

Section IV: Affirmative Action Program

Revised Edition

Approved by action of the Executive Committee
February 27, 1973

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August 20, 2003

General

East Central Intergovernmental Association
7600 Commerce Park
Dubuque, IA 52002

The total population of the area was 196,179 in the 2000 Census. There were 5,304 minority persons enumerated, which is 2.7 percent of the total population.

The Association is a voluntary association of local governments.

The goal of this program is to correct the effects of systemic discrimination and improve female and minority utilization within the Agency's staff and programs.

Policy

We recognize that we are morally and legally committed to non-discrimination in employment. Any person who applies for employment will not be discriminated against because of race, creed, color, religion, sex or national origin, age, gender identity, gender orientation, pregnancy, family status, marital status or mental or physical disability.

This program is designed and will be utilized to correct the effects of systematic discrimination relative to female and minority employment. These policies and practices serve to recruit and hire employees without discrimination, to serve the public without discrimination, and to treat them equally with respect to compensation and opportunities for advancement and availability of services. However, we realize the inequities associated with employment, upgrading, contracting, and subcontracting for minorities and will direct our efforts to correcting any deficiencies to the maximum extent possible.

We submit this program to assure compliance with Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1986, Iowa Civil Rights Act of 1965, and their amendments; Executive Order 11246 and/or other subsequent orders that may pertain to this program of equal employment opportunity and merit employment policies, full realizing that our qualification and/or merit systems should be re-evaluated and revised if necessary.

We agree to assert leadership within the community and to put forth the maximum effort possible to achieve full employment and utilization of the capabilities and productivity of all our citizens without regard to race, creed, color, religion, sex or national origin, age, gender identity, gender orientation, pregnancy, family status, marital status or mental or physical disability.

Affirmative Actions

In recognition of the effective application of a policy of merit employment involving more than just a policy statement, we will undertake a program of Affirmative Action to make known that equal employment opportunities are available on the basis of individual merit, to encourage all minorities to seek employment with us, and to strive for employment on this basis. Our activities will include, but are not limited to, the following:

For placement, employment, and promoting, we will make our policy known to all employees and employment sources.

For subcontracting and other support services, we will make our policy known to all participating persons, agencies and contractors, as well as any of the same which may be considered for future activities.

We will take whatever steps are necessary to insure that our total work force has minority representation commensurate with their representation in the community.

We will seek qualified minority group applicants, contractors and subcontractors for all activities and will make particular efforts to increase minority group representation in occupations at the higher levels of skill and responsibility.

Placement, promotion and transfer activities at all levels will be monitored to insure that full consideration has been given to qualified minority group employees.

We will encourage other agencies, business and individuals with whom we are associated to undertake programs of Affirmative Action and cooperate with them in their efforts.

Equal Opportunity Officer

The Equal Employment Opportunity (EEO) Officer for ECIA shall be the duly appointed Executive Director. The Executive Director has the power to delegate such duties and may, from time to time, do so.

The EEO Officer shall be responsible for interpreting, initiating and justifying the Commission's activities in this program as they relate to policies and affirmative actions, including contract compliance.

Program Procedures

Necessary records of specific actions relative to minority employment, associated factors that are designed to correct any deficiencies for minorities and other actions regarding merit employment policy will be maintained by ECIA. We will provide any authorized agency with any required information on our Equal Employment Opportunity or Affirmative Action programs when requested.

Recruitment assistance and operations procedures are outlined in *Attachment A*.

Other procedures and operations are identified in *Attachment B*.

Veterans Preference (Iowa Code)

Section 35C of the Iowa Code, Appointments and Promotions: Although ECIA is not directly covered under Section 35C of the Code of Iowa concerning the Veterans Preference, because of ECIA's relationship with local governments who are covered by the Veterans Preference Code, it is ECIA's policy to follow Section 35C of the Code of Iowa. Questions concerning the Veterans Preference should be directed to the Executive Director or the Director of Finance and Human Resources.

In every public department and upon all public works in the State, and of the counties, cities and school corporations thereof, honorably discharged men and women from the military or naval forces of the United States in any war in which the United States was or is now engaged, who are citizens and residents of this state, are entitled to preference in appointment and employment over other applicants of no greater qualifications.

Attachment A: Affirmative Action Program Recruitment Assistance and Operations

Recognizing the implications of employing a staff with at least two basic differences in skill and training, we have followed separate procedures in recruiting personnel to fill vacancies. The following procedures are identified for the two levels and we have indicated potential positions.

Grade 14 and above will be advertised as deemed appropriate by the Executive Director. Examples of advertisements may include the following:

- Advertise in a newspaper of state-wide circulation
- Advertise in the local newspaper (if appropriate)
- Notify state and national professional organizations
- Notify the state Work Force Center
- Post the vacancy within the ECIA office
- Notify ECIA staff using e-mail
- Electronic media outlets

All other positions (Grade 13 and below) shall be advertised as deemed appropriate by the Executive Director. Examples of advertisements may include the following:

- Advertise in the local newspaper
- Notify state professional organizations (if appropriate)
- Notify the state Work Force Center
- Post the vacancy within the ECIA office
- Notify ECIA staff using e-mail
- Electronic media outlets

The above procedures do not apply to position reclassifications as defined earlier in this policy.

Attachment B: Affirmative Action Program Program Procedures and Operations

Contracts

Contracts will be negotiated on all work program elements not conducted by members of the Agency's staff. Each contract will contain a clause subjecting the contract to compliance with the contractor's Affirmative Action Program, Federal and State equal opportunity legislation, and administrative review of the program and compliance procedures.

Suppliers

In the event this Agency contracts with suppliers for standard or special supplies, the firm will be notified that factors of affirmative action on behalf of manufacturers, jobbers and suppliers will be taken into account in awarding contracts.