

THE VILLAGE OF SOUTHAMPTON

AFFIRMATIVE ACTION PLAN

Established November 10, 2005

BACKGROUND

The law throughout our land under statues of Civil Rights, Act 1964, Title VII, Equal Opportunity Act of 1972, N.Y.S. Constitution Article I, Section II, N.Y.S. Human Rights Law (Executive Law, Article 15) and the Rehabilitation Act of 1973 (Section 503-504) provide legal protections and ensure equality opportunity of all citizens with special emphasis on classes of persons historically denied equal opportunity.

The Village of Southampton has undertaken the development of a Village Affirmative Action Program.

The program will administer a number of positive and specific actions, which will be taken to increase the utilization of minorities, women, and the disabled where they are under-represented.

The Affirmative Action Plan speaks specifically to the recruitment and hiring of minorities, women, and disabled. The selection system and improvements are designed to benefit all employees. All efforts are being made to ensure that the employment policies offer every employee opportunity to progress on individual merit.

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Statement of Policy

It is the policy of the Village of Southampton to provide equality of opportunity in employment to all persons regardless of race, color, sex, religion/creed, national origin, citizenship, marital status, veteran status, age, disability, sexual orientation or any other legally protected status. This policy covers all employment decisions, including but not limited to, those relating to recruitment, hiring, training, discipline, promotions, employee compensation, benefits, and terminations. All present and future Village employment practices will be in accordance with this policy of nondiscrimination.

The adoption of this Affirmative Action Plan acknowledges the Village's legal and moral responsibility to ensure a personnel system and work environment free of discriminatory practices and attitudes and to commit itself to positive, practical measures which would improve the present opportunities of employment-disadvantaged groups for initial entry and advancement, both in Village government and in those contract agencies and other projects administered by or for the Village.

OBJECTIVES OF THE AFFIRMATIVE ACTION PLAN

The Village of Southampton will embark upon its Affirmative Action Plan to:

1. Increase Minority group participation in Village government with the parity comparable to the percentage of distribution in the Village of Southampton Labor Force.
2. To make an effort and opportunity to provide a representative distribution of women, minority, and disabled members among the various job titles and salary levels of the Village.
3. Ensure that the Village of Southampton personnel policies, practices and programs administered by each department have no discriminatory effects on any group of employees.
4. Ensure that the agencies and businesses with which the departments and village contracts comply with equal employment opportunity laws and support the principal on non-discrimination.
5. Ensure that the Village of Southampton maintains an equitable distribution of minority owned vendors/contractors/suppliers.

TRAINING

Affirmative Action will be included as part of the curriculum in all formal Village of Southampton supervisory and training programs.

CONTRACTS/ NON-DISCRIMINATION CLAUSES

Non-discrimination clauses will be included in all agreements entered with vendors, contract agencies and similar organizations. Department Head administering the contract will be responsible for seeing that the outside agency complies with all provisions of the contract. If there is a breach of contract of noncompliance it should be brought to the attention of the Village Board, Village Attorney, and Village Affirmative Action Committee.

DISABLED AND SOCIAL SERVICES

The Village of Southampton will continue to provide for the needs and services for the disabled and our senior citizens by:

1. Conforming to the requirements of the Americans with Disabilities Act, Public Law 101-336 of the 101st Congress, enacted July 26, 1990.

STATISTICS

The Affirmative Action Committee will prepare and submit an annual report on the composition of the Village of Southampton work force.

RESPONSIBILITIES FOR PROGRAM IMPLEMENTATION

The Village Board will provide policy direction for all Affirmative Action activities. The Affirmative Action Program will be initiated as follows:

1. Appoint an Affirmative Action Committee who will:
 - a. Recommend procedure and policy changes.
 - b. Provide reports and on-going review and meetings with Department Heads via Village Administrator.
 - c. Communicate Affirmative Action related information to the Department Heads and Village Board, via Village Administrator.
 - d. Conduct periodic meetings with the Village Board and the Mayor, to discuss the progress and problems of Affirmative Action and to solicit and examine ideas for furthering the plans' objectives.
 - e. Receive and act upon employee complaints of discrimination. Notification of all complaints will be forwarded immediately to Affirmative Action Committee.

2. The Department Heads and Supervising staff will:
 - a. Ensure that department policies conform to the Village Affirmative Action policy.
 - b. Provide information as required by Affirmative Action Committee.
 - c. Increase employee awareness of program.

SELECTION OF PERSONNEL

1. Non-competitive, or labor class appointments will recruit women and minority candidates among the applicants to be considered for employment.

Affirmative Action objectives will be given consideration when making the selection of the top three candidates who possess similar qualifications.

PROCESSING OF COMPLAINTS OF DISCRIMINATION

Any complaint concerning an alleged unlawful practice based on race, color, religion/creed, national origin, disability, or sex, marital status, veterans status, age, sexual orientation, or any other legally protected status affecting the employment of a Village of Southampton employee may be heard through the following procedure:

1. The individual should send a written complaint to the Affirmative Action Committee describing the alleged discriminatory employment incident.
2. Affirmative Action Committee will attempt to resolve the matter to the satisfaction of the employee and department.
3. If a compromise is reached, the action will be implemented. A written report of the agreement will be sent to the aggrieved employee and Department.
4. If agreement is not reached, the Affirmative Action Committee will advise both parties and inform them what additional action should be taken, if any.