes legal advice; drafts and/or reviews for form and legality all ordinances, drafts written legal opinions, appears on behalf of the city in all actions to which the city is a party before all courts and administrative bodies.

## **Police Department**

The Carbondale Police Department (CPD) is to work in partnership with the community to preserve life, protect human rights, protect property and improve quality of life by providing police service to all in a fair, sensitive and professional manner. The divisions within the CPD include:

- Field Operations- Is the largest division and is comprised of the Patrol Section, Telecommunicators, the Field Training Program, Traffic Services, and the Canine.
- Criminal Investigations- Is comprised of the Investigation Section, Juvenile Investigation Section, Crime, Crime Scene Services, Evidence and Property, School Resource Officer, Narcotics Investigations and Task Force Sections.
- Administrative - Is comprised of the Community Resource Officer, Animal Control, Special Response Team, Explosive Ordnance Unit, Hostage Negotiators, Crime Victim Advocacy Services, Training Officer, Records, Supply, Planning and Research, Payroll and Fiscal, Grants, Messenger, Personnel and Computer Sections.

## **Public Relations**

The Public Relations Officer develops and promotes stories which highlight the City of Carbondale's staff, residents, students, community organizations, and City programs for print, television, and social media outlets.

## Public Works

The Public Works Department's purpose is to develop and maintain the City's infrastructure, buildings, grounds, and vehicular equipment, and provide specialized community services, such as tree care, recycling service, and cemetery management. The divisions within this department include:

- **Engineering-** Oversees the planning, design, construction and maintenance of the City's infrastructure. The Division also provides engineering review of private design and construction activities to make sure they conform to City requirements, manages contract maintenance services for City streets, sidewalk, sanitary sewer, storm sewer, surface drainage, traffic control, and environmental quality control systems.
- **Traffic Control-** Promotes the safe and orderly flow of traffic via lights and signage.
- **Streets-** Maintains streets, alleys and sidewalks and operates a fleet of trucks and heavy equipment for use in construction and repair work.
- **Sewer-** Maintains the sewer system including sanitary, combined and storm sewers and all manholes, catch basins and inlets.
- **Cemetery-** (Oakland Cemetery & Woodlawn) is a beautifully landscaped and well maintained site that is managed by the cemetery sexton and his staff.
- **Refuse & Recycling-** Facilitates the collection and disposal of solid waste and encourages and monitors community recycling efforts.
- **Wastewater Treatment Plants-** Two wastewater treatment plants, the Southeast and Northwest. The Southeast was upgraded in 2005 from 3.19 million of gallons per day average flow to 6 million of gallons per day average flow to 6 million of gallons per day with 12.5 million gallons per day max flow. It handles waste from SIU and east side of Carbondale. The Northwest Plant won the Best Operated and Maintained Wastewater Treatment Plant of the Year. Its capacity is 2.64 million of gallons per day average with 6.6 max millions of gallons per day. The Northwest handles waste from the west side of Carbondale and all of the industrial waste from the two industrial parks.
- **Cedar Lake-** The city reservoir, Cedar Lake a 1,750-acre reservoir in Southern Illinois that was created by the damming of Cedar Creek, a tributary of the Big Muddy River in 1974. The City owns and maintains a public beach and boat dock at Cedar Lake. The north access features several dramatic rock bluffs and secluded bays.

## **Workforce Analysis**

Under United States Public Law 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, all state and local governments that have 15 or more employees are required to file an EEO-4 report with the U.S. Equal Employment Opportunity Commission (EEOC). The EEO-4 Report lists the race, sex and salary of all City employees.

The City's workforce is grouped into eight macro-groups for reporting purposes. These macro-groupings, called EEO-4 Categories, are defined in "State and Local Government Information (EEO-4)", and issued by the U.S. Equal Employment Opportunity Commission. These categories are: Officials and Managers, Professionals, Technicians, Protective Service Workers Sworn, Protective Services Non-Sworn, Administrative Support (including clerical and sales), Skilled Craft Workers and Service Maintenance.

