

City of Racine Affirmative Action Plan



City of Racine
Human Resources Department

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2023

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City of Racine Affirmative Action Plan

City Hall

730 Washington Avenue, Room 204
(262) 636-9175

POLICY STATEMENT

It is the policy of the City of Racine not to discriminate against any employee or any applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin. This policy includes, but is not limited to, the following: recruitment and employment, promotion, demotion, transfer, compensation, selection for training including apprenticeship, layoff and termination. Except with respect to sexual orientation, the City further agrees to take affirmative action to ensure equal employment opportunities.

All personnel who are responsible for hiring and promoting employees and for the development and implementation of programs or activities are required to support this program. They shall provide leadership in implementing affirmative action goals and initiatives.

The City of Racine shall comply with §62.27 Rac. Ord., s. 16.765, Wis. Stats., state regulations and federal laws relating to equal employment opportunities and affirmative action. The City shall continue to work cooperatively with internal government and community organizations to take affirmative action to ensure equal employment and advancement opportunities.

THE PREFACE

This plan, which is effective upon its adoption, is to be reviewed and updated yearly.

THE INTRODUCTION

The City of Racine's Departments that are evaluated by this report include:

1. Community Development
2. Finance and General Administration
3. Fire Protection
4. Health
5. Housing
6. Natural Resources/ Parks/ Recreation
7. Police Protection
8. Sanitation and Sewage
9. Streets and Highways
10. Utilities and Transportation

AFFIRMATION OF POLICY

The City of Racine is committed to equal employment opportunity to include but not limited to testing, interviews, hiring or termination decisions, reasonable accommodation, training, transfer, promotion, demotion, reclassification or reallocation. Any employee who feels they have been adversely affected based on their membership in any protected group, or if he/she/they feels the treatment they received was different from others they may file a complaint with the Human Resources Affirmative Action Office.

DISSEMINATION OF POLICY

This policy will be accessible to all employees, and its existence will be displayed prominently at the place of employment. All supervisors are responsible for knowing of its existence and substance, and of their responsibility for its implementation. The Human Resources Affirmative Action Officer will be available to answer all questions about the policy, or its implementation.

To communicate the policy outside the agency, the policy statement will be made available to the following:

- Labor organizations
- Employee associations

- Schools, community agencies, Jobs and Benefits offices, and similar organizations
- Job applicants
- Area minority groups and women's organizations
- Vocational rehabilitation agencies
- Employable older workers groups

In addition, an "Equal Employment Opportunity/Affirmative Action Employer" statement will be included in all job opportunity announcements and employment.

AA PLAN

OUTREACH AND RECRUITMENT

The City of Racine is committed to engaging in outreach programs in order to find qualified, female or minority persons while recruiting, interviewing, hiring, training and evaluating individuals so that each person has an equal opportunity and to give all the expectation of fairness and equity in the hiring process.

The City of Racine's plans include:

1. A minority outreach plan that places a premium on recruiting, hiring, placing, training and promoting qualified individuals while applying established non-discriminatory qualification standards and selection criteria.
 - a. Assess the potential openings within the City that are created by retirements or possibly expansion or change in responsibilities that may create openings.
 - b. Implement a job readiness program that includes community outreach efforts to give potential minority or female hires the opportunity to obtain necessary certifications or skills that make them competitive candidates.
2. Taking positive steps to attract hire and retain qualified individuals.
3. Basing all employment decisions (hiring, promotion, evaluations, etc.) upon each person's performance or the goals that have been set for a department.
4. Complying with all federal and state laws concerning the employment of minority and female employees and all applicable Wisconsin laws.

5. Investigating and taking appropriate action concerning complaints of discrimination made by any job applicants and employees, complaints of a failure to make reasonable job accommodations, or any other complaints that, if true, violate the spirit of this policy or any relevant law.
6. Cooperating with governmental agencies investigating complaints of discrimination filed by individuals and/or work groups.
7. Removing barriers to employment, whether physical, social or arising from misconceptions, concerning persons' abilities.

