

# **Town of Sterling**

## **Employment Policy**

### **General Policy Statement**

The policy of the town of Sterling is to provide equal employment opportunity to all candidates for employment or appointment and administer working conditions, benefits, privileges of employment, training, advancement, upgrading, promotion, transfers and termination's of employment for all employees without regard to race, color, religion, national origin, sex or age, physical and/or mental handicap or sexual preference.

### **Covered Individuals**

Any individual whose services are retained by the Town of Sterling and any Board or Committee to provide goods and services, be they employees, consultants, contractors, or interns.

### **Definitions**

“Affirmative Action Officer” (AAO): The Human Resources Administrator or if the Human Resources Administrator cannot serve then the Town Administrator shall serve as the Affirmative Action Officer and shall be responsible for the implementation of this policy. The Affirmative Action Officer shall report directly to the Board of Selectmen, in all matters related to EO/AA related issues.

“Disabled Person”, is any person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, has a record of such impairment, or is regarded as having such impairment.

### **Authority**

This policy is enacted by the Board of Selectmen.  
It expands on the Town's EO/AA statement that forms the Preamble of the Personnel Bylaw.

### **Policy**

The policy of the town of Sterling is to provide equal employment opportunity to all candidates for employment or appointment and administer working conditions, benefits, privileges of employment, training, advancement, upgrading, promotion, transfers and termination of employment for all employees without regard to race, color, religion, national origin, marital status, sex or age, physical and/or mental handicap or sexual preference. This policy applies to all employment decisions, and agreements and contracts for the procurement of goods and services.

October 24, 2012

**Dissemination**

For the Plan to be effective, it is crucial that it be suitably disseminated. It shall be the responsibility of the Affirmative Action Officer to properly disseminate this policy to all department heads. It shall also be the responsibility of the Affirmative Action Officer to include the Policy in the Employee Handbook, and to post a copy of this Policy on all Town building Employee bulletin boards. The Affirmative Action Officer shall work with the chief procurement officer to incorporate a nondiscrimination clause in all purchase orders, leases, and contracts for the procurement of goods and services.

**Enforcement Procedure**

Any individual who believes that he or she has been discriminated against due to an employment decision may bring his or her concern directly to the Affirmative Action Officer (AAO). If the complaint of discrimination is against the Affirmative Action Officer, then the employee may bring the complaint to the Chairman of the Board of Selectmen.

All complaints shall be provided in writing, signed and dated by the individual alleging the discrimination. The AAO or the Chairman of the Board of Selectmen who receives the complaint shall provide the complainant a written, signed and dated receipt of the complaint.

Complaints of discrimination will be thoroughly investigated and a written report prepared within thirty (30) days of receipt. If the investigation reveals that discrimination did occur, the investigating officer shall immediately inform the Board of Selectmen and the Personnel Board in writing, and document the steps taken to remedy the situation.

**Additional Remedies And Appeal Procedures**

In addition, an employee may also file a formal complaint with either or both of the government agencies listed below. The charging party must file a charge with the Massachusetts Commission Against Discrimination (MCAD) within 300 days from the date of the alleged discriminatory act. A complaint under federal law should be filed with the United States Equal Employment Opportunity Commission (EEOC) within 180 days from the date of the alleged discriminatory act. If the charge is also covered by the Massachusetts Commission Against Discrimination (MCAD), the filing 5 deadline may be extended to 300 days.

Massachusetts Commission Against Discrimination (MCAD)

Boston Office: One Ashburton Place, Room 601, Boston, MA 02108; (617) 994-6000

Worcester Office: City Hall, 455 Main Street, Room 100, Worcester, MA 01608; (508)799-8010

U. S. Equal Employment Opportunity Commission (EEOC)

John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203;

(800) 669-4000; (617) 994-6000

October 24, 2012