The Utilization Analysis is comprised of three reports summarizing certain aspects of the City workforce. These reports include the Job Group Analysis, Availability Analysis and the Underutilization Analysis.

- The Job Group Analysis displays the workforce combined into job groups (defined as one or more jobs with similar content, wage rates, and opportunities) and shows where women and minorities are employed throughout the City.
- The Availability Analysis shows how availability estimates are calculated for women and minorities in each job group.
- The Underutilization Analysis compares the current availability rates to current incumbency rates for women and minorities. This comparison is the basis for the establishment of placement goals for women and minorities. Data on women and minorities are analyzed separately to determine their respective utilizations, availability rates, and placement goals. After completing/conducting the Utilization Analysis and determining whether or not underutilization exists, goals equal to availability rates are set in job groups in which underutilization occurs. Only full-time employee counts are included in these analyses.

### **Establishment of Goals**

The Goal Analysis measures the overall performance of the City in meeting identified goals, and identifies areas where good faith efforts occur. Goals are established for job groups in which minorities and women are underutilized. Goals represent placement rates for the current year. For example, if the availability rate for female professionals is 20%, then the corresponding goal or placement rate is 20% for that year. Therefore, a unit having ten placement opportunities should make an effort to hire at least two females. The Diversity & Compliance Officer distributes and discusses unit goals with the City Manager. Department and division heads review goals established for their areas and develop plans to meet those goals. The Human Resources Department also receives copies of this information to assist units with meeting goals.

Placement goals are important because they provide a means of quantitative evaluation. Goals are not quotas and are not used to discriminate against any applicant or employee. Goals are established and reviewed annually.

## Personnel Activity Analysis

Personnel Activity Analysis include the Applicant Flow and Hire Analysis, the Promotional Analysis, the Termination Analysis and the Equal Pay Analysis, all done by the City.

- The Applicant Flow and Hire Analysis is maintained on applicants seeking employment with the City. The Diversity & Compliance Officer maintains applicant flow data on officials and administrators, professionals, technicians and protective service workers, paraprofessional, administrative support, skilled craft and service maintenance positions while the Administrative Services Department keeps information on all applicants applying for positions with the City. An analysis and comparison of information will help to determine the rate at which applicants and employees apply for, and are selected for, employment opportunities.
- The Promotional Analysis measures how successful women and minorities were in applying for and obtaining advancement within their areas of employment or in other areas within the City. This analysis is conducted for both non-bargaining unit and bargaining unit (labor contract) promotions.
- The Termination Analysis tracks those employees that have separated from City service. Terminations are defined as any separation from City employment (voluntary or involuntary). The Diversity & Compliance Officer reviews all terminations to identify areas of potential adverse impact for minorities and women and will review and discuss this information with the City Manager.
- The Equal Pay Analysis measures equal pay data for minorities and women employees by job classification.

In order to monitor the success of this Affirmative Action Plan, the Diversity & Compliance Officer will, on an ongoing basis, compile statistical data by race, sex and other appropriate characteristics regarding the composition of appointees and the work force for each position classification.

## **Designation of Responsibility for Implementation**

Responsibilities include, but are not limited to, the following:

**A. The City Council will:**

1. Formally adopt the Affirmative Action Plan.
2. Financially support the goals of the Affirmative Action Plan so that employment, training and promotional objectives are met.

**B. City Manager will:**

1. Be responsible for the overall administration of the Affirmative Action Plan.
2. Establish, administer and provide policy direction for the Affirmative Action Plan so that equal employment opportunity exists in all major job categories.
3. Periodically disseminate appropriate directives to department heads to ensure compliance with the Affirmative Action Plan.
4. Oversee employment actions regarding the selection and promotion of personnel covered by tested positions, as well as the discipline of all City employees subject to the City human resource system.