IMPLEMENTATION MECHANISM

Human Resources/ Affirmative Action will:

Inform each department head or hiring manager of the existence of goals in the job category at the time that a requisition is approved for recruitment.

Make a special effort to reach recruitment sourcesⁱ that may have access to qualified minorities and women and document our activities. Review selection data more frequently to evaluate participation rates for minorities and women; update the program annually and review our progress in meeting the placement goals that we have established.

Provide training to managers and supervisors to assure that they are aware of their responsibility to make fair decisions.

RESPONSIBILITY FOR IMPLEMENTATION

It is the responsibility of the Human Resources Affirmative Action Officer to meet with each department head and to assist in the development of individual plans for each agency. Implementation of the plan is the responsibility of each department. Each plan is to be reviewed on a yearly basis to monitor progress.

UTILIZATION ANALYSIS

The Affirmative Action Plan for the city of Racine began with an analysis of the workforce. The results of this analysis are available in Human Resources; a summary chart is below. Areas of under represented and under utilized groups have been identified and work with the City departments has begun.

Underrepresentation refers to the state of having a smaller percentage of an EEO group in an EEO job category than would reasonably be expected by their availability. The

narrative description of the utilization analysis is very important. A good narrative description clarifies the affirmative action planning process and the results of past efforts.

Underutilization is an area that is also being investigated to bring the City into compliance. Underutilization indicates a situation in which members of an EEO group are underemployed, i.e., working in jobs for which they are overqualified.

When this distinction is made, Underrepresentation requires increased effort in the areas of recruitment and retention; underutilization requires career counseling and stronger internal promotion procedures. Both of these areas are goals of the Human Resources Affirmative Action Office.

YEAR 2023	BLACK FEMALE	BLACK MALE	WHITE FEMALE	WHITE MALE	HISPANIC FEMALE	HISPANIC MALE	Other	Total	% Minorities	% Female
CITY ATTORNEY'S OFFICE	-	-	4	3	1	-	-	8	13%	63%
DEPARTMENT OF CITY DEVELOPMENT	3	3	7	12	4	1	-	30	37%	47%
DEPARTMENT OF PUBLIC WORKS	2	33	4	66	1	17	1	124	43%	6%
FINANCE DEPARTMENT	2	-	10	1	5	-	-	18	39%	94%
FIRE DEPARTMENT	-	6	7	112	1	11	5	142	13%	6%
HEALTH DEPARTMENT	1	1	16	4	1	-	-	23	13%	78%
HUMAN RESOURCES DEPARTMENT	4	-	2	-	1	-	-	7	71%	100%
INFORMATION SYSTEMS	-	-	5	2	-	1	-	8	13%	63%
LIBRARY	2	2	12	5	4	-	2	27	30%	67%
MAYOR'S OFFICE	-	-	1	2	-	1	-	4	25%	50%
MUNICIPAL JUSTICE	-	-	2	-	-	-	-	2	0%	100%
PARKS REC & CULT SVCS DEPT	1	3	5	22	1	5	-	37	27%	19%
POLICE DEPARTMENT	6	15	39	103	7	18	3	191	24%	27%
TRANSIT	18	12	11	13	1	9	-	64	63%	47%
WATER/WW DEPARTMENT	-	6	11	65	6	9	-	97	22%	18%
Total --->	39	81	136	410	33	72	11	782	29%	27%

Review our selection process to determine if we need to modify any aspects of the process that may be a deterrent to our having a work force that is fully representative of qualified minorities and women.

Snap shot of current staffing levels 12/01/2023 Breakdown of City of Racine Workforce (1): Currently (2):			
White Male	52.4%		
Female	26.6%		
African American	15.3%		
Hispanic	13.4%		
Asian	0.8%		
Native American	0.1%		
Hiring: January 1, 2023 – December 31, 2023		Terminations: January 1, 2023 – December 2023	
B – White Male	51	B – White Male	37
C – Black Male	21	C – Black Male	12
D – Hispanic Male	14	D – Hispanic Male	3
E – Asian Male	0	E – Asian Male	0
F – Native American	1	F – Native American	0
G – White Female	18	G – White Female	15
H – Black Female	6	H – Black Female	6
I – Hispanic Female	7	I – Hispanic Female	6
40% Minority		34% Minority	
26% Female		34% Female	

(1) Full time employees only

(2) Adds up to more than 100% because gender and minority status normally appear in 2 areas.

