



City of Bloomington
Human Rights Commission

2013

RE: Affirmative Action and Living Wage Ordinance

To Prospective Bidder:

Affirmative Action: All bidders with the City of Bloomington for projects in excess of \$10,000.00 must submit an affirmative action plan to my office. This plan must ensure that applications are employed and that employees are treated in a manner that provides equal employment opportunity and tends to eliminate inequality based upon race, religion, color, sex, national origin, ancestry or disability.

In addition, pursuant to the **Responsible Bidders Ordinance**, all bidders with the City of Bloomington for public work bids of \$150,000.00 or more must include two additional protected categories in their affirmative action plan: sexual orientation and gender identity.

Even if your company already has a plan on file with the City, you must check with me to make sure that it complies with our current requirements. If you already have a plan, but it does not cover all of the City's current requirements, you may submit a separate supplement with your plan to fill any gaps.

You must submit your written affirmative action plan (or supplement) to me at least twenty-four hours before the bid deadline. You must submit your plan to me separately from your bid. The twenty-four hours will give me sufficient time to review your and the other bidders' plans. I recommend that you submit your affirmative action plan to me earlier, if possible, so that you and I will have time to work out any problems that may be in your plan. Bidders who fail to submit acceptable plans by the deadline are subject to disqualification.

I strongly advise you to confirm with me that I have received your plan and that it meets our requirements well before the bid deadline. We will make every effort to work with you to clear up problems, but it remains your responsibility to confirm that I received your plan and that it complies with our requirements. If you fail to confirm that I received and approved your plan, you risk losing your eligibility to bid. We will be glad to provide a receipt upon request. Please let us know if you want a receipt when you submit your plan.

You must ensure that all the protected classes listed above are included in your plan. In addition to other requirements, your plan **MUST** include a workforce breakdown, and internal grievance procedure, a non-retaliation statement, designation of a person by name or position who is responsible for implementing the plan, applicability to both applicants and employees, recruitment of minorities, equal access to training programs, and an explanation of your methods of communicating the operations of your affirmative action plan to your employees and prospective applicants.

Accompanying this letter you will find the following materials:

- 1) A workforce breakdown form. You **MUST** submit a workforce breakdown (sometimes called a "utilization report") with your Affirmative Action Plan. This form is provided for your convenience. If you already have a current form you have completed for another jurisdiction that includes the same type of information, you may substitute for instead of using our form. Your workforce breakdown figures must be updated every six months. Even if you already have an acceptable affirmative action plan on file with my office, you should submit a new workforce breakdown each time you bid for a City Contract, to be sure we have up to date figures.

- 2) An affirmative Action Plan checklist. I will use this checklist to review your Affirmative Action Plan. If you compare your plan with this list, you should be able to tell whether your plan fulfills the City's requirements. If you omit any of the elements on the checklist, your plan will not be approved.
- 3) Two sample Affirmative Action Plan: one for bidders covered by the Responsible Bidders Ordinance and one for all other bidders. These may be useful if your company has never designed an Affirmative Action Plan before. Feel free to adopt one of these plans as your own or to amend them to meet your needs.

Additional materials, such as the City of Bloomington's Contract Compliance Regulations, are available from my office upon request.

Living Wage: Also, please be aware that you may be required to comply with the Bloomington Living Wage Ordinance. Whether the LWO applies to your project depends upon the size and type of your project and the number of people you employ. If you have questions about the applicability of the LWO, click on the LWO flow chart at www.bloomington.in.gov/livingwage or call me. For 2013, the living wage for covered employees is \$11.85 an hour.

If you have any questions, contact me at 812.349.3429 or email me at mckinneb@bloomington.in.gov. My office hours are Monday through Friday, 8:00a.m.-5:00p.m.

