

## SECTION 2300 – AFFIRMATIVE ACTION PLAN

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## 2300 AFFIRMATIVE ACTION PLAN (FEB. 1, 1991 TO JAN. 31, 1992)

### 2300.1 Introduction

The purpose of Affirmative Action and Equal Employment Opportunity Program (AA/EEO), in employment or personnel practices, is to prevent discrimination against any individual on the basis of race, color, religion, national origin, sex, age or physical/mental disability.

The District's Board of Commissioners, in adopting this plan, has established the guidelines for a viable AA/EEO program; and said program shall remain in affect until modified or rescinded.

### 2300.2 Dissemination of Plan

The District's Affirmative Action Plan is disseminated as follows:

2300.2.1 Internal Department Manager, Division Heads, & Supervisors  
Department Manager, Division Heads and Supervisors are informed through:

1. Oral and written communications from the District's Director and HR/AA/EEO Officer;
2. The District's POLICY AND PROCEDURE MANUAL; and
3. The District's PERSONNEL MANUAL.

2300.2.2 Internal Employees  
Internal employees are informed through:

1. Staff Meetings - To explain the nature and scope of AA/EEO;
2. Personnel Orientation/Training Meetings - To explain the employment process as it relates to AA/EEO;
3. Posted Copies - The Affirmative Action Plan is posted at each office complex operated by the District;
4. Distributed Copies - The EEO Policy Statement is provided to all employees; and
5. PERSONNEL MANUAL - A copy of the PERSONNEL MANUAL is supplied to every employee.

2300.2.3 External Sources  
External sources are informed through:

1. Employment advertisements contain the phrase "EOE" (Equal Opportunity Employer); and

2. Recruitment sources, vendors, suppliers and contractors with whom the District does business are informed of the District's policy.

### 2300.3 Responsibilities

#### 2300.3.1 Board of Commissioners

The Board of Commissioners has knowledge of laws governing HR/AA/EEO areas; establishes policies and goals for compliance; and monitors compliance.

#### 2300.3.2 District Director

The District Director has knowledge of laws governing HR/AA/EEO areas; monitors the District's compliance with policies established by the Board of Commissioners; supports and supervises the Affirmative Action Plan; and provides reports to the Board of Commissioners, as required.

#### 2300.3.3 Department Managers/Division Heads

Department Managers/Division Heads have knowledge of laws governing HR/AA/EEO practices; support and carry out the District's policies; periodically review the Affirmative Action Plan and grievance procedure with employees.

#### 2300.3.4 Manager - Administrative Services

The Manager of Administrative Services has reviewed the Affirmative Action Plan and grievance procedures regularly and provides updates as required; provides technical support, advice and guidelines to the Director, Department Managers, Division Heads, Supervisors and staff; conducts compliance and follow-up reviews as necessary; develops appropriate reports for the Director; acts as Affirmative Action/Equal Employment Opportunity Officer (HR/AA/EEO) for the District; establishes and maintains a District-wide employee recruitment and HR/AA/EEO training program; establishes procedures for handling and resolving HR/AA/EEO related complaints.

#### 2300.3.5 District Employees

District Employees support policies established by the Board of Commissioners; support the purpose behind Federal and State laws relating to HR/AA/EEO issues; suggest ways and means for improving the District's HR/AA/EEO policies and practices.

### 2300.4 Statistical Evaluation and Information

#### 2300.4.1 Employee Positions

Employee positions within the District as of December 1990 and December 1992 included:

