**4.20 AFFIRMATIVE ACTION PLAN**

**Equal Opportunity Policy**:

Nondiscrimination and equal opportunity are the policy of the Norton Housing Authority. NHA will not discriminate in any area of employment on the basis of race, color, religious creed, national origin, sex, age, sexual orientation, ancestry, handicap, marital status, veteran status, and membership in the armed forces, presence of children or political beliefs.

**Workforce Analysis:**

A. Total Number of Employees in each Department

Maintenance/Service: 2

Administrative: 2

Managerial 1

B. Number of the Following Groups of Employees by Department

**Maintenance**

Minorities: 0

Women: 0

People with Disabilities 0

VEVs\*: 0

**Clerical**

Minorities: 0

Women: 2

People with Disabilities: 0

VEVs: 0

**Managerial**

Minorities: 0

Women: 1

People with Disabilities: 0

VEVs: 0

C. Total Number of Employees Hired During Previous Fiscal Year

Maintenance: 0

Administrative: 2

Managerial: 0

D. Number of the Following Groups of Employees Hired During Previous

Year

**Maintenance**

Minorities: 0

Women: 0

People with Disabilities: 0

VEVs: 0

**Administrative**

Minorities: 0

Women: 2

People with Disabilities: 0

VEVs: 0

**Managerial**

Minorities: 0

Women: 0

People with Disabilities: 0

VEVs: 0

E. List Recruitment Sources Used During the Previous Fiscal Year

1. Newspapers

2. Other Housing Authorities

\* Vietnam Era Veteran

**Percentage in the population of the Municipality and the Applicable (primary) Metropolitan Statistical Area in which the Municipality is located, as determined in the most recent federal census:**

A. In the Municipality

Minorities: 1.32%

Women: 50.8%

People with Disabilities

VEVs:

B. In the Metropolitan Statistical Area

Minorities: 8.94%

Women: 50.56%

People with Disabilities: 9.44%

VEVs: 3.09%

C. Employment Goals for the Work Force

Minorities: 8.94%

Women: 50.56%

People with Disabilities:

VEVs:

**Description of Methods for Publicizing Job Openings:**

1. The Norton Housing Authority will advertise each job opening in the Local Newspaper. The advertisement will include the following:

* + 1. Job Title
    2. Brief job description
    3. Qualifications
    4. Place of Employment
    5. How to apply
    6. A statement that the Authority is “An Equal Opportunity Affirmative Action Employer.”

1. All advertisement will run for two days, one per week, use media sources, which reach minorities, women, people with disabilities, and VEVs as necessary;
2. The NHA notifies the Tenant Associations whenever an opening exists with a copy of the job description. The Authority shall give preferences to qualified tenants in hiring, consistent with the equal opportunity practices. The Housing Authority Board will determine if applicants are qualified based on:
3. Review of Applications
4. Personal Interview
5. Job Description
6. The Authority will also encourage qualified employees to apply for consideration of the posted position.
7. No openings will be filled unless every effort has been taken to interview at least three qualifies candidates; if three applicants have not applied then those that have applied will be interviewed.
8. The Executive Director will make recommendations to the Board who will then select by a majority vote that applicant to be hired.
9. All new employees will serve a probationary period of ninety (90) working days, at which time the Executive Director, along with the immediate supervisor, will review and evaluate the employee and make recommendations as to continuation of employment. This evaluation will be made in writing within one week prior to probationary period.
10. New employees will be required to take a physical, prior to acceptance of employment. The physician will be selected and paid for by the Housing Authority.

**Requirements for Jobs Not Filled Through Internal Promotion Pursuant to Policy:**

A. interview a minimum of three qualified candidates, if available and;

B. make effort to interview at least one candidate from an underrepresented group.

**To Insure Against Discriminatory Hiring Practices, the Authority will Review, and Where Necessary, Develop or Revise the Following**:

A. recruitment and personnel procedures;

B. selection process, including job requirements, job descriptions, testing, interviewing, and application forms;

C. internal promotion policy or other policy on promotions;

D. terms and conditions of employment and;

E. policies relating to layoff, recall, termination, demotion, and discharge.

**To Review the Effectiveness of Affirmative Action Efforts, the Authority Will Annually Update the Following:**

A. the workforce analysis;

B. the description of methods for publicizing job openings and;

C. the statement of measures ensuring against discriminatory hiring practices.

**Report to Department:**

The Authority will send a copy of its updated Affirmative Action Plan to DHCD within 90 days of the end of each fiscal year.

**Hiring Among Equally Qualified Persons:**

When the Authority has not reached a goal for hiring (see III C above), then between equally qualified applicants, further consideration will be given in the following order:

1. minorities, people with disabilities, women and VEV’s who are tenants

2. minorities, people with disabilities, women and VEVs who are not tenants

3. tenants who are not minorities, people with disabilities, women or VEVs

When the Authority has not met its goals in more than one category, then between candidates in those categories, further consideration shall be given in the following order:

1. minorities

2. people with disabilities

3. women

4. VEVs

If a candidate qualifies in more than one category, that candidate shall be given preference over other candidates in the highest category for which he or she qualifies.

**X.** **Residency as a Criteria for Employment**

Residency within 30 miles of the city or town in which the Authority is located is prohibited as a prerequisite for employment EXCEPT in the case of 24-hour on-call maintenance personnel.