

EQUAL EMPLOYMENT OPPORTUNITY POLICY
TOWN OF BROOKLINE, MASSACHUSETTS

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I. Policy Statement

The Town of Brookline (hereinafter “Town”), as represented by its Board of Selectmen (hereinafter “BOS”), Town Administrator, and Department Heads, values and celebrates the diversity of the community it serves and the individuals it employs, embracing differences in race, color, ethnicity, gender, sexual orientation, gender identity or expression, disability, age, religion, creed, ancestry, national origin, military or veteran status, genetic information and marital or family status (hereafter all of the above categories will be referred to as “protected status”). The Town believes it has a responsibility to capitalize on the strength emanating from these differences and that it has an additional duty to ensure that all of its employees, citizens, vendors, and the members of the general public are treated with dignity and respect in all of their duties and dealings with the Town.

The Town of Brookline strives to foster congenial, respectful, and professional relationships among its employees, residents, and visitors and is committed to ensuring that these relationships remain cordial, respectful, inclusive, and free of bias and prejudice. The Town actively and affirmatively subscribes to a policy of equal employment opportunity and will not discriminate against any applicant or employee because of that person’s protected status. The Town understands and acknowledges that a workplace that attracts and retains diverse personnel will allow the Town of Brookline to serve its citizenry more creatively, strategically, and productively.

Therefore, the Town adopts this Equal Employment Opportunity Policy (“EEO Policy”). Pursuant to this EEO Policy, the Town’s Appointing Authorities shall take affirmative steps, within the confines of applicable law, to hire qualified candidates from diverse pools of applicants for every position. This will require effort to reach out to applicant pools that are deep and rich in their composition of varied individuals. It shall further be the EEO Policy of the Town to ensure that its Departments, in conjunction with the Human Resources Department and the Chief Diversity Officer (“CDO”), take steps to create both a workforce and a work environment that is welcoming and inclusive of all and allows equal opportunity for all to work to their full potential.

II. Purpose

The Town is committed to ensuring equitable participation for individuals of all backgrounds in all of its daily operations. The purpose of this EEO Policy is to put into place policies and procedures intended to ensure that the Town provides equal employment opportunity for all individuals and that it does not discriminate against any person based on a protected status. This EEO Policy shall cover all employment actions, including but not limited to recruitment, selection, compensation and benefits, professional development and training, reasonable accommodation for disabilities or religious practices, promotion, transfer,

discipline including termination, layoff, and other terms and conditions of employment. Consistent with State, Federal, and Town civil rights laws, the Town prohibits discrimination, sexual harassment, and retaliation by or against its employees, and therefore, this EEO Policy shall be administered in conjunction with the Town's Policy Against Discrimination, Sexual Harassment and Retaliation ("*Policy Against Discrimination*").

III. Dissemination of EEO Policy

The Human Resources Department shall regularly distribute this EEO Policy in the same manner as it distributes other Town policies and shall ensure that the EEO Policy is posted and easily accessible by all employees, the unions representing Town employees, and members of the general public. The EEO Policy shall be distributed with the *Policy Against Discrimination* during employee orientation and in all other instances in which the *Policy Against Discrimination* is distributed.

Each union shall be informed of and provided with copies of this EEO Policy and the *Policy Against Discrimination*.

IV. Recruitment

The Town recruits people for a variety of positions, and recruitment strategies necessarily vary according to the type of position to be filled. Considerations include, without limitation, whether the position is covered by Civil Service rules and regulations, whether the position is union or non-union, entry-level or specialized, temporary or permanent, seasonal or contract, and full-time or part-time. Despite this wide variety of positions and strategies, it is incumbent upon the Town's Human Resources Department to reach out to and create diverse applicant pools, within the confines of applicable law.