CITY OF RACINE
ANTI-HARASSMENT POLICY



City of Racine
Human Resources Department

THE ANTI-HARASSMENT POLICY

Harassment can have a devastating effect in the workplace. The effects of sexual and other types of harassment can range from loss of worker productivity to monetary losses to the agency, supervisor, and possibly to the person accused of the act.

Every employee has the right to a workplace free of harassment. A comprehensive harassment policy has been developed that will address and deal with sexual and other harassment.

Each individual has the right to work in a professional atmosphere which promotes equal opportunities and prohibits discriminatory practices, including sexual harassment. The city Of Racine is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, religion, sexual orientation or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person undermines the integrity of the employment relationship and is strictly prohibited. For example:

- i. Verbal: sexual innuendoes, suggestive or insulting comments or sounds, jokes teasing of a sexual nature, sexual propositions or threats, continuing to express personal interest after being informed the interest is unwelcome.
- ii. Visual: sexually suggestive objects, pictures, or letters; leering, whistling, or obscene gestures;
- iii. Physical: unwanted physical contact, including touching, pinching, brushing the body, impeding or blocking movement, sexual intercourse or assault.

It is no defense to a claim of sexual harassment that the alleged harasser did not intend to harass.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Human Resources Affirmative Action Office.

Employees can raise concerns and make reports without fear of retaliation. Retaliation is a form of harassment or employee misconduct and is considered a violation of the City of Racine Policy for Sexual and Other Unlawful Harassment and shall be handled by the same complaint procedure established for this policy.

Any supervisor, manager or director who becomes aware of possible sexual or other unlawful harassment must promptly advise the Affirmative Action Human Resources Officer or the Human Resources Director who will assist in handling the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

INDIVIDUALS COVERED UNDER THE POLICY

This policy covers all individuals in the workplace. The City of Racine will not tolerate, condone or allow harassment, whether engaged in by fellow employees, supervisors, or by outside clients or other non-employees who conduct business with The City. The City of Racine encourages reporting of all incidents of Quid pro Quo or Hostile Workplace harassment, regardless of who the offender may be, or of the offender's relationship to the City.

REPORTING A COMPLAINT

While The City of Racine encourages individuals who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome, the City also recognizes that power and status disparities between an alleged harasser and a target may make such a confrontation impossible. In the event that such informal, direct communication between individuals is either ineffective or impossible, the following steps should be followed in reporting a sexual harassment complaint.

1. **Notification of Appropriate Staff** Individuals who believe they have been subjected to sexual harassment should report the incident to the Human Resources Affirmative Action Office (262) 636-9599. An individual also may choose to report the complaint to his/her supervisor. If the supervisor successfully resolves the complaint in an informal manner to the complainant's satisfaction, **the supervisor must file a**

confidential report to Affirmative Action Human Resources about the complaint and resolution so that the City will be aware of any pattern of harassment by a particular individual and will also be aware of all complaints of sexual harassment on a City-wide basis. If the supervisor does not successfully resolve the complaint informally, manner, a written report must be made to the Human Resources Affirmative Action Office immediately.

2. **Description of Misconduct** An accurate record of objectionable behavior or misconduct is needed to resolve a formal complain of sexual harassment. Verbal reports of sexual harassment must be reduced to writing by either the complainant or the individual(s) designated to receive complaints, and must be signed by the complainant. Individuals, who believe that they have been or are currently being harassed, should maintain a record of objectionable conduct in order to prepare effectively and substantiate their allegations. While the City encourages individuals to keep written notes in order to accurately record offensive conduct or behavior, the employer hereby notifies all employees that, in the event that a lawsuit develops from the reported incident, the complainant's written notes might not be considered privileged or confidential information.
3. **Timeframe for Reporting Complaint** The City of Racine encourages a prompt reporting of complaints so that rapid response and appropriate action may be taken. This policy not only aids the complainant, but also helps to maintain an environment free from discrimination for all employees. Employees should also be aware of the time limits imposed by local, state and national governmental agencies for the filing of complaints of harassment or discrimination; those time limits are posted on the official notices which are prominently displayed on bulletin boards

