

THE VILLAGE OF ALGONQUIN EMPLOYMENT OUTREACH PROGRAM

STATEMENT OF POLICY

This statement of policy is developed by the Village of Algonquin, Illinois, (hereafter referred to as the Village) for the purposes of crystallizing the absolute and total commitment of the Village to equal treatment of all citizens and employees of the Village and to extend to those persons the assurance that the concepts of equal opportunity does, has and shall continue to pervade every aspect of the operations of the Village's Municipal Government.

The Board of Trustees will exert effort to assure that this statement of policy is a viable aspect of our community to the point that, where by the actual implementation of these concepts, there will soon be no need to set forth such policy as a separate and distinct document.

AN EQUAL OPPORTUNITY EMPLOYER

The Village in an equal opportunity employer within every definition of the concept. The Village subscribes to and follows all Federal and State standards, guidelines, laws, statues and administrative regulation governing the offering of employment, hiring and promotional opportunities to all persons, regardless of race, creed, color, sex, national origin, age, disability or handicap, veteran status, marital status, lifestyle, or any other class protected by law.

This position shall be clearly stated within or on all official Village documents relating to employment, publications having to do with employment and any media used for recruitment of qualified candidates.

The implementation of an Employment Outreach Program by the Village does not by any means suggest that there have occurred any prior instances of discrimination. Also, implementation of this program is not intended to create or confer on any person or organization any rights or causes of action which have not heretofore existed in law.

MISSION STATEMENT

To provide our constituents with the best quality of municipal service while utilizing our tax dollars efficiently and effectively.

GOALS AND OBJECTIVES

The Employee Outreach Program (hereafter referred to as the Program) shall encourage and promote application by all individuals for employment by the Village. The goal of the Program is to achieve a work force of fully qualified employees and appointees who mirror the demographic makeup of the community.

REINFORCEMENT OF THE VILLAGE'S EQUAL EMPLOYMENT OPPORTUNITY POLICY

Immediately upon the adoption of this Program by the Village Board the Human Resources Director will cause to be prepared sufficient copies of this program for distribution to all Elected Officials, Department Heads, and Village Employees and all persons who seek information concerning employment by the Village.

It is the duty of every Department Head to insure that each employee subject to his or her direction is personally given a copy of the Program and afforded sufficient information concerning the Program to establish, without a doubt, that the Program expresses the official policy of the Village.

All elected officials of the Village shall maintain an availability to speak publicly and privately to community groups concerning the Program, its implementation and its effectiveness.

IMPLEMENTATION OF THE PROGRAM

The Program will be initiated through meetings between the Human Resources Committee and the Human Resources Director. These meetings will serve to further clarify the means of accomplishing the Programs objectives.

The Algonquin Employment Outreach Committee shall maintain, for review, a current and accurate report of the Village's work force. This report shall include, but not be limited to position, wage, tenure, age, sex and race. The Committee will also provide the most recent demographic data as provided by Census and a current assessment of the number of women/minority group members available in the local labor force who possess the required skills as provided by the local employment security agencies or the US Department of Labor.

A utilization analysis shall be created from a comparison of the current work force and the available statistical data on a yearly basis.

A copy of the most current census data and yearly statistics on available local employment shall be maintained by the Human Resources Director.

RESPONSIBILITIES OF VILLAGE MANAGER AND HUMAN RESOURCES DIRECTOR

The Human Resources Director will have primary responsibility for the implementation and monitoring of the Employment Outreach Program.

The Village Manager will have final responsibility for the enforcement of this Program and may suggest official action considered by the Board to be appropriate.

RESPONSIBILITIES OF THE HUMAN RESOURCES DIRECTOR

The Human Resources Director shall maintain the complete file of the Village of Algonquin's Employment Outreach Program. These records shall be accessible to the general public in compliance with all relevant State and Federal Laws.

RESPONSIBILITIES OF THE DEPARTMENT HEADS

It shall be the responsibility of the Department Heads to comply with, in letter and in spirit, this Employment Outreach Program. The Department Heads shall assume such other responsibilities and duties as may be assigned to him or her by the Village Manager.

CONCLUSION

The Village, with its diverse group of residents, its vibrant background and its promise and anticipation for the future, can take no other course but to continue to embrace and concept of equal employment opportunity and to demonstrate those ideals by implementing an Employment Outreach Program.

The fulfillment of Algonquin's Affirmative Action Policy will be achieved through the hiring and promotion of municipal employees pursuant to the guidelines as detailed within this Employment Outreach Program. It is not the goal of the Program to sacrifice the quality of the Village's work force. The Village will hire only fully qualified individuals. The Employment Outreach Program in no way establishes quotas or provides for the discrimination of non-minority applicants.

The Village Board is committed to ensuring that the Program is and will continue to be fully consistent with all applicable Federal and State laws and statutes.