<b>DECEMBER 1990</b> (1990-91 AA Plan)	<b>DECEMBER 1992</b> (EEO-1 Categories)
<b>Administrators and Manager</b> Director Treasurer Manager, M&O Manager, Engineering Services Manager, Administrative Services Superintendent, M&O Chief Right-of-Way Agent Supervisor, Traffic Engineering Supervisor, Plans & Surveys Supervisor, Quality Control Supervisor, Development Services	<b>Administrators &amp; Managers</b> Director Treasurer Manager, M&O Manager, Engineering Services Manager, Administrative Services Manager, Traffic Services Superintendent, M&O Superintendent, Traffic Operations Chief Right-of-Way Agent Supervisor, Traffic Engineering Supervisor, Plans & Surveys Supervisor, Construction Services Supervisor, Development Services Attorney
<b>Professional</b> Civil Engineering Computer Operator Right-of-Way Specialist Electronic Specialist	<b>Professional</b> Public Relations Representative Electronics Specialist Computer Operator/Accounting GIS/Pavement Management Coordinator Right-of-Way Specialist Civil Engineer Traffic Operations Engineer Transportation Engineer
<b>Technicians</b> Section Chief Project Inspector Zone Inspector Surveyor Designer Engineering Technician  <b>Protective Service Workers</b> None  <b>Paraprofessionals</b> None	<b>Technicians</b> Development Services Coordinator Ridesharing Coordinator Inspection Coordinator Utility Coordinator Road Impact Fee Coordinator Lab Coordinator Survey Coordinator Contract Administrator Survey Party Chief Inspector Project Inspector Surveyor Engineering Technician Designer Digital Cartographer GIS/Pavement Management Technician Lab Technician Development Analyst

<b>Office and Clerical</b> Administrative Assistant Secretary Account Clerk Administrative Clerk	<b>Sales</b> None  <b>Office and Clerical</b> Administrative Assistant Account Clerk Secretary Administrative Clerk Administrative Clerk/Dispatcher
<b>Skilled Crafts</b> Electronic Technician Foreman Mechanic General Equipment Operator Motor Grader Operator Leadman	<b>Craftworkers</b> Foreman Mechanic General Equipment Operator Motor Grader Operator Leadman Electronics Technician Truck Driver
<b>Service Maintenance</b> Laborer	<b>Operative</b> None  <b>Laborer</b> Laborer  <b>Service</b> None

2300.4.2 Exhibits "A", "B" and "C" Explanation

The exhibits that follow are work force analyses for the State of Idaho and Ada County for 1992 as published in March 1993. The ACHD work force analysis is for April 1993, and includes long-term temporary workers on District payroll.

2300.4.3 Exhibits "A", "B" and "C" Percentages Explained

The percentages indicated on the following exhibits are for the total workers in the respective occupational category.

EXHIBIT 'A'

1992 IDAHO - STATEWIDE GENERAL SUMMARY

Occupational Category Group							
	All Races	Black	Asian/Pacific	Indian	Other Non Hispanic	Hispanic	White
Officials & Manager	59,290	78 0.13%	564 0.95%	509 0.86%	18 0.03%	1,570 2.05%	56,551 95.38%
Professional	66,154	168 0.25%	642 0.97%	410 0.62%	6 0.01%	1,243 1.88%	63,685 96.27%
Technicians	14,674	84 0.57%	181 1.23%	154 1.05%	0 0.00%	467 3.18%	13,788 93.96%
Sales Workers	50,806	120 0.24%	274 0.54%	503 0.99%	13 0.03%	1,232 2.42%	48,664 95.8%
Office & Clerical	65,003	270 0.42%	471 0.72%	778 1.20%	22 0.03%	1,799 2.77%	61,663 94.86%
Craft Workers	50,074	119 0.24%	214 0.43%	599 1.20%	23 0.05%	1,589 3.17%	47,530 94.92%
Operatives	58,671	158 0.27%	565 0.96%	1,090 1.86%	13 0.02%	5,169 8.81%	51,676 88.08%
Laborers	40,915	68 0.17%	291 0.71%	806 1.97%	39 0.10%	6,975 17.05%	32,736 80.01%
Service Workers	65,113	232 0.36%	749 1.15%	974 1.50%	17 0.03%	2,958 4.54%	60,183 92.43%
<b>TOTAL</b>	<b>470,700</b>	<b>1,297 0.28%</b>	<b>3,951 0.84%</b>	<b>5,823 1.24%</b>	<b>151 0.03%</b>	<b>23,002 4.89%</b>	<b>436,476 92.73%</b>
* The percentages indicated are for the total workers in the respective occupational category.							