The Human Resources Department in consultation with the CDO and the Commission for Diversity, Inclusion and Community Relations ("CDICR") shall develop and monitor recruiting strategies to increase and maintain diverse hiring pools. The Human Resources Department, in conjunction with the Appointing Authorities, shall use both traditional and non-traditional sources and methods of recruiting applicants for employment as may be deemed effective in affirming the Town's commitment to equal employment opportunities for all individuals regardless of protected status. The Town shall also provide reasonable accommodations to job applicants with disabilities when necessary to enable such applicants to complete the job application process, and if hired, to enable them to perform the essential functions of the job.

The Human Resources Department shall periodically review job descriptions and job postings to ensure that job specifications and qualification standards are in

accordance with and promote this EEO Policy, the Town's *Policy Against Discrimination*, and applicable law, and reflect the essential functions of the job.

The Human Resources Department in conjunction with the CDO shall ensure that all interviews and background investigations are conducted in accordance with this EEO Policy, the Town's *Policy Against Discrimination*, and applicable law. The Human Resources Department in cooperation with the CDO shall provide, as appropriate, regular training to hiring managers and review of interview questions, and recruitment and interview strategies to ensure that they are consistent with State, Federal, and Town laws and with the Town's *Policy Against Discrimination*, and that they promote the goals of this EEO Policy.

The Human Resources Department shall employ methods consistent with State, Federal, and Town laws to obtain information from applicants including the applicant's sex, race, and military status.

All communications with the public in regard to recruitment, jobs, interviews and employment shall state that the Town of Brookline is an Equal Opportunity Employer.

V. Employee Development, Retention, and Promotion

The Human Resources Director, in conjunction with the Town Administrator and Department Heads, shall take affirmative steps to develop the talents, skills, and other abilities of its workforce in an attempt to provide as many employees as reasonably possible with opportunities to advance to higher level positions within the Town.

Supervisors shall be provided with information on how to work with staff to enhance job satisfaction and to further career development. The Human Resources Department and other Departments will regularly review the training needs of Departments and training utilized under the various collective bargaining agreements.

The Town shall make all employees aware of the professional development opportunities available to employees and shall encourage the unions to make their members aware of the funds for professional development and incentives available under their collective bargaining agreements. The Human Resources Department in consultation with the CDO shall work with Department Heads to ensure that a fair promotion procedure is followed.

Department Heads, Managers, and Supervisors are required to receive ongoing development in the areas of diversity and inclusion. Additionally, all employees shall be offered training in diversity and inclusion.

VI. Maintaining an Inclusive Work Environment

The Town shall take steps to assure that its workforce and work environment are welcoming to applicants and employees of diverse backgrounds. The Town shall periodically conduct assessments of its workforce to gauge the climate of its workplace culture, whether there are perceived barriers to equal employment opportunity based on protected status, and whether the Town is a welcoming and inclusive employer for people of diverse backgrounds. The Human Resources Department shall conduct exit interviews of personnel leaving the Town's workforce for these purposes.

The Human Resources Department shall regularly train Department Heads, Managers, and Supervisors on this EEO Policy and methods to ensure their worksites are welcoming and inclusive of all and allow equal opportunity for all to work to their potential regardless of protected status. Such training may include but is not limited to: a) creating a welcoming environment, b) overcoming workplace barriers, c) essential and non-essential job functions, d) appropriate pre-employment inquiries and examinations, and e) conflict resolution. Such training shall reinforce and maintain basic knowledge, understanding, and application of the laws and policies regarding State, Federal, and Town anti-discrimination laws as well as the Family Medical and Military Leave laws, the Americans with Disabilities Act and their affirmative obligations under those laws.

VII. Reasonable Accommodation

Consistent with the Town's *Policy Against Discrimination*, the Town shall provide reasonable accommodation for employees with disabilities or with religious observance or practice requirements to ensure to such persons equal opportunity in employment and participation in the Town's employment programs, services, and activities. Information about the Town's reasonable accommodation policy and how to request a reasonable accommodation is included in the *Policy Against Discrimination*.

