

AFFIRMATIVE ACTION PLAN FOR EQUAL EMPLOYMENT OPPORTUNITY
Metropolitan Sanitary District of Greater Chicago

I. Policy

A. General Statement

The Metropolitan Sanitary District of Greater Chicago is an equal opportunity employer operating under federal and state laws which prohibit discrimination against any person in recruitment examination, appointment, training, promotion, retention or any other personnel action because of such individual's race, color, religion, sex, national origin, or ancestry. This Affirmation Action Plan restates that commitment and assigns continuing responsibility for specific activities to ensure that minorities and women are considered in all employment activities.

In initiating the Plan the District recognizes (1) that it is necessary to identify and deal with discrimination and roadblocks to equal opportunity, intended or unintended; (2) that well-conceived, planned and realistic actions are necessary to provide for achieving true equality of opportunity; (3) that these actions be aggressively pursued; (4) that an effective periodic self-evaluation is needed to ascertain whether pre-determined goals are being met; and (5) that this evaluation will result in updating the action plan, as necessary, to meet changing needs and to effectively resolve problems.

B. Administration and Communication of the Plan

Under the direction of the General Superintendent, the overall responsibility for administering the Plan rests with Direction of Personnel. However, each District department head is responsible for applying the Affirmative Action Plan to all activities of his department and shall be held accountable for results. Such cooperative action as is necessary between departments shall be coordinated by the General Superintendent. A continuing evaluation of the effectiveness of the Plan shall be made by the General Superintendent and periodic reports evaluation of the results of the Plan shall be included in the Annual Report of the Personnel Department.

Copies of this Plan shall be distributed to department heads by the General Superintendent to ensure the recognition of the major commitment and top management approval of the Plan.

C. Community Participation

The District goes on record as supporting community activities which are designed to improve the employability of minorities including educational and training programs conducted by various educational institutions. Liaison, established by personal contact, will be maintained with existing equal opportunity programs.

II. Recruitment

Recognizing that recruitment efforts are the means by which the Affirmative Action Plan can be implemented with significant and immediate results, a professional staff member in the Personnel Department will be given the primary responsibility of attracting minority and female applicants. This shall also be a concern of other staff recruiters.

A. Development of Contacts by the Personnel Staff

1. Attend meetings of community, minority, and women's organizations to explain policy and objectives.
2. Represent the District at local conference which relate to the employment of minorities and women.
3. Cultivate personal contacts with members of the minority community and organizations to further the progress of women.
4. Arrange for tours of the District's facilities for minority and female groups.
5. Maintain liaison with work-experience programs and special training programs for minority and female groups.
6. for positions which have as the principal qualification college graduation or specific vocational school training, visit colleges, universities, and vocational schools which either have a mixed enrollment or a predominately black one. Such visits shall be made at the normal recruiting period and during these visits emphasis shall be placed on the District as an Equal Opportunity Employer.
7. Encourage minority and female employees to refer their friends who are qualified for job vacancies.
8. Participate in local career days at schools and colleges, particularly those with large numbers of female and minority students.
9. Notify churches and community organizations which serve the minority community of District vacancies and the District Affirmative Action Plan.
10. Discuss District employment needs and policy with community associations, organizations of minorities, and organizations to further the progress of women.

11. Prepare letters for distribution to minority group schools and organizations expressing interest in referral of qualified candidates for specific job opportunities.
12. Notify organizations, including professional, business, and trade associations designed to further the progress of women, the A.A.U.W. and other appropriate groups, of employment opportunities, especially in professional and managerial classifications.

B. Encouragement of Job Applicants

1. Include "Equal Opportunity Employer" on all recruitment advertising.
2. Post promotional opportunities and encourage applications.
3. Advertise job vacancies in media reaching women and the minority community.
4. Develop special recruitment literature for minorities and women.
5. Publicize examples of minorities and women who are employed in nontraditional occupations within the District.
6. Use City Recreation Centers, Community Centers, and Branch Libraries as locations from which to conduct recruitment activities.
7. When vacancies occur in professional positions, make special effort to contact colleges with large minority enrollments.
8. Indicate on job announcements that positions are open to women and men.

