TOWN OF PLAINFIELD
CONNECTICUT

AFFIRMATIVE ACTION PLAN

Paul E. Sweet - First Selectman
George Krecidlo - Selectman
Albert E. Brunsdon - Selectman
TOWN OF PLAINFIELD
AFFIRMATIVE ACTION PLAN

Section One Policy Statement

The Town of Plainfield is dedicated to a policy of equal employment opportunity and affirmative action. As an employer, we feel the success of the Town of Plainfield is dependent upon employing productive workers of diverse backgrounds and eliminating barriers to employment historically faced by these groups of individuals. To fulfill our policy, we are committed to the recruitment, training, and promotion of qualified individuals without regard to race, color, ancestry, religion, national origin, marital status, gender, sexual orientation, disabilities, age or veteran status.

Our obligation as both an affirmative action and equal opportunity employer directs all personnel actions. The Town is committed to enforcing equal employment opportunity and affirmative action beginning with the application process and on through every step of the employment process. In addition to hiring and promoting employees, other personnel actions such as compensation, benefits, transfers, layoffs, rehires, training, education, and social activities are conducted without regard to the characteristics of current or potential employees.

Since the original adoption of the Town of Plainfield’s affirmative action program, the Town has striven to recruit and employ qualified minorities and women. Though we have seen an increase in these areas, the Town of Plainfield must continue to strive for equal utilization. Ultimate responsibility for this affirmative action will be with the First Selectman. To achieve fair and full utilization of minorities and women, Kelly Vachon has been appointed the Affirmative Action Officer. Under the First Selectman’s direction, the Town of Plainfield will aggressively pursue the affirmative action goals established by this plan. The Town firmly believes it is the responsibility of every department head, supervisor, and employee to comply with the spirit and intent of this policy. The First Selectman or the Affirmative Action Officer may be reached at 860-230-5001, or by visiting the Plainfield Town Hall, 8 Community Avenue, Plainfield, Ct. 06374 during normal business hours.

As First Selectman, I believe the Town of Plainfield will derive opportunities and benefits from the successful implementation of our affirmative action plan, and pledge the support of management in addressing the objectives as outlined.

[Signature]

Dated 5-20-09

Paul E. Sweet
First Selectman
TOWN OF PLAINFIELD
AFFIRMATIVE ACTION PLAN

Section Two Dissemination of Policy

A. Internal

The Town of Plainfield acknowledges the importance of communicating its affirmative action objectives, policies and procedures to its employees. To ensure the proper distribution of our policies, the Town:

1. Provides a copy of its affirmative action plan to all department heads, division heads, and Board of Selectmen annually.

2. Reinforces the Town’s commitment to affirmative action through correspondence to all employees annually. Correspondence to employees offers an opportunity to review and comment on the Town’s affirmative action plan and encourages all employees with concerns or questions regarding the plan to meet with the Affirmative Action Officer.

3. Posts the Town’s affirmative action policy statement on all employee bulletin boards at each facility. Postings are reviewed annually in January.

4. Posts all relevant employment posters as required by the state and federal governments. Postings are reviewed annually in January.

5. Provides each new employee with a copy of the Town’s affirmative action policy statement. Each time the policy statement is revised it will be sent to all employees.

6. Reinforces and discusses the Town’s commitment to affirmative action on a bi-annual basis at Selectman meetings. Affirmative action is included on the agenda for March and September.

7. Includes a non-discrimination clause in all union contracts.

8. Includes relevant articles pertaining to diversity and/or affirmative action in the Town’s newsletter to be published starting January, 1998.

All communication received from employees regarding the Town’s affirmative action plan is maintained in a central file by the Affirmative Action Officer. The Affirmative Action Officer is responsible for ensuring a response is communicated
to employees within ten working days and that a copy of all correspondence to the employee is retained.

B. External

To ensure the community is informed of the Town’s recruitment efforts and commitment to affirmative action and equal employment, the following steps are adhered to:

1. Recruitment sources are informed of the Town’s commitment to equal opportunity/affirmative action through correspondence with each job announcement. Recruitment sources are requested to refer qualified individuals in conformance with the Town’s plan.

