

Employment Diversity Committee of the DICR Commission

April 25, 2016, 1:30 p.m. – 3:00 p.m.

Brookline Public Health Building – Small Conference Room, Ground Floor

Committee Members Present: Sandy Batchelder, Alex Coleman, Kelly Race

Committee Members Absent: Ginny Vaz

Also present: Kea van der Ziel, Ruthann Sneider

Reporter: Kelly Race

Minutes

The Committee approved the minutes of the 3/8/16 meeting.

EEO Policy

Kelly will follow up with Lloyd to see if Lloyd has reviewed the EEO policy with Sandra DeBow. If Lloyd has not gotten feedback, we will invite Sandra to our next meeting. Also, Kelly checked the Town website and reported that the EEO statement has not changed or been moved to the location requested. Kelly will ask Lloyd about following up with Sandra.

The EEO line at the bottom of the individual job postings has changed. It now reads: “The Town of Brookline is an equal opportunity employer, dedicated to having a diverse workforce and encourages a broad spectrum of individuals to apply.” This is not what we requested but we agreed that it is appropriate and effective wording. Two of the three jobs currently posted have this wording. The third, for a “Seasonal Gardener / Laborer” just had “EEO / M / F / D / V”. Kelly will ask Sandra who we should contact if we notice that any postings are missing the revised EEO line.

Job Application Process

Kelly raised the issue that of the three current jobs posted, the “Office Assistant – Treasury” and the “Crossing Guard” require applicant to submit a resume and cover letter. The third job “Seasonal Gardener / Laborer” says to “submit Resume and Cover Letter or application”. We agreed that the application process should be consistent for all jobs.

Also, the application can be downloaded from the Job Opportunities page but on the HR Office page when the “job application” is clicked the error message “We’re sorry, but there is not a web page matching your entry” comes up. This link needs to be fixed but before we ask to fix it, we agreed the application and the process should be modified. We are concerned that applicants are required to print out the application, fill it in by hand, scan it electronically and then email it to BrooklineJobs@BrooklineMA.gov. For applicants who might not have access to this technology, there is not option to send through regular mail or drop off at the HR Office.

We also reviewed the application and agreed it should be modified; the disclaimer is especially outrageous. Some elements of the disclaimer and references should not be asked until an offer is made. Drivers License Number should only be asked for job requiring a driver’s license. Sandy suggested Kelly review applications from other Towns. Kelly will bring samples to the next meeting.

New Business

We discussed the Policy Against Discrimination, Sexual Harassment and Retaliation. The commission will discuss at tomorrow’s meeting. Neil Wishinsky has asked that we provide feedback to the BOS on the March 2016 version if we have any major edits. Kea had a version that tracked the edits. We agreed it would be easier for the commission to review just the edits. Alex will try to distribute this version electronically to the commission before tomorrow’s meeting.

The next meeting will be on Wednesday, May 11 from 1:30 – 3:00 p.m.