The Human Resources Department shall take steps to heighten awareness of the *Policy Against Discrimination's* provisions regarding reasonable accommodation of job applicants and employees with disabilities and with diverse religious observation and practice requirements, to enable such applicants to complete the job application process, and if hired, to enable such employees to perform the essential functions of the job and to benefit from all the employment opportunities the Town offers.

Further, the Human Resources Department shall work with Departments to maintain basic knowledge, understanding, and application of current laws and policies regarding reasonable accommodation, including but not limited to a) legal requirements of discrimination laws in the workplace, b) what is meant by a "qualified" individual with a disability, c) reasonable accommodation / job

modification, d) essential and non-essential job functions, and e) appropriate pre-employment inquiries and examinations.

VIII. Auditing and Reporting

The Human Resources Department, in collaboration with the CDO, shall develop and implement audit and reporting systems that measure the effectiveness of this EEO Policy and identify any needs for improvement or remedial action regarding the Policy itself or employees responsible for its execution. In this process the Human Resources Director shall consult with the Human Resources Board (HR Board”) and the CDO and shall consider recommendations of the CDICR. The Human Resources Director shall report annually to the HR Board, the CDICR, and the BOS regarding the implementation of this EEO Policy.

The report shall include a description of the manner and means in which the Town has recruited for positions over the past year, including strategies that were used based on whether a position was covered by Civil Service rules and regulations, whether it was a union or non-union position, entry level or specialized, temporary or permanent, seasonal or contract, and full-time or part-time. The report shall also include information regarding employees’ and applicants’ self-identified sex, race, disability, and military status. In addition, the report shall describe steps taken to develop and train the workforce to create opportunities for advancement for employees with protected status. The report will also include data on hiring, promotion and turnover of employees.

IX. Analysis and Remediation

The Human Resources Director in collaboration with the CDO will review and analyze the annual report of workforce composition. Department Heads will be given feedback on their progress in hiring, promoting, and retaining employees with protected status. Historical data will be reviewed to identify both positive and negative trends in hiring, promotion, and retention. Managers shall be recognized for positive progress and made aware of gaps between the representation of minorities and women in their department versus the availability of minorities and women in the pool of available workers. Strategies to remediate any shortcomings in the implementation of this EEO policy shall be developed by the Human Resources Director and the CDO and agreed upon by the Town Administrator and Department Heads. Strategies shall be reported to the CDICR.

X. Responsibility and Accountability for EEO Policy

The BOS and the Town Administrator are responsible for the administration of all Departments. Appointments and hiring decisions are made by the BOS, Town Administrator, and the Town’s various Appointing Authorities.

The Human Resources Director shall be responsible for implementing this EEO Policy, as the person responsible for all aspects of the Town's Human Resources program, including its compliance with applicable law, assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to protected status, and, in cooperation with the CDO and the CDICR, striving for diversity in the Town workforce. In addition, the Human Resources Director shall execute such diversity and inclusion initiatives that further this EEO Policy.

The Department Heads shall notify Human Resources of all anticipated personnel actions as early as possible, including vacancies, hiring decisions, transfers, promotions, demotions, discipline, new positions, and separation from employment, in accordance with Town personnel policies and procedures, and collective bargaining requirements. Likewise, Departments shall regularly work with Human Resources to develop job specifications, qualification standards, and conduct interviews and testing in accordance with EEO requirements and the Town's *Policy Against Discrimination, Sexual Harassment and Retaliation*, and as consistent with Civil Service, collective bargaining agreements and prevailing law.

The Department Heads shall assist the Human Resources Director in preparing an annual report of workforce composition as required by the federal Equal Employment Opportunities Commission.

In implementing this EEO Policy, the Human Resources Director in collaboration with the CDO shall consider the CDICR's recommendations on recruiting, promotion, and retention that further the objectives of this EEO Policy.

Progress regarding implementation of this EEO Policy shall be reviewed on an annual basis by the BOS, which shall receive input from the Town Administrator, the Human Resources Director, the CDO, and the Chair of the CDICR.