2300.5 Program Action Elements

	<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>COMPLETION TARGET DATE</b>
1.	<p>Program Administration</p> <p><b>CONCEPT:</b> Management involvement is essential to the success of the Affirmative Action Program and how it is communicated, both internally and externally.</p>		
	<p>Goals:</p> <p>A. Publicize the Affirmative Action Plan internally and externally through such means as letters, bulletin boards, training sessions, employee handbooks, policy manuals, new employee orientation sessions and with recruitment sources.</p>	Director	On-going
	<p>B. Make Affirmative Action Plan available to employees, applicants and other interested persons, organizations and agencies.</p>	HR/AA/EEO Officer	On-going
	<p>C. Include a non-discrimination clause in contracts, leases, franchises and agreements as required</p>	Director Attorney HR/AA/EEO Officer Department Heads	On-going
	<p>D. Work to eliminate barriers in the employment of women and minorities in all positions.</p>	Director HR/AA/EEO Officer Division Heads Department Heads Supervisors	On-going
2.	<p>Recruitment</p> <p><b>CONCEPT:</b> To establish steps to improve effectiveness of the recruitment for District employment.</p>		
	<p>Goals:</p> <p>A. Keep abreast of recruitment groups and organizations.</p>	Director HR/AA/EEO Officer	On-going
	<p>B. Maximize distribution of recruitment information and job announcements.</p>	HR/AA/EEO Officer Department Managers	On-going
	<p>C. Develop and maintain recruitment efforts with placement offices of colleges/universities in Idaho.</p>	HR/AA/EEO Officer	On-going
	<p>D. Maintain an Affirmative Action file of applicants to be used for recruitment of candidates.</p>	HR/AA/EEO Officer	On-going

3.	<p>Selection and Placement</p> <p><b>CONCEPT:</b> To establish procedures which ensure equal employment opportunity practices</p>		
	<p>Goals:</p> <p>A. All employment criteria will be reviewed to eliminate nonessential educational and experience requirements</p>	Director HR/AA/EEO Officer	On-going
	<p>B. Review position descriptions to insure they reflect actual job requirements.</p>	Director	On-going
	<p>C. Review positions to assure equal compensation without regard to sex, race, age, marital status, religious or ethnic considerations or handicapped conditions.</p>	Director HR/AA/EEO Officer	On-going
	<p>D. Maintain a separate employee application form requesting race, cultural group, sex and age information from the applicant. This information is voluntary, used for AA/EEO purposes, and will not be made available to anyone involved in the selection process.</p>	HR/AA/EEO Officer	On-going
	<p>E. Validate all selection practices to insure conformance with AA/EEO policies.</p>	Director HR/AA/EEO Officer	On-going
	<p>F. Eliminate all pre-conditions of employment that are not job related.</p>	HR/AA/EEO Officer	On-going
	<p>G. Proficiency or performance tests may be utilized in all occupational categories when demonstrated ability is the primary requisite for the job.</p>	HR/AA/EEO Officer	On-going
	<p>H. Train Department Managers and Supervisors in interviewing procedures.</p>	HR/AA/EEO Officer	On-going
	<p>I. Keep a record of promotions, terminations, etc. to insure equal opportunities have been afforded to all employees.</p>	HR/AA/EEO Officer	On-going
	<p>J. Review all printed material developed to assure it includes reference to both sexes.</p>	HR/AA/EEO Officer Department Heads Division Heads	On-going
4.	<p>Upgrades</p> <p><b>CONCEPT:</b> To achieve an Equal Employment Opportunity for all employees.</p>	HR/AA/EEO Officer	
	<p>Goals:</p> <p>A. Identify promotable and transferable employees. Analyze work force to determine qualifications, capabilities, interests, goals and ambitions.</p>	HR/AA/EEO Officer Department Heads Division Heads Supervisors	On-going



