



Luke A. Bronin
Mayor

POLICY NO: 001
DATE: February 1, 2018
DISTRIBUTION: Affected Personnel
SUBJECT: Affirmative Action and Equal Opportunity

I. PURPOSE:

The purpose of this policy memorandum is to establish the City's policy regarding Affirmative Action and Equal Employment Opportunity.

II. RESPONSIBILITY:

It shall be the responsibility of all City personnel to comply with these provisions.

III. IT IS THE POLICY OF THE CITY OF HARTFORD:

- i. To uniformly apply criteria for recruitment, selection, assignment, evaluation, compensation, promotion, discipline and other personnel actions without regard to race, color, sex, religion, national origin, age, mental or physical disability, sexual orientation, marital status or ancestry.
- ii. To provide each employee with the opportunity to develop and succeed according to his or her potential.
- iii. To utilize and/or develop the skills of present employees for transfers, promotions and assignments.
- iv. To provide all employees counseling, training, opportunities and encouragement for advancement.
- v. To revise the Affirmative Action Plan annually and/or as needed to establish realistic goals and objectives and the steps necessary to achieve them.
- vi. To train management and supervisory personnel at all levels with an understanding of the City's policy on Affirmative Action and Equal Employment Opportunity.
- vii. To provide employees access to a prompt, effective system for processing and resolving complaints of discrimination.
- viii. To implement the Affirmative Action Plan in every department throughout the City.
- ix. To make Equal Employment Opportunity a viable and effective program in the City of Hartford.