**C. Human Resources Manager in conjunction with the Diversity & Compliance Officer will:**

1. Prepare, disseminate, implement and review the City of Carbondale Affirmative Action Plan.
2. Develop policy statements and action-oriented programs aimed at achieving equal opportunity employment.
3. Coordinate and provide training and technical assistance to department heads in collecting and analyzing employment data, identifying problem areas, and establishing goals and timetables where applicable.
4. Establish a recruitment program targeted toward minorities, females and persons with disabilities.
5. Analyze all aspects of the recruitment and selection process to ensure that artificial barriers to hiring minority, female and disabled applicants, or promoting minority, female and employees with disabilities are eliminated.
6. Develop and coordinate with department heads a program for inter-department transfers as a means of upward mobility for all City employees.
7. Analyze job descriptions and remove artificial barriers that may exist in them.
8. Analyze disciplinary action practices to ensure that disparate treatment and impact against minority, female and employees with disabilities is eliminated.
9. Accept complaints of discrimination per current City policies in Chapter 36 and Chapter 93 of the City Code of Ordinances.
10. Ensure adequate and effective internal equal employment opportunity and affirmative action communications.
11. Coordinate equal employment opportunity and affirmative action training for department personnel. Ensure that appropriate training reaches the frontline supervisory staff.
12. Develop regular communication channels with minorities, females, and persons with disabilities to ensure that employment opportunity information is widely disseminated.

**D. Department Directors/Division Heads will:**

1. Be responsible for implementation of all aspects of the City of Carbondale Affirmative Action Plan as it applies to their department or area of supervision.
2. Implement the Affirmative Action Plan in cooperation with the Human Resource Manager.
4. Ensure the supervisors and staff fully understand and comply with the Affirmative Action Plan.
5. Conduct regular meetings with supervisors and employees to ensure policies are carried out.
6. Participate in local community programs designed to increase employment of minority applicants.

**E. Supervisors will:**

1. Ensure that subordinate employees are given fair and equitable treatment, regardless of gender, race, color, religious belief, national origin, political affiliation, marital status, age, sexual orientation, disability, veteran status, marital status or familial status.
2. Discipline employees who engage in activities exhibiting prejudicial behavior upon others based upon race, ethnicity, disability, sex, age or sexual orientation, including but not limited to, verbal, written or pictorial expressions.
3. Take preventative measures against harassment problems in accordance with City policy. (Carbondale Revised Code 1-4-14)

**F. Employees will:**

1. Ensure just and equal treatment to fellow employees without regard to race, color, religion, sex, age, disability, marital status, familial status, sexual orientation, national origin or ancestry, or military discharge status.
2. Provide recommendations to Diversity & Compliance Officer to assist in timely identification and resolution of problem areas that pertain to equal employment opportunity.

## Action-Oriented Programs

The City of Carbondale has instituted action programs to address identified problem areas and to help achieve specific AAP goals, each to be reviewed periodically to ensure they remain consistent and aligned to the objectives of the Affirmative Action Plan.

### **A. Job Descriptions**

1. Review and analyze job descriptions to ensure they accurately reflect job functions as well as competencies, knowledge, skills and abilities.
2. Make job descriptions available to recruiting sources and available to all members of management involved in the recruiting, screening, selection and promotion process.

### **B. Recruitment**

1. Encourage City employees to refer qualified minority applicants.
2. Make information on job opportunities available to all applicants on a non-discriminatory basis.
3. Create a network of advocates through community groups and organizations and establish a partnership to help identify qualified applicants.
4. Maintain records of applications received and disposition thereof in order to accommodate periodic analysis of applicant flow.
5. Disseminate job postings through a wide variety of communication channels to include the following:
  - The City's website
  - All internal departments and locations
  - External agencies and organizations, including social and civic groups affiliated with minorities, females, and individuals with disabilities
  - Various job boards, TV, radio, newspapers, posters, periodicals and press releases
  - Job search engines
6. Represent the City at recruitment functions, meetings of community groups, area schools, colleges, and training programs.
7. Include the phrase "Equal Opportunity/Affirmative Action Employer" in all printed employment advertisements.