INVESTIGATING THE COMPLAINT

1. **Confidentiality** Any allegation of sexual harassment brought to the attention Human Resources Affirmative Action Office will be promptly investigated. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

2. **Identification of Investigators** Formal complaints will be investigated by the Affirmative Action Human Rights Commission.
3. **Investigation Process** In pursuing the investigation, the Commission will try to take the wishes of the complainant under consideration, but will thoroughly investigate the matter, keeping the complainant informed as to the status of the investigation.

RESOLVING THE COMPLAINT

In order to minimize the damage to the City, the complainant and the alleged harasser to the full extent possible, the Commission will complete the investigation of a sexual harassment complaint and will communicate its findings and intended actions per Ordinance (Code 1973, § 3.40.054; Ord. No. 8-92, pt.1, 4-2-92) If the investigation finds that harassment occurred, the harasser will be subject to appropriate disciplinary procedures, as listed below. The complainant will be informed of the disciplinary action taken. If the investigation determines that no sexual harassment has occurred, this finding will be communicated to the complainant in an appropriately sensitive manner. If the investigation cannot determine whether or not sexual harassment has occurred, this finding will be communicated to the complainant and the alleged harasser, and the matter will be recorded as unresolved. Both the complainant and the alleged harasser will be informed again of the procedures set forth in this sexual harassment policy, including the appeal process contained below.

Sanctions Individuals found to have engaged in misconduct constituting sexual harassment will be severely disciplined, up to and including discharge. Appropriate sanctions will be determined by the appropriate officials. In addressing incidents of sexual harassment, the employer's response at a minimum will include reprimanding the offender and preparing a written record. Additional action may include: referral to counseling, withholding of a promotion, reassignment, temporary suspension without pay, financial penalties or termination. This policy is designed to protect all employees from harassment in any way associated with the workplace or work environment, no matter who the harasser is. Although the employer's ability to discipline a non-employee harasser may be limited by the degree of control, if any, that the employer has over the alleged harasser, any employee or partner who has been subjected to sexual harassment should file a complaint and be assured that action will be taken. Such action may include closing business with a client, reporting a

client contact to his or her employer, reporting a public official to an appropriate agency, or any other appropriate action to protect employees.

1. **Appeal Process** If any party directly involved in a sexual harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The dissatisfied party should submit his/her written comments in a timely manner to the Commission or to external counsel.

MAINTAINING A WRITTEN REPORT OF THE COMPLAINT

The employer shall maintain a complete written record of each complaint and how it was investigated and resolved. Written records shall be maintained in a confidential manner in the Human Resources Affirmative Action Office. Written records will be maintained for 7 years from the date of the resolution unless new circumstances dictate that the file should be kept for a longer period of time.

PROTECTION AGAINST RETALIATION

Retaliation is a serious violation of this harassment policy and should be reported immediately. Any person found to have retaliated against another individual for reporting sexual harassment will be subject to the same disciplinary action provided for sexual harassment offenders (see "Resolving the Complaint" above).

EEO/AA OFFICER INFORMATION

The City of Racine Human Resources Affirmative Action Officer:

Rashanda Cainion
City Hall
730 Washington Avenue Room 204
Racine, WI 53403
(262) 636-9599

Reports to the Director of Human Resources:

La’Neka Horton
City Hall
730 Washington Avenue, Room 204
Racine, WI 53403
(262) 636-9589

The Affirmative Action Officer has duties that include but are not limited to:

- Developing, implementing and maintaining the Human Resources Department's EEO/AA program
- Investigating employee complaints and counseling supervisors and employees to resolve complaints informally and recommending the disposition of unresolved complaints to the department head
- Keeping departments' management informed of the latest developments in Affirmative Action
- Conducting studies of the EEO/AA program to determine deficiencies and to assess progress toward goals. Monitoring selection/hiring practices to ensure compliance with EEO/AA goals.

