

POLICY NO. P13-03

**CITY OF COLDWATER
COLDWATER, MICHIGAN**

**AFFIRMATIVE ACTION
POLICY AND PLAN**

The City Council, the City Manager, the Board of Public Utilities (BPU), the Director of the Board of Public Utilities, of Coldwater, Michigan, hereby reaffirms their commitment to equal employment opportunity, as defined in federal and state law. All City and BPU personnel actions, programs, practices, and benefits have been and will continue to be administered according to this policy. The City Manager and the Director of the BPU will make periodic review of realistic goals as an integral part of ensuring the fulfillment of this policy of equal employment opportunity.

EQUAL EMPLOYMENT OPPORTUNITY

The City of Coldwater's commitment to exercising affirmative action with regard to equal employment opportunity means that the City and BPU will develop and advance employment opportunities for applicants and employees regardless of each individual's inclusion in any one of the following classifications:

age, ancestry, citizenship, color
disability, ethnic background
gender
height or weight
marital status, national origin, race, religion, sex
veteran status

In order to hire and provide advancement for applicants and employees within the above identified classifications, without creating situations of reverse discrimination, but to minimize or eliminate impediments that may deny advancement to those individuals, the City of Coldwater willingly makes the following commitments:

- recruit minority, female, disabled, and other diverse applicants for City and BPU positions through media, appropriate referral agencies, and other pertinent sources;
- endeavor to hire without discrimination qualified minority, female, disabled, and other diverse applicants into positions at all levels of the organization as positions become available;

- make physical structure modifications as necessary to reasonably accommodate disabled employees or potential employees;
- inform all employees of available promotional opportunities through job postings that describe essential skills and necessary job qualifications; locate in prominent places posters identifying rights accorded by federal and state law under equal employment opportunity;
- provide training, when deemed necessary by the City or BPU, without discrimination;
- make periodic review of the organizational structure of the City and/or BPU to determine whether additional postings or restructurings are needed to assist in providing promotional opportunities which serve equal employment.

DISTRIBUTION OF POLICY

Internal

The City Manager and the Director of the BPU will periodically inform the City Council or BPU Board of changes to the structure of employment categories for additional evaluation of future compliance with this policy.

This Affirmative Action Policy/Plan will be individually given to each employee following its execution.

External

Recruiting sources, such as placement offices and the Michigan Employment Security Commission, will be kept informed of the City's commitment to equal employment opportunity.

RECRUITMENT

- A. Contacts will be maintained with recruiting offices to ensure understanding of the City's Affirmative Action Plan.
- B. Employment advertisements in newspapers, radio and other media will include the phrase, "An Equal Opportunity Employer."

- C. Promotions and advertisements for employment will identify preferential treatment over a protected class identified within this policy only when that preference is a bona fide occupational qualification for employment.

EMPLOYMENT PLACEMENT

- A. Application for employment will be considered without regard to race, color, creed, age, sex, or national origin.
- B. Employment application forms will be created in conformity with applicable federal and state law.
- C. Application procedures including interviewing and testing will conform with applicable law.
- D. Minority group applications will not be rejected because the particular position applied for has been filled. All such applications will be reviewed to determine if some position other than applied for is available either presently or prospectively for the applicant, and the applicant will be so advised.
- E. An affirmative action file will be established and will contain the names of otherwise qualified applicants whose status is identified within the terms of this Policy of Affirmative Action. Together with public announcement, and notice to employees within the City of Coldwater and the BPU, these applicants will receive notice when employment opportunities arise.
- F. The maintenance and use of the affirmative action file will not create exclusion from consideration of other applicants, nor does it imply a quota system for hiring of any group within the classifications identified in this policy.

EMPLOYEE BENEFITS

All City of Coldwater and BPU fringe benefits, compensation programs or other privileges will be administered without regard to classifications protected by equal employment opportunity law.

OTHER PROVISIONS

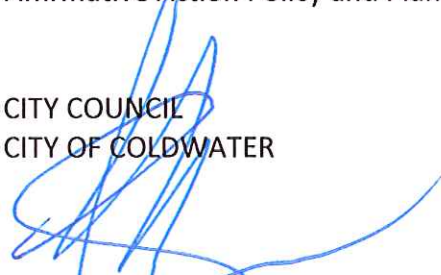
- A. The Affirmative Action Plan will operate for a period of three (3) years from the date of this document.

- B. At a reasonable time, but at least once every six months, the City Manager and the Director of the BPU will consult with the City Council or BPU Board regarding implementation of the Affirmative Action Policy and Plan and will review the effectiveness of the Plan and discuss possible changes to the plan.
- C. Changes in policy and procedure determined to be reasonable and necessary shall become a part of the Affirmative Action Plan.

We have read and reaffirmed the preceding Affirmative Action Policy and Plan.

Date: 12/2/13

CITY COUNCIL
CITY OF COLDWATER



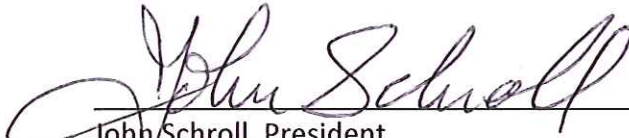
Thomas Kramer, Mayor



Jeffrey W. Budd, City Manager

Date: 12/4/2013

COLDWATER BOARD OF PUBLIC UTILITIES



John Schroll, President



Paul H. Beckhusen, Director

Original Adoption 12-26-79
 Readopted 1-24-83, 6-9-86, 8-12-91, 9-26-94
 Readopted as amended 11-22-04
 Readopted as amended 3-24-08
 Readopted as amended 11-25-13