### **C. Selection**

1. Ensure information requested on job applications and other pre-employment forms is job related.
2. Maintain uniform hiring requirements and processes to ensure objective evaluation for each job category.
3. Administer all pre-employment examinations uniformly without regard to race, color, sex, age, national origin, sexual orientation, disability, veteran status, marital status, familial status, or religion unrelated to a person's ability to perform the duties of a particular job or position except where a bona fide occupational qualification exists.
4. Provide lists of applicants who meet minimum requirements for employment through the successful completion of the hiring process. In making selections from these lists, the department supervisor, department head and City Manager shall consider the goals of the Affirmative Action Plan. Rejection of minority and female eligible candidates shall be supported by objective reasons when affirmative action goals for that specific department or job category have not been met.

5. Train managers and supervisors on proper interview and selection techniques.
6. Conduct interviews in a uniform manner with a member of Human Resources present. Ask questions permitted by the Equal Employment Opportunity Commission.
7. Utilize objective hiring standards as related to job requirements to ensure selection decisions are job-related and applied in a non-discriminatory manner.
8. Base examination procedures used in selection, placement and reallocation on job duties and requirements.

#### **D. Employment Actions**

1. Prohibit discriminatory impediments to promotional or transfer opportunities. Periodically analyze the transfer and promotion of minority, female and employees with disabilities as compared with that of all other employees to ensure the effectiveness of the AAP and to identify problem areas, which may require modification to or correction of the plan.
2. Engage in uniform practices and procedures and obtain and evaluate supporting documentation for promotion, transfer, demotion, discipline, layoff and termination of all personnel.
3. Conduct exit interviews to identify reasons for separation and causes contributing to controllable turnover.

#### **E. Personal and Organizational Development**

1. Provide training and professional development opportunities to all City employees.
2. Train managers and supervisors in Equal Employment Opportunity, Affirmative Action, Diversity/Inclusion and Cultural Competency.
3. Offer a City Tuition Reimbursement Program to all employees who are eligible and wish to continue their education so as to create mutual value for themselves and the organization.
4. Conduct an Employee Engagement/Diversity Survey periodically to assess and track the climate of the organization.

#### **F. City Contracts**

1. The City will ensure that contracts are conducted in a manner so as to prevent any discrimination and allow for fair and equal opportunity for all.
2. Requests for Proposals will be promoted and advertised to garner the greatest exposure of any interested businesses.
3. All businesses shall be made aware of the EEO/AA Policy Statement and will, in turn, confirm that the business does not engage in any discriminatory practices.

#### **G. City Facilities and Events**

All persons responsible for City facilities shall ensure their availability on an integrated basis, and any City-sponsored recreation and social events shall be established for the benefit and involvement of all citizens. Such facilities and events shall be made available without regard to race, color, sex, age, national origin, sexual orientation, disability, veteran status, marital status, familial status, or religion. This policy shall be reflected not merely in written rules and regulations, but in customs and practices, ensuring that de facto segregation does not exist.



## **Internal Audit and Reporting System**

While the Diversity & Compliance Officer is responsible for developing, preparing, and implementing the Affirmative Action Plan, responsibility is likewise vested with each department manager and supervisor. The City of Carbondale's audit and reporting system is designed to:

- Measure the effectiveness of the EEO/AA programs;
- Document personnel activities;
- Identify problem areas where remedial action is needed; and
- Determine the degree to which the City's AAP goals and objectives have been obtained.

The following personnel activities are reviewed to ensure nondiscrimination and equal employment opportunity for all individuals without regard to race, color, sex, age, national origin, sexual orientation, disability, veteran status, marital status, familial status, or religion:

- Recruitment, advertising, and job application procedures;
- Hiring, promotion, advancement, assignments, layoff, and recall from layoff;
- Rates of pay and any other forms of compensation including fringe benefits;
- Sick leave, leaves of absence, or any other leave;
- Training, apprenticeships, attendance at professional meetings or conferences; and
- Any other term, condition or privilege of employment.