AFFIRMATIVE ACTION HUMAN RIGHTS COMMISSION

The Commission consists of nine members and is appointed by the mayor, subject to confirmation by the common council. Two of the members are alderman and one shall be a lawyer Per Ordinance the Commission acts in the capacity of investigator in terms of discrimination complaints and as an advisory commission to the Human Resources Affirmative Action Officer, who serves as an ex officio member.

The current Commission members are:

Ald. Sam Peete	Vacant
Atty. Carmen Lassiter Ayers	Roy Carter
Barbara Farrar	Don Nielsen
Mary Coleman	Samantha Altamirano
Rashanda Cainion (Affirmative Action Officer)	

**DUTIES AND POWERS OF THE COMMISSION ARE DESCRIBED BY
ORDINANCE.**

The Commission shall have the following powers and duties:

1. To annually review, approve and recommend the affirmative action goals and timetables as proposed by the affirmative action officer
2. To advice affected and/or underrepresented groups of their rights under the affirmative action plan
3. To disseminate information and to attempt by means of discussion as well as other proper means to educate the people of the City to a greater understanding, appreciation and practice of equal rights and affirmative action to the end that the City will be a better place in which to live.
4. To adopt such rules and regulations as may be necessary to carry out the purposes and provisions of this article. Such rules and regulations shall be filed with the city clerk and a copy thereof mailed to each member of the common council.
5. To develop and review the contract compliance requirements of the City and to develop a policy with respect to vendors and contractors.
6. To make recommendations to the common council so as to bring all appropriate ordinances into conformity with the policies of this article, if necessary.
7. The commission shall be an advisory body to the mayor and the common council and may study and investigate problems relating to discrimination and denial of rights by reason of age, sex, race, disabled veteran's status, creed, color, national origin, disabilities, marital status, familial status, sexual orientation or economic status and shall make such recommendations to the mayor and common council as it deems necessary to eliminate problems of discrimination in the City. The commission shall receive and investigate complaints of and initiate its own investigations of any practice of discrimination against any person within the City because of age, sex, race, disabled veteran's status, creed, color, national origin, disabilities, marital status, sexual orientation, familial status or economic status.
8. To receive complaints alleging violation of this article arising from bona fide actions and to attempt to eliminate by means of conciliation, education or other means.

In those cases where the commission obtains compliance with this article or the commission finds that the complaint is without foundation, no public disclosure shall be made by the commission of the names of the persons named in the complaint, unless requested by the respondent.

9. To compel the attendance of witnesses and the production of all papers and records by subpoena, when necessary, for the purpose of its hearings under section 62-42.
(Code 1973, § 3.40.046; Ord. No. 8-92, pt. 1, 4-20-92)

City of Racine Human Resources/ Affirmative Action Office
Racine City Hall, Room 204
730 Washington Avenue
Racine, Wisconsin 53403
(262) 636-9589, Fax (262) 636-9585

AFFIRMATIVE ACTION/HUMAN RIGHTS COMMISSION
DISCRIMINATION COMPLAINT FORM

Case Number _____
Name of Complainant: _____
Address: _____
City, State, Zip Code: _____
Home, Work Telephone Numbers: _____

Name of Respondent (Person against whom the complaint is being filed): _____
Address: _____
City, State, Zip Code: _____

COMPLAINT AREA: (Please Check the appropriate box)

- ☐ Accessibility (please check and indicate if your complaint is a service or an employment problem in the "Issue" section below)
- ☐ Employment
- ☐ Eligibility
- ☐ Housing
- ☐ Services

Issue: (Check one and cite reason)

- ☐ Employment _____
(Discharge, Harassment, Discipline, Accommodation, Hire, Promotion, Training, Retaliation, Other)
- ☐ Services _____
(Accommodation, Service (treatment or refusal))

BASIS: (Cite Reason)

Age, Race, Marital Status, Religion, Sex, Sexual Orientation, Disability, Physical Accessibility, Programmatic Accessibility, Political Affiliation, Color, Creed, Ancestry/Heritage, National Origin, Veteran's Status, Arrest Record or Conviction Record)

Please describe the action you believe to be discriminatory. Be specific about dates, times, incidents and places. Include names address and phone numbers of any witnesses of any individuals involved in each of the incidents reported (additional sheet(s) may be attached.