2. A list of minority and female organizations is maintained and reviewed annually to ensure applications are secured from the local community groups.

3. The Town displays in all employment advertisements "The Town of Plainfield is an affirmative action/ equal opportunity employer."

4. Job announcements delineating the essential functions, knowledge, abilities, experience, and educational requirements are forwarded to community groups serving the female and minority population as well as educational institutions. Job announcements are distributed for each competitive exam open to the general public.

5. Job descriptions, titles, and announcements are updated as vacancies occur to ensure no reference is made to gender or age unless either is a bona fide occupational qualification.

6. A copy of the Town’s affirmative action plan is sent annually to the Town’s unions to ensure support, understanding, and feedback from these groups. The plan is sent each time there is a revision.

7. Bidders, contractors, and subcontractors will be informed of the Town’s commitment to affirmative action. It is the policy of the Town to employ minority and female enterprises whenever feasible, and we do not engage businesses who willingly and knowingly violate antidiscrimination laws.

Through our external communications, the Town continues to pursue and maintain relationships with outside parties which are mutual beneficial. Strong relationships forged with minority and women recruitment sources provide the Town with new opportunities and ensures our affirmative action message is communicated to all each time the Town initiates the hiring process.
TOWN OF PLAINFIELD
AFFIRMATIVE ACTION PLAN

Section Three Assignment of Responsibility

A. First Selectman

The First Selectman has the ultimate authority for the implementation of the affirmative action plan, and appoints the Affirmative Action Officer. Periodically, the First Selectman reviews the responsibilities with the Affirmative Action Officer, determines the progress and obstacles encountered, and reviews the plan annually as part of the revision process. The Affirmative Action Officer has the complete support of the First Selectman for the proactive enforcement of this plan.

B. Affirmative Action Officer

Kelly Vachon has been appointed to serve as the Equal Employment Opportunity/Affirmative Action Officer for the Town of Plainfield, and has the responsibility to implement and execute the affirmative action plan of the Town. Specifically, Kelly is responsible for:

1. Developing policy statements, affirmative action programs, and internal/external communications.
2. Identifying problem areas and the cause for review with the Board of Selectmen.
3. Reviewing job descriptions to identify race and gender neutral alternatives to increase minority and female recruitment and representation.
4. Reviewing and updating the affirmative action plan annually.
5. Educating management on affirmative action.
6. Preparing quarterly audit reports on hiring.
7. Monitoring training, education, benefits and other opportunities to ensure EEO/AA policies are not violated.
8. Monitoring hiring, recruitment classification, layoffs, promotions, and terminations to ensure compliance with employment laws.
9. Serving as a liaison with employment agencies and conducting all investigations due to formal charges.
10. Preparing all government reports.

11. Acting as the liaison with recruiting sources serving women and minorities.

C. Department Heads, Division Heads, and Supervisors

Managerial and supervisory personnel make many of the decisions regarding hiring, promotions, transfers, and terminations. Therefore, they play an integral role in the progress the Town makes towards the achievement of its affirmative action goals. Annually, the narrative of the Town's affirmative action plan is distributed and discussed at a staff meeting to keep Department Heads apprised of the Town's goals. Responsibilities of department heads, division heads and supervisors under the plan include:

1. Identifying problem areas and assisting with the solution to rectify disparities within their department/divisions.

2. Actively assisting community groups, minority groups and women's organizations to promote the Town's message.

3. Reviewing and updating job specifications as openings occur to ensure women and minorities have an equal opportunity for securing employment.

4. Supporting diversity in the workforce and preventing harassment and/or discrimination of employees based on race, sexual orientation, gender, etc.

5. Displaying required employment postings.

6. Ensuring their employee's support and comply with the spirit and intent of the Town's affirmative action plan.
Section Four Development of Action Oriented and Innovative Programs

The Town of Plainfield continues to address hiring and promotion issues of women and minorities using the following plan:

1. Minorities and women are invited to contact the Personnel Director or Personnel Analyst to discuss their career progression within the Town. The Personnel Department is responsible for providing information regarding educational opportunities and requirements, job requirements, and in-house training which may increase their opportunity for promotion.