The following documents are maintained as a component of the City of Carbondale's internal audit process:

- Summary data of external job offers and hires, promotions, resignations, terminations, and layoffs by job group and by sex and minority group identification;
- Summary data of applicant flow by identifying, at least, total applicants, total minority applicants, and total female applicants for each position;
- Maintenance of all employment applications for at least one year; and records pertaining to the City's compensation system and related actions.

## **Complaint Procedures**

All current and prospective employees have the right to present their complaints of discrimination without fear of retaliation. Under no circumstances will a current or prospective employee's job status, security or possible working conditions be jeopardized because a complaint has been filed. Every attempt will be made to resolve complaints on an informal basis. Current employees shall exercise rights as provided by the City Employee Handbook. Job applicants may submit a formal complaint in writing to the Human Resource Department.

All employees shall be offered an exit questionnaire and/or interview at the time of their separation from employment with the City, whether it is voluntary or involuntary separation.

Any employee of the City of Carbondale wishing to file a complaint alleging discrimination may contact any one of the following without fear of reprisal:

Alicia Jackson  
Diversity & Compliance Officer  
Human Resource Department  
200 South Illinois Avenue  
Carbondale, IL 62901  
Telephone: (618)457-3228  
Email: [ajackson@explorecarbondale.com](mailto:ajackson@explorecarbondale.com)

Equal Employment Opportunity Commission  
500 West Madison Street, Suite 2800  
Chicago, Illinois 60661  
Telephone: 312-353-2713  
TDD: 312-353-2421  
Website: <https://www.eeoc.gov/employees/charge.cfm>

## Appendix

### **Title VII of the Civil Rights Act of 1964, as amended**

Title VI prohibits discrimination on grounds of race, color, or national origin in federally assisted programs.

Title VII prohibits discrimination on the grounds of race, color, religion, sex or national origin by employers or unions with 15 or more employees. The designation employer includes the government of the United States, corporation wholly owned by the United States, and state or political subdivisions thereof.

### **Civil Rights Act of 1991**

The Civil Rights Act of 1991 expands the protections afforded individuals under the Civil Rights Act of 1964. It provides for damages for intentional discrimination and unlawful harassment in the workplace and codifies the concepts of “business necessity” and “job related” as enunciated in various Supreme Court decisions. Additionally, it confirms statutory authority and provides guidelines for disparate impact suits under Title VII of the Civil Rights Act of 1964 and in response to recent Supreme Court decisions, expands the scope of relevant civil rights statutes.

### **Illinois Human Rights Act**

The Illinois Human Rights Act prohibits discrimination in employment on the basis of race, color, sex, religion, national origin, ancestry, age (age 40 and over except police and fire), marital status, sexual orientation, physical or mental disability, or unfavorable discharge from military service. The law provides for the creation of the Illinois Human Rights Commission and the Department of Human Rights. The law was enacted by P.A. 81-1216, B.B. 1377, L. 1979 and signed by the Governor on December 6, 1979.

### **City Code of Ordinances**

#### **Title 1-Chapter 4 Declaration of Personnel Policy**

It is the policy of the City to be an equal opportunity employer. No officer or employee of the City shall discriminate against any other officer or employee or applicant for employment on the basis of sex, race, color, religious belief, national origin, political affiliation, marital status, age, sexual orientation or handicap unrelated to the person’s ability to perform the duties of a particular job or position, except where a bona fide occupational qualification exists.

### **Harassment**

It is the policy of the City of Carbondale to eliminate sexual harassment in the workplace. If an employee feels that he/she has been the victim of sexual harassment, the employee is advised to follow the grievance procedures outlined in Title 1 Chapter 4 of the City Code of Ordinances. If the alleged harassment involves an employee’s immediate supervisor, the employee should take the grievance directly to the Human Resources Manager.