Description of the relief or satisfaction you feel would resolve your complaint.

STATE OF WISCONSIN)

)
COUNTY OF RACINE)

The undersigned, being first duly sworn, on oath deposes and says that he/she is the complainant in this action; that he/she has read the foregoing complaint and knows the contents thereof, and that the same is true to his/her knowledge.

Complainant

Date

Subscribed and sworn to before me on

This _____ day of _____, 20_____.

Notary Public, Racine County, Wisconsin

My Commission expires on _____

Statistical Information

You are: ____ Male ____ Female Date of birth _____

- ☐ African-American
- ☐ Asian/Pacific
- ☐ Native American/Aleutian
- ☐ Hispanic/Latino
- ☐ White (Non-Hispanic)
- ☐ Multiple Race (also check boxes which apply above)
- ☐ Other (Specify)

FOR OFFICE USE ONLY

<p>Informal Complaint</p> <p>Date Received _____</p> <p>By _____</p> <p>Title _____</p> <p>Agency _____</p>	<p>Action_Taken _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Actions and Individuals to be investigated</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Further Action Required</p> <p>Yes ____ No ____</p> <p>If yes, what action is recommended?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Findings _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(Must complete within 30 days)</p>	<p><u>Written Response sent to complainant on</u></p> <p>Signed _____</p> <p>Print name _____</p> <p>_____</p>

ADA COMPLAINT FORM

Date _____

Problem:

- ☐ Not selected for interview
- ☐ Not selected after interview
- ☐ Other _____

Job Title _____

Department _____

Comments _____

Additional Information Attached: _____ Yes _____ No

Fill in if you would like a response

<p>I would like the City to respond to my comments by: __Telephone __Letter __Other _____</p> <p>Name: _____</p> <p>Address: _____ _____ _____</p> <p>Telephone: _____</p>
--

Response Date: _____

<p>Recruitment sources include but are not limited to:</p> <p>Online: http://www.milwaukeejobs.com http://www.indeed.com http://www.jobcenterofwisconsin.com http://www.governmentjobs.com</p> <p>Posted to the following through http://www.milwaukeejobs.com:</p> <p>Community Re-Entry Program 214 Seventh St. Racine, WI 53403 Frank James II</p> <p>Disabled American Veterans – Racine Chapter Seventh St. Racine, WI 53403 Bob Almaraz</p> <p>Dress for Success – Racine 1220 Villa St. Racine, WI 53403 Meline Grigorian</p> <p>Lakeside Curative Services, Inc. 2503 Lincolnwood Ct. Racine, WI 53403 Sam Pena</p> <p>Life’s Transitions, Inc. 1220 Mound Ave. Ste 301 Racine, WI 53404 Desiree Veasey</p> <p>Partners in Employment 3502 Douglas Ave. Racine, WI 53402 Trish Wilmer</p>	<p>Posted to the following through http://www.milwaukeejobs.com:</p> <p>Racine County Division of Vocational Rehabilitation Racine, WI 53403 Patricia Johnson</p> <p>Racine County Workforce Development Center - Veterans Services 1717 Taylor Avenue Racine WI 53403 Thomas Pitchford</p> <p>Safe Haven of Racine, Inc. 1030 Washington Ave. Racine, WI 53403 Laura Lipton</p> <p>Society’s Assets Inc. – Racine 5200 Washington Ave. Racine, WI 53406</p> <p>Urban League of Racine and Kenosha 718 Memorial Drive Racine, WI 53404 Janet Green</p> <p>Young Professionals of Racine 300 Fifth St. Racine, WI 53403 Dana Grueter</p> <p>YWCA of Racine 740 College Ave. Racine, WI 53403 Lynn Lanouette</p>
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