

**Combined  
City of Madison & Dane County**

**Affirmative Action/Civil Rights Compliance Plan  
For  
Community-Based & Purchase of Service Organizations**

**Submitted By:**

City of Middleton

Michael K. Davis

**Company/Agency Name**

EEO Officer

7426 Hubbard Avenue

(608) 827-1058

Middleton, WI 53562

January 7, 2010

**Email:** mdavis@ci.middleton.wi.us

**Plan Submitted to:**

**County of Dane**

**City, County, State or Governmental Entity**

If you require technical assistance in completing this plan, please contact the appropriate governmental agency listed below.

Dane County  
Contract Compliance Program  
210 Martin Luther King, Jr. Blvd  
Room 425  
Madison, WI 53710  
(608) 267-3523 (Voice/TDD)

Dane County Human Services  
(608) 266-5623 (Voice)  
(608) 266-9138 (TDD)

City of Madison  
Affirmative Action Department  
215 Martin Luther King, Jr. Blvd  
Suite 130  
Madison, WI 53701  
(608) 266-4082 (Voice)  
(608) 266-4083 (TDD)

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**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION**

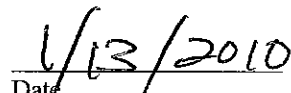
**POLICY**

Pursuant to federal, State, and requirements set forth by the County Board of Supervisors of the County of Dane, Chapter 19 of the Dane County Ordinances, it is this company's policy not to discriminate on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, cultural differences, ancestry, physical appearance, arrest record or conviction, military participation, or membership in the national guard, state defense force, or any other reserve component of the military forces of the United States, political belief. All employees shall be treated equally with respect to, but not limited to, recruitment, employment, promotion, demotion, transfer, compensation, selection for training, including apprenticeship, layoff, or termination. To implement this policy, this firm further agrees to take affirmative action ensuring equal opportunities and in-service delivery.

Mike Davis, City Administrator, has been designated as the Equal Opportunity Officer to be responsible for planning and implementing our company's affirmative action programs and serving as the liaison between the contractors and the contracting entity. All personnel who are responsible for hiring and promoting employees and for the development and implementation of programs or activities are charged to support this program in implementing affirmative action goals and initiatives.

During the life of the contract with Dane Contract, this firm shall comply with the Subchapter II of Chapter 19 of the Dane County Code of Ordinance.

  
\_\_\_\_\_  
Mike Davis, City Administrator

  
\_\_\_\_\_  
Date

### Work Force Analysis

Vendor Name: City of Middleton					City: Middleton				
Address: 7426 Hubbard Avenue					State: WI		Zip: 53562		
Prepared By: Mike Davis					Title: City Administrator				
Telephone Number: 608-827-1050					Date: 1/8/10				
Primary Workforce Location:									
City: Middleton					State: WI				
Job Categories	Employees Total (100%)	Male Total %		Female Total %		Minorities Total %		Persons with Disabilities Total %	
Officials & Managers	23	12	54%	9	38%	1	4%	1	4%
Professionals	19	10	50%	8	45%	1	5%		
Technicians	12	8	67%	4	33%				
Sales Workers									
Office & Clerical	58	6	11%	48	82%	3	5%	1	1%
Craft Workers (Skilled)	9	9	100%						
Operatives (Semi-Skilled)	21	20	95%			1	1%		
Laborer (Unskilled)									
Service Workers	52	42	80%	10	20%				
<b>Total</b>	<b>194</b>	<b>107</b>	<b>54%</b>	<b>79</b>	<b>41%</b>	<b>6</b>	<b>3%</b>	<b>2</b>	<b>2%</b>
<b>Total Employment Reported in Previous Report Dated: 1/29/09</b>	<b>187</b>	<b>104</b>	<b>55%</b>	<b>75</b>	<b>40%</b>	<b>6</b>	<b>3%</b>	<b>2</b>	<b>2%</b>

## AFFIRMATIVE ACTION GOALS

1. Develop an employee affirmative action committee to advise the City Administrator/Personnel Officer (CA/PO) on affirmative action issues.
  - a. CA/PO will select a diverse group of employees.
  - b. CA/PO will meet annually with this committee to discuss goals and objectives.
  - c. CA/PO will conduct on-site training on affirmative action issues and initiatives biannually with the committee.
  - d. Started in August 2009.
2. Review position descriptions (PDs) to ensure that they reflect actual job duties with reasonable work-related requirements for employment.
  - a. Department Heads will review PDs annually to confirm that they accurately represent the work that is being performed by the individual(s) in the position.
  - b. CA/PO will cause all PDs to be updated by January 1 of each year.
3. Broaden recruitment notices to include community organizations and women and minority media likely to reach women, minorities and individuals with disabilities.
  - a. Human Resources Assistant (HRA) will identify at least 3 organizations or media outlets for such notification.
  - b. Notices will be sent to each of these groups for all employment vacancies via the City's E-mail subscription service.
  - c. Started in June 2009.
4. Implement an exit interview program for all employees who are leaving City employment, either voluntarily or not.
  - a. HRA will develop a standard exit interview for all full-time (FT) and regular part-time (RPT) employees vacating City employment.
  - b. HRA will schedule and conduct exit interviews for all FT and RPT employees vacating City employment.
  - c. HRA and CA/PO will review exit interview data annually and share concerns with Department Heads and supervisors.
5. Communicate to City employees the goal of recruiting and appointing women, minorities, and individuals with disabilities for vacancies in the same percentages as they are available in the labor market when a vacancy or new hire takes place.
  - a. HRA will research labor market vacancy percentages for women, minorities, and individuals with disabilities.
  - b. CA/PO annually will communicate the City's high value on executing this goal. CA/PO annually will communicate the City's equal employment opportunity complaint resolution procedure.