III. Selection

Screening of applicants is the responsibility of the Department of Personnel through review of applications, testing, interviewing, and certification. Final selection is the responsibility of the various department heads with the approval of the General Superintendent.

A. Examinations

The definition of examinations includes the process from review of applications to final determination of eligibility. While an evaluation of all tests used in selection is not feasible at the present time, the following actions shall be taken to avoid discrimination and to acquire pertinent statistics for use in any further evaluation.

1. Where possible, eliminate from the application form all inquiries concerning race, color, religion, sex, national origin or ancestry. This includes, but is not limited to pre-employment inquiries

concerning marital status, maiden name, number of dependents, arrest record.

2. For written tests, keep a record of the success of women and minority group members in taking the test.
3. A department head should notify the Director of Personnel if in his judgment the experience requirements or the tests are unnecessarily restricting selection for employment or promotion or when he feels the test has poor validity.

B. Counseling

1. Suggest to rejected applicants possible actions to improve their chances of future employment.
2. Provide career counseling to present employees upon request, pointing out promotional opportunities, career ladders used by other employees, and training needs.

C. Appointment

1. Persons making final selection should interview as objectively as possible all persons certified to them by the Personnel Department and notify applicants not appointed of the reason for the decision.
2. Where the staff has an unrepresentative mix of minorities and women, merit factors remaining equal, special attention should be given to this matter when a vacancy is to be filled.

IV. Training

1. Encourage women and minority employees to participate in education and training courses given by the District and courses given within the community.
2. Encourage employees to take advantage of educational leave and educational assistance programs which have been established in this Region for job-related education. Especially encourage their use for the completion of job-related courses and training in skilled trades.
3. Special attention should be given to promoting the selection of minority members and women for in-service training.
4. Organize additional training courses for upgrading the skills of employees.
5. For future evaluation purposes, record the participation rates of women and minorities in training courses and their use of educational leave and educational assistance.

6. Include information regarding the Affirmative Action Plan in all training courses at all levels, especially training sessions for supervisors.
7. Utilize the orientation interview to describe the Plan and career possibilities.

V. Career ladders and Promotion

1. Post promotional opportunities and encourage the widest range of applications.
2. Continue to promote the concept of side positions throughout the District Departments.
3. Develop para-professional jobs which can be filled by trainable employees from the lower grade levels.
4. On an individual basis, counsel employees on their probable career ladder.
5. As the need arises, rate employees on their promotional potential and provide career information and training information.
6. Consider re-structuring jobs to provide promotional opportunity for semi-skilled employees.
7. Encourage Department heads to notify the Personnel Department of minority staff members and women who have significant promotional potential so that the Personnel Department can suggest they apply for vacancies at a higher level.

VI. Evaluation and Reporting

1. Data shall be compiled every three months indicating the number and percentages of employees in each department by designated pay grade levels from various minority groups. A similar report shall be prepared on women.
2. A summary and evaluation of the above data shall be prepared for distribution to the General Superintendent, Board of Trustees, Civil Service Board, all department heads and other interested persons.
3. Department heads shall report to the General Superintendent and the Director of Personnel any problems or suggestions on the implementation of the Plan to aid in the evaluation.

VII. Complaints and Appeals

1. Complaints resulting from the administration of this plan shall be submitted to the Director of Personnel in accordance with the provisions of the Personnel Rules.

2. If the complaint is based on alleged discrimination because of race, color, religion, sex, national origin, or ancestry, the complainant may appeal to the Civil Service Board, where the complaint is within the jurisdiction of the Board as provided for in the applicable statutes and Personnel Rules. If the Board finds that there was discrimination, it shall recommend or where so empowered by statute, it shall order, appropriate corrective action.