2. To increase the recruitment of minorities and females, the Town educates its managerial and supervisory staff regarding diversity in the workplace and our responsibility as an affirmative action employer by conducting training on an annual basis.

3. The Town takes advantage of opportunities to promote itself as an employer by seeking press coverage and by listing all of our job openings America's Job Bank (AJB). AJB is a computerized link to 1,800 State Employment Service offices. The nationwide listings contain approximately 250,000 jobs. These jobs are accessed by 70,000 job seekers each month.

4. The Town ensures that its summer youth employment program represents the minorities and women within its labor area.

5. The Town's affirmative action plan is applied to seasonal and temporary employment to develop the skills of minorities and females within our workforce and to acquaint these groups with Town employment.

All programs of the Town are reviewed to ensure the Town continues to move toward its goal of fair utilization and to ensure women and minorities have the opportunity to advance.
Section Five

Internal Auditing and Reporting Procedures

The Affirmative Action Officer has the responsibility for preparing the documents of our Equal Employment Opportunity/ Affirmative Action program and for updating the Board of Selectmen on the Town's progress. To ensure the Town is moving toward its goal, the following steps will be taken.

1. All records related to the affirmative action program shall be retained for a minimum of two years.

2. Hiring data will be completed for each position and reviewed with the Board of Selectman quarterly.

3. All employment activities are monitored including but not limited to the following:
   a. Applicant Flow
   b. Selection Hiring Rate
   c. Transfers / Promotions
   d. Salary Action
   e. Disciplinary Action
   f. Terminations

4. All hiring decisions will be discussed with the Affirmative Action Officer before an appointment is made.

5. Quarterly updates are forwarded to the First Selectman for review and input.

6. The Personnel Department will maintain the following forms in support of this program:

   (Appendix G.)

   a. Applicant flow by race, sex, and source of applicants;
   b. Test scores and rankings on eligibility lists by race and sex;
   c. Hires by race and sex;
   d. Initial placement, department or agency, and position by race and sex;
   e. Transfers and promotions by position, EEO category, and department including race and sex;
   f. Voluntary and involuntary terminations and reasons therefore, by race and sex.
The Affirmative Action Officer reviews these records at least annually to assure compliance with the affirmative action plan.
Section Six  Organizational Analysis

A. Job Group Analysis

Working with the workforce, a job group analysis was conducted to identify employees with similar titles and responsibilities. The determination for work groups was based on the EEO categories used by the Town and did not have any bearing on salary levels. Appendix E details the categories used for this analysis.
Section Seven  Workforce Analysis

A study was completed to determine the number of employees by race and gender throughout all of the Town's departments. Each employee was classified according to a salary code (Appendix C) from the lowest to the highest and according to EEO codes. EEO codes used for this process are the same as those used for the U.S. Government EEO-4 report. This information was documented as part of the Town's workforce analysis.
TOWN OF PLAINFIELD
AFFIRMATIVE ACTION PLAN

APPENDIX A

Date
Name
Address

To Whom It May Concern:

In an effort to achieve our goal of equal employment and affirmative action, we are sending you the enclosed job announcement for posting. The Town of Plainfield is committed to a policy of equal employment and affirmative action, and is seeking to employ those groups of individuals who have been historically encountered barriers to employment. The Town is committed to employing men and women in positions that are untraditional for their gender and we do not discriminate on any basis.

We sincerely hope you will assist us in our efforts by posting the enclosed job announcement and by referring qualified individuals to the Town of Plainfield for employment. The application deadline for each position is indicated on the job announcement.

Throughout the year, we will continue to send our job announcements to you for posting.