## PLAN DISSEMINATION

1. All solicitations or advertisement for employment must include a statement comparable to “An equal employment opportunity employer functioning under an Affirmative Action Plan.”
2. Equal opportunity and affirmative action issues frequently will appear on the agendas of the City’s Department Head meetings which are held 3-4 times annually.
3. All City employees will receive a copy of the City’s Affirmative Action Plan in April 2010, and each newly hired employee will receive a copy of the plan in the employee orientation materials.
4. Through the City’s E-Subscription Service, notices of employment opportunities with the City will be sent to each of the community organizations and media outlets identified in Section C(3) of the City’s Affirmative Action Plan.

## INTERNAL MONITORING

1. Annually, the City Administrator/Personnel Officer (CA/PO) and Human Resources Assistant (HRA) will review the City's Affirmative Action goals and objectives with Department Heads and communicate the City's high value on recruiting and appointing women, minorities, and individuals with disabilities for vacancies in the same percentages as they are available in the labor market when a vacancy or new hire takes place.
2. The CA/PO and HRA will review exit interview data annually and share concerns with Department Heads and supervisors.
3. Starting in 2010, the CA/PO will incorporate into the Department Heads' annual performance appraisal process a procedure for holding management personnel responsible for implementing affirmative action initiatives within their areas of responsibility.

**CURRENT WORK FORCE ANALYSIS**  
**COMPANY NAME** City of Middleton  
**DATE** 1/8/2010

TOTAL EMPLOYEES		MALES					FEMALES					PROTECTED GROUPS			
Job Categories	Total	C	B	H	N/A	A/PI	C	B	H	N/A	A/PI	Total Minority M/F	Total Female All Races	Persons With Disabilities	
Managers	23	12					9					1	9	1	
Professionals	19	10					8					1	9	0	
Technicians	12	8					4						4	0	
Sales Workers															
Office & Clerical	58	6					48					3	48	1	
Crafts (Skilled)	9	9					0						0	0	
Operatives (Semiskilled)	21	20					0					1	0	0	
Laborers (Unskilled)															
Service Workers	52	42					10					6	10		
Total	194	107					79					6	80	2	

**Last Year's (if available)**  
 Total Employees 187 (100%)  
 Minorities 6 % 3  
 Women 75 % 40  
 Persons with Disabilities 2 % 2

**Total Work Force (this year)**  
 Total Employees 194 (100%)  
 Minorities 6 % 3  
 Women 79 % 41  
 Persons with Disabilities 2 % 2

C = Caucasian  
 B = Black  
 H = Hispanic  
 N/A = Native American  
 A/PI = Asian/Pacific Islander

**GOALS/PROJECTED WORK FORCE**

NAME OF FIRM City of Middleton

DATE: FROM 1/10 TO 1/11

EEO Job Categories	Total Number (100%)	Total Minority Representation	%	Total Female Representation	%	Total Persons With Disabilities	%
Officials & Managers	23	1	.04	9	.39	1	.04
Professionals	19	1	.05	8	.42		
Technicians	12			4			
Sales Workers							
Office & Clerical	58	3	.51	48	.83	1	.01
Crafts (Skilled)	9						
Operatives (Semiskilled)	21	1	.05				
Laborers (Unskilled)							
Service Workers	52			10	.19		
<b>Totals</b>	<b>194</b>	<b>6</b>		<b>79</b>		<b>2</b>	

**DANE COUNTY OFFICE OF EQUAL OPPORTUNITY  
2010 PURCHASE OF SERVICES AGREEMENT  
CIVIL RIGHTS COMPLIANCE ASSURANCE  
ADDENDUM OF AGREEMENT**

**THIS ADDENDUM OF AGREEMENT**, made and entered into effective as of the 1st day of January, 2010, by and between the County of Dane (hereinafter referred to as "COUNTY") and City of Middleton (hereinafter referred to as "PROVIDER").

WITNESSETH:

**WHEREAS** PROVIDER and COUNTY, by a separate document (hereinafter "the Master Agreement"), COUNTY Agreement No. \_\_\_\_\_, have previously entered into a contractual relationship, pursuant to which the PROVIDER has agreed to provide services to the COUNTY, as stated in said Master Agreement; and

**WHEREAS** COUNTY and PROVIDER wish to amend the Master Agreement in order to comply with Federal Civil Rights contract compliance requirements.

**NOW, THEREFORE**, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is hereby acknowledged by each party for itself, the parties do agree as follows:

- (1) The Master Agreement shall remain in full force and effect, unchanged in any manner by this addendum, except, as changes are expressly set forth herein. This addendum is intended to supplement, and not supplant, the Affirmative Action/Civil Rights requirements and protections currently included in Section A Part IV of the Master Agreement.
- (2) During the term of this agreement, PROVIDER will ensure that all services are provided and administered in compliance with: Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title VI and XVI of the Public Health Service Act, the Age Discrimination Act of 1975, the Omnibus Budget Reconciliation Act of 1981, and the Americans with Disabilities Act (ADA) of 1990.

No otherwise qualified person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination in any manner on the basis of race, color, national origin, religion, sex, disability, association with a person with a disability, or age. This policy covers eligibility for and access to service delivery and treatment in all programs and activities.

- (3) If the PROVIDER does not employ staff with special translation or sign language skills that are available to communicate with non-English speaking or hearing impaired clients, the PROVIDER will make available, within a reasonable time, qualified individuals with special translation or sign language skills and who can communicate with the non-English speaking or hearing impaired clients of the PROVIDER. Informational materials will be posted and/or available in languages and formats appropriate to the needs of the PROVIDER'S client population.
- (4) PROVIDER agrees to inform its staff regarding PROVIDER'S Equal Opportunity obligations to applicants for and recipients of services and its obligations to applicants for employment and employees.