	<p>B. Identify:</p> <ul style="list-style-type: none"> <li>• Employees that appear to be over-qualified for their present position by virtue of education and/or experience.</li> <li>• Those who indicate they could make a greater contribution to a different position.</li> <li>• Those who desire to advance to management or professional/technical positions.</li> </ul>	HR/AA/EEO Officer Department Heads Division Heads	On-going
	<p>C. Work toward providing staff career counseling. Enabling employees to:</p> <ul style="list-style-type: none"> <li>• Recognize career alternatives.</li> <li>• Pick a career goal that is realistic and attainable.</li> <li>• Determine what must be done to achieve a goal.</li> <li>• Develop timetables for reaching a goal.</li> </ul>	HR/AA/EEO Officer Department Heads	On-going
	D. Provide employees opportunities for training.	HR/AA/EEO Officer Department Heads	On-going
	E. Assist employees who want to advance in their own department by providing additional responsibilities and tasks that will help them qualify for higher level positions.	Department Heads	On-going
<p><b>NOTE:</b> The recommendation in this section will not be used in a manner that would discriminate against any employee.</p>			
5.	<p>Affirmative Action Plan Evaluation</p> <p><b>CONCEPT:</b> Methods must be established to evaluate the effectiveness of the Affirmative Action Plan on the District's personnel practices.</p>		
	<p>Goals:</p> <p>A. Provide an annual assessment of the overall effectiveness of the Affirmative Action Plan.</p>	HR/AA/EEO Officer	1-31-94
	B. Work with the Idaho Human Rights Commission	HR/AA/EEO Officer Idaho Human Rights Commission	As needed

2300.6 Affirmative Action Minority Recruitment Source List

<p>Black Student Organization Student Advan. &amp; Spec. Services Boise State University 1910 University Drive Boise ID 83725</p>	<p>Humberto Fuentes Idaho Migrant Council PO Box 49 Caldwell ID 83605</p>
<p>Rudy Pena Department of Employment 317 Main Street Boise ID 83735</p>	<p>Steven O'Neil Department of Employment 8455 Emerald Boise ID 83704-9395</p>

Title I Migrant Program School District 193 320 E Jackson Mountain Home ID 83647	Yoshio Takahaski Route 1 Parma ID 83660
Dept. of Health & Welfare Adjust & Child Development Center 1790 Westgate Drive Boise ID 83704-7164	Mary Fern Enyart Office Occupations Co-op Program Vo-Tech, BSU 1910 University Drive Boise ID 83725
Ernesto Sanchez Idaho Legal Aid Services PO Box 913 Boise ID 83701	Mr. Robert C. Maxfield, Director Ricks College Placement MC 380 Rexburg ID 83460
Anne Pasley-Stuart Idaho Commission on Women's Program Statehouse Boise ID 83720	Idaho Personnel Commission 700 W State Street Boise ID 83702
Retirement Jobs of Idaho c/o Kenneth Richards, Director Suite 3, Ft. Boise Community Center 700 Robbins Road Boise ID 83702	Karen Harris Industrial Commission 317 Main, Room 300 Boise ID 83720
Jose "Roy" Uranga Canyon County Job Service PO Box 220 Caldwell ID 83605	Boise State University Job Location Office 1910 University Drive, Room 124 Boise ID 83725
Vocational Rehabilitation 1365 N Orchard, No. 162 Boise ID 83706	Ron Martin Department of Corrections PO Box 14 CWC Boise ID 83707
NAACP PO Box 8436 Boise ID 83709	Idaho Veterans Employment PO Box 2697 Boise ID 83701
Karen Henry YWCA Family Forward Project 684 N 9th Boise ID 38702	Jan A. Reeves, Acting Coordinator Idaho Refugee Services Program 5440 W Franklin Road, Suite 100 Boise ID 83705-6433
AARP Senior Employment Program Rebecca S. Boyer 4696 Overland Road, Suite 454 Boise ID 83705	Omega House (Black Cultural House) College of Idaho Caldwell ID 83605
Dr. Mamie Oliver Boise State University 1910 University Drive Boise ID 83725	Jerry Williams Vocational Rehabilitation 324 Fort - Lincoln Annex Boise ID 83702

