

**Vilas County
Wisconsin**

**Affirmative Action Plan
2018 - 2021**



I. SCOPE OF PLAN

This is the Affirmative Action Plan for Vilas County, Wisconsin, which covers and is applicable to all facilities owned or operated by Vilas County. All Affirmative Action programs in the various locations are coordinated through a single Affirmative Action Officer as designated under Section IV = Program Responsibility of this plan. All correspondence regarding this plan should be directed to the County Affirmative Action Officer.

II. POLICY STATEMENT

We conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply for our job openings. We are an equal opportunity employer without regard to race, religion, pregnancy, color, national origin, ancestry, disability, military or veteran status, sexual orientation, sex, age (except where sex of age is a bona fide occupational qualification), Genetic Information and Testing, Family & Medical Leave status, arrest and conviction records, or any other characteristic protected by law. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

The Human Resources Manager shall be responsible of initiating and coordinating all recruitment activities necessary to meet current and projected staffing needs. The recruitment program shall be tailored to number and types of positions to be filled and to labor market conditions. Special emphasis shall be placed on recruitment efforts to attract minorities, women and other groups that are under-represented in the work force.

III. AFFIRMATIVE ACTION PLAN

Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Presidential Executive order #11246; Revised Order #4; OFCC Affirmative Action Guidelines; and Title XXIX, Chapter 1607 of the Code of Federal Regulations, the Age Discrimination in Employment Act, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991, establishing in substance the elimination of discriminatory employment practices based upon race, color, national origin, religion, sex and age and conferring on the Justice Department and Equal Opportunity Commission the responsibility for elimination of discrimination on State and local levels. The County also subscribes to the non-discrimination laws and regulations passed by Federal and State Governments. Therefore, all County policies, procedures, rules and regulations of all departments, agencies, facilities, and the provision of labor contracts are required to be in compliance with the above laws and orders. The County will take affirmative action, when necessary, to achieve disabled accessibility, and nondiscrimination in contract compliance or employment practices, in accordance with Federal and State laws and the ordinances, resolutions and policies of the County.

IV. PROGRAM RESPONSIBILITY

The Affirmative Action Officer for Vilas County shall be the County Human Resources Manager. The Affirmative Action Officer may review all departmental policies and procedures, rules and regulations, and shall have access to all personnel files, documents, investigative reports, and any documents or information pertinent to the maintenance of the Affirmative Action Program. The Affirmative Action Officer will have the responsibility of resolving complaints of discrimination and identifying problems and participating in problem resolution. The Officer will also serve as the liaison between Vilas County and compliance agencies and other community organizations as necessary. Such Officer may participate in any programs or policies relative to the training, promotion, transfer or discipline of any person in the employ of the County.

V. DISSEMINATION OF THE EEO/AA PROGRAM

- A. Vilas County's Affirmative Action Plan will be made known by the following:
1. Copies of the Affirmative Action Plan are posted in conspicuous places within Vilas County government facilities. In addition, various posters, such as "Equal Opportunity is the Law" and the Wisconsin Fair Employment Act are displayed at County facility locations.
 2. Equal employment opportunity and affirmative action issues are addressed at department head meetings, should an issue arise.
 3. All solicitations and advertisements for employment will include a statement comparable to: "an equal employment opportunity employer."
 4. All employees have access to the Affirmative Action Plan for review. A copy of the Plan may be obtained on request from the Vilas County Human Resources Department.
 5. The Affirmative Action Plan is posted on the internet under Vilas County Human Resource Department: www.vilascountywi.gov and is available to public and employees
- B. General: the Affirmative Action Plan is written in English. In specific cases where another language is needed or for persons who are visually impaired, readers, translators, and/or interpreters are available upon request free of charge.

VI. WORKFORCE ANALYSIS

The Workforce Analysis is attached in the following Exhibits. This data shows relationships between the County's workforce and that of the relevant labor market for Vilas County. The data reported for Vilas County is taken from payroll records in conformance with the federal EEO-4 report. The Affirmative Action Plan will be updated every other year in conjunction with the federal EEO-4 reporting requirements.

VII. GOALS

- A. Goal Statement: In order to broaden the base of applicants to increase minority applications, Vilas County has utilized Wisconsin Division of Workforce Development as a source for applications to fill vacancies. Many applicants register at DWD-Division of Workforce Development, including those minorities with statistically high unemployment rates. Because this program has been responsive, Vilas County will continue to utilize Wisconsin Division of Workforce Development for the current plan years. Vilas County has a website, www.vilascountywi.gov, which can be utilized to view all current vacancies by any person with computer access. Vilas County will make an effort to hire males/females in non-traditional areas of employment.
- B. Action Plan and Timetable: Hiring goals will be targeted but are subject to position openings, job related testing requirements, licenses, and required job related qualifications. Underrepresented segments of the Vilas County workforce will receive special attention with the goal of increasing employment of these groups.
- C. Evaluation: The Vilas County Affirmative Action Plan will be reviewed, at least annually, and County employment and new hires will be reviewed based upon EEO-4 report information from which employment data is drawn, to determine status and degree of change in the makeup of County Employment.

The attainment of Action Plan goals and evaluation of this Affirmative Action Plan is the responsibility of the Affirmative Action Officer, which is the Human Resources Manager of Vilas County.

Updated by:
Richard Kipley, Human Resources Manager

Dated: October 2020