Please do not hesitate to contact me if you have any questions regarding our hiring process. I may be reached at (860) 230-3001

Sincerely,

Kelly Vachon
Town of Plainfield Personnel
APPENDIX B

Kathleen Hart, Director
Aldrich Free Public Library
299 Main Street
Moosup, Ct. 06354

Shirley DeFosse, Director
Central Village Public Library
40 Black Hill Rd.
Central Village, Ct. 06332

Nancy Wilcox, Director
Plainfield Public Library
35 Railroad Avenue
Plainfield, Ct. 06374

Keith Fontaine, Editor
Norwich Bulletin
74 Franklin Street
Norwich, Ct. 06360

Connecticut Works
Connecticut Department of Labor
95 Westcott Road
Danielson, Ct. 06239

Three Rivers Community College
Affirmative Action Office
Mahan Drive
Norwich, Ct. 06360

Dr. Mary Conway
Superintendent of Schools
99 Putnam Rd.
Central Village, Ct. 06332

Quinebaug Valley Community Technical College
742 Upper Maple Street
Danielson, Ct. 06239

Jacqueline Owens
NAACP
P.O. Box 24
Norwich, Ct. 06360

John Filchak, Executive Director
Northeastern Connecticut Council of Governments
125 Putnam Pike
 Killingly, Ct. 06239
## APPENDIX C

### Salary Codes

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APPENDIX E

EEO CATEGORIES

1  Officials and Administrators

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district, or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire Inspectors, examiners (bank, hearing, motor vehicle, warehouse), Inspectors (construction, building, safety, rent and housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.

2  Professionals

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

3  Technicians

Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized postsecondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.

4  Protective Service Workers

Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor control officers, game and fish wardens, park rangers (except maintenance), and kindred workers.
5 Paraprofessionals

Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Includes: research assistants, medical aides, child support workers, policy auxiliary welfare service aides, recreation assistants, homemakers aides, home health aides, library assistants, and clerks, ambulance drivers and attendants, and kindred workers.

6 Administrative Support

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

7 Skilled Craft Workers

Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment operators, and kindred workers.

8 Service Maintenance

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this category may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundskeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/_helper, and kindred workers.
TOWN OF PLAINFIELD
AFFIRMATIVE ACTION PLAN

APPENDIX D

EEO CATEGORIES

1 Officials and Administrators

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2 Professionals

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

3 Technicians

Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.

4 Protective Service Workers

Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor control officers, game and fish wardens, park rangers (except maintenance), and kindred workers.
5 Paraprofessionals

Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Includes: research assistants, medical aides, child support workers, policy auxiliary welfare service aides, recreation assistants, homemakers aides, home health aides, library assistants, and clerks, ambulance drivers and attendants, and kindred workers.

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7 Skilled Craft Workers

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8 Service Maintenance

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this category may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundskeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/Helpers, and kindred workers.
PART I - FULL-TIME STANDARD WEEKLY HOURS

What is the normal or standard number of weekly hours that your employees work?

35 hours or more
20 to 34 hours
16 to 19 hours
11 to 15 hours
10 or fewer hours

If more than 30 hours per week should be reported, click Part II.

PART II - PAY INTERVAL

How are weekly wages paid?

Full-time employees (all or most)
Part-time employees (all or most)

Mark ONE only:

Monthly
Quarterly
Semi-Annually
Annually
Bi-Weekly
Weekly

For the term 'Part-time', please specify:

Monthly
Quarterly
Semi-Annually
Annually
Bi-Weekly
Weekly

Please provide the name and contact information of the person responsible for the payroll:

KELLY YACKON

glossary/PLAINFIELDCT.ORG

Please check all that apply:

E-4
### Part III - Employees, Payroll, and Part-Time Hours

**Important:** The three tables (Employees, Payroll, and Part-Time Hours) should be referred to in Part II of the Form. If there are any differences between the data reported in Part III and the data reported in Part II, please attach a separate sheet of paper and provide explanations for any discrepancies.

#### Total Hours of Work

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<tr>
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<th>Full-Time Employees</th>
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#### Central Government Administration

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#### Public Safety

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#### Transportation

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*Continue on page 3*
### PART III - EMPLOYEES, PAYROLL, AND PART-TIME HOURS - Continued

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**TOTAL: 13,033**

**Note:** If any employee you encounter in completing the form does not fit into any of the above categories, please indicate below and group of your employees to which you could not supply information of any type that you encountered in completing the form.