Thank you,

Barbara E. McKinney
Human Rights Director/Contract Compliance Officer

AFFIRMATIVE ACTION PLAN CHECKLIST

NOTE: This is **not** an Affirmative Action Plan

Effective Date: _____

| Contractor: Plan MUST Include: | | Yes | No | Comments: |
|--|---|--------------------------|--------------------------|------------------|
| Policy statement of equal employment opportunity | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Covers: | Applicants for employment | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Employees | <input type="checkbox"/> | <input type="checkbox"/> | |
| On basis of: | Race | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Religion | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Color | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Sex | <input type="checkbox"/> | <input type="checkbox"/> | |
| | National Origin | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Ancestry | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Disability | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Sexual Orientation* | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Gender Identity* | <input type="checkbox"/> | <input type="checkbox"/> | |
| Designates a person responsible for implementation of the Plan | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Provides for communication of the policy: | | | | |
| | Within the Organization | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Outside the Organization (e.g., recruitment sources, unions) | <input type="checkbox"/> | <input type="checkbox"/> | |
| Applies to all terms and conditions of employment (e.g., hiring, placement, promotion, duties, wages, benefits, use of facilities, layoff, discipline, termination) | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Provision for: Recruitment from minority groups | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Provision for: Equal access to training programs | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Grievance Procedure | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Prohibits retaliation for filing grievances | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Workforce Breakdown (figures up to date within 6 months) | | <input type="checkbox"/> | <input type="checkbox"/> | |

BLOOMINGTON HUMAN RIGHTS COMMISSION

MODEL AFFIRMATIVE ACTION PLAN

POLICY STATEMENT

_____, Inc., declares its policy to provide equal opportunity in employment, training and advancement, and to administer its employment practices without regard to race, color, religion, sex, national origin, ancestry or disability. Our policy of non-discrimination will prevail throughout every aspect of our employment practices, including recruitment, hiring, training and all other terms and conditions of employment. We shall implement an affirmative action plan to make it widely known that equal employment opportunities are available on the basis of individual merit. We shall survey and analyze our employment workforce annually to determine what steps, if any, are needed to conform effectively with this equal employment policy.

RESPONSIBLE OFFICER

Mr. or Ms. _____ (or the _____ officer) is the equal employment opportunity officer for our company and is responsible for implementing this affirmative action policy.

PUBLICATION OF POLICY

Our employees will be made aware of our commitment to affirmative action through the following procedures:

- Posting notices on employee bulletin boards
- Including our policy statement and plan in our personnel manual
- Regularly sending out notice of our policy in paycheck envelopes
- Training supervisors to recognize discriminatory practices

We will make potential employees aware of our policy through the following procedures:

- Including the words "Equal Opportunity Employer" in all of our advertisements and notices for job openings
- Notifying employment agencies about our commitment
- Sending notice of our policy to unions

IMPLEMENTING OUR POLICY

Our Affirmative Action Plan will be implemented by widening our recruitment sources. We shall advertise in newspapers and other media that reach people in protected classes. We shall send job notices to schools with large percentages of students in the protected classes and to local groups that serve these classes.

We shall examine our hiring practices periodically to insure that we consider only job-related qualifications in filling our positions. We shall discard irrelevant educational requirements and unnecessary physical requirements. We shall retain only job-related questions on our employment application.

We shall keep affirmative action information on each applicant, but separate from his or her application. We shall keep records on our hiring decisions to evaluate the success of our affirmative action measures. We shall decide placement, duties, benefits, wages, training prospects, promotions, layoffs and terminations without regard to race, sex, religion, color, national origin, ancestry, or disability.

GRIEVANCE PROCEEDURE

If an employee feels he or she has been discriminated against on the basis of race, sex, religion, color, national origin, ancestry or disability he or she may bring the complaint to his or her immediate supervisor. If the complaint is not resolved readily at that level, he or she may submit it to _____ (personnel officer, corporate president, other) who will make a final decision on its validity. This grievance process does not preclude his or her complaining to local, state, or federal civil rights agencies. We will not retaliate against an employee or applicant for voicing a grievance or for filing a complaint with the appropriate agency.

Our current workforce breakdown is shown on the attached form.

Corporate President

Date