### **Equal Employment Opportunity Act of 1972**

This is an amendment to the Civil Rights Act of 1964, which adds sex and religion to the Title VII portion and extends Equal Employment Opportunity (EEO) to state, local and municipal organizations, all employment agencies (private and public) and to labor organizations. This Act empowers EEOC to bring civil action against any organization, which is alleged to be practicing discrimination. The Act also gives the right to an individual to take a complaint directly to a court of law.

**Age Discrimination in Employment Act of** This Act prohibits arbitrary discrimination against persons 40 years of age or older.

### **Americans with Disabilities Act of 1990**

Title I of the ADA prohibits discrimination in employment against individuals with disabilities and establishes the standards governing an employer’s affirmative duty to accommodate an individual with a disability. Title II of the ADA prohibits discrimination against individuals with disabilities by state and local governments.

The terms included in this list reflect references to explanations that are used in the City of Carbondale's Affirmative Action Plan (AAP) document. Although the City of Carbondale will use the terms listed below in good faith in connection with the AAP, such use does not necessarily signify that the City agrees that these terms are applied to any particular factual situation and is not an admission of noncompliance with EEO laws, regulations and objectives.

**Affirmative Action-** A program by which the City identifies conspicuous imbalance in the workforce and takes positive steps to correct underrepresentation of protected classes. It focuses on the hiring, training and promotion of protected classes where there are deficiencies.

**Applicant-** An individual who submits an expression of interest in employment for a specific position, possesses the basic qualifications for the position, and does not remove him/herself from consideration during the application process.

**Appointing Authority-** The elected official to whom a City position is subordinate.

**Artificial Barrier-** A requirement, procedure or standard for employment that is not related to successful job performance.

**Bona Fide Occupational Qualification (BFOQ)-** An exception to the restrictions of Title VII of the Civil Rights Act (1964) regarding discrimination on the basis of gender, religion and national origin. Under certain conditions, an employer may require persons of a specific gender, national origin or religious affiliation to staff certain jobs. The intent of this provision is to specify that there are certain jobs for which gender, national origin or religion may be legitimate qualifications. Neither race nor color may constitute a BFOQ.

**De Facto Segregation-** Segregation that is inadvertent and without assistance of City officials. It is not caused by any City action but rather by social, economic and other determinants.

**Discrimination-** The impact or effect of employment policies, practices and procedures that result in protected classes being less favorably situated in their employment when no bona fide occupational qualification (BFOQ) exists.

**Disparate Treatment-** A policy, practice or procedure that denies members of a protected class the same employment, promotion or transfer opportunities that have been made available to other employees or applicants.

**Eligible-** Applicants for a particular position who have been found qualified through examination or screening for a particular position.

**Equal Employment Opportunity-** The City's policy that all employment matters will be conducted in a manner that ensures equal opportunity for all applicants and employees. Such actions are based solely on individual merit and fitness of applicants and employees and are related to the specific job and without regard to gender, race, color, religious belief, national origin, political affiliation, veteran status, marital or familial status, age, sexual orientation, disability or other non-merit factor.

**Job Category-** One of eight categories defined by the federal Equal Employment Opportunity Commission for recordkeeping and reporting purposes. Categories include officials and administrators, professionals, technicians, paraprofessionals, protective service, administrative support, skilled craft and service maintenance workers.

**Protected Class-** A legally identified group that is specifically protected by statute against employment discrimination.

**Reasonable Accommodation-** The reasonable modification of a job to meet an individual's mental or physical limitations with the purpose of allowing individuals who can perform essential job functions equal opportunity to participate in the workforce through elimination of artificial barriers.

**Carbondale Labor Area-** The area of Jackson County is defined in data provided by the Illinois Department of Employment Security.

**Underutilization-** Having fewer minorities and females in a particular job category than would reasonably be expected by their presence in the relevant labor market.

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