David Hawkes Idaho Division of Voc-Rehab 517 South 10th, Suite B Caldwell ID 83605	Doug Douthit Idaho State Commission for the Blind 341 W Washington Boise ID 83702
Ada County Personnel Office 650 Main Boise ID 83702	Mary Ann Hart Boise Council on Aging, Inc. 690 Robbins Road Boise ID 83702
John Huerta Idaho Office on Aging 700 W State Boise ID 83720	Alliance for the Mentally Ill 331 N Allumbaugh Boise ID 83704
Association for Retarded Citizens of Ada County 4402 Albion Boise ID 83705	Mr. Roger Gossi Disabled Student Services Administration, Room 114 1910 University Drive Boise ID 83725
David Blackwell Epilepsy League of Idaho 310 W Idaho Boise ID 83702	Dana Gover 1106 S Vermont Boise ID 83706
Governor's Committee on Employment of People with Disabilities Idaho Department of Employment Statehouse Mail Boise ID 83720	Idaho Citizens Network 904 W fort PO Box 1927 Boise ID 83701
John Watts Idaho Council on Developmental Disabilities Statehouse Mail Boise ID 83720	Marilyn Schuler/Linda Goodman Idaho Human Rights Commission Statehouse Mail Boise ID 83720
Idaho Task Force on the Americans with Disabilities Act 710 Franklin Street Boise ID 83702	Kelly Buckland Living Independence Network Corp. 708 W Franklin Street Boise ID 83702
Donna Grummer Mayor's Committee on Employment of People with Disabilities Easter Seal Society 1350 Vista Avenue Boise ID 83705	Larry Mitchell Mayor's Committee on Employment of People with Disabilities c/o City Hall 621 Cleveland Boulevard Caldwell ID 83605
Multiple Sclerosis Society Boise Chapter 6901 Emerald, Suite 203 Boise ID 83704	Muscular Dystrophy Association 232 S Cole Road Boise ID 83709

Ramona Walhof National Foundation of Blind 1301 S Capitol Blvd, Suite C Boise ID 83706	Ms. Charlene Martindale, Director Office on Aging Statehouse Mail Boise ID 83720
Jody Groom People First 9316 W Halstead Boise ID 83704	Laurence Smith, President Resource for the Blind of Idaho 36 N Latah Boise ID 83706
Sounding Board PO Box 246 Boise ID 83701	Jackie Baxter Treasure Valley Association of the Hearing Impaired 309 N Atlantic Boise ID 83706
Marlyss Meyer, Supervisor Business and Industry Relations Vocational Rehabilitation Statehouse Mail Boise ID 83720	Bob Graham, Supervisor Rehabilitation Technology Statehouse Mail Boise ID 83720

#### 2300.7 Complaint Procedure

Any person currently or previously employed by the District, having an employment related complaint of discrimination on the basis of race, color, religion, sex, age, marital status or national origin, may bring such complaint to the attention of the Human Rights/Affirmative Action/Equal Employment Opportunity Office (HR/AA/EEO) within three (3) days of such action that initiated the complaint.

The HR/AA/EEO Officer shall make an investigation or inquiry into the matter after receipt of the complaint. Following the investigation or inquiry, the HR/AA/EEO Officer shall arrange for a meeting between the HR/AA/EEO Officer, the complainant and the Manager of the Department where the complaint originated to discuss the complaint and attempt to reach a satisfactory resolution. It shall be the responsibility of the HR/AA/EEO Officer, when asked, to advise the complainant with regard to the alternatives in matters of discrimination.

Nothing in this complaint procedure shall be construed to prohibit the complainant from filing a formal complaint with the State Department of Labor, the Federal Equal Employment Opportunity Commission and/or the Idaho Human Rights Commission prior to or during the complaint process. The District's PERSONNEL POLICY MANUAL provides information on the grievance procedure as it relates to AA/EEO matters and discrimination complaints.