

Town of South Windsor

**AFFIRMATIVE
ACTION
PLAN**

2019

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INTRODUCTION

This document is the 2019 Affirmative Action Plan for the Town of South Windsor, Connecticut.

The Town of South Windsor is located on the east side of the Connecticut River and is bordered by Vernon, Ellington, Manchester, Hartford, East Windsor, Windsor, and East Hartford. It is approximately eight miles from the capital city of Hartford.

The Town of South Windsor is a local government with a Council-Manager form of government. The Town Council is the policy-forming and budgetary authority. The Town Manager is the Chief Executive Officer who is concerned with administrative and personnel functions.

CONFIDENTIALITY

The material set forth in this program is deemed to be confidential commercial and financial data, the public disclosure of which could cause substantial competitive harm to Town of South Windsor (hereinafter "Town"). In addition, all statistical components of this program, including any and all data pertaining to employee compensation, workforce structure (including the ratios between and among job groups and EEO-1 categories), the organizational profile (*i.e.*, organizational display and/or workforce analysis), final availability and placement rate goals, job group analysis report, identification of problem areas and supporting information pertaining to employment activity, determinations of adverse impact and determinations of problems in workforce distribution and employment policies and practices, or the analyses of any of the foregoing, are deemed to constitute trade secrets, operations information, confidential statistical data and other confidential commercial and financial data within the meaning of the Freedom of Information Act (FOIA), 5 U.S.C. § 552 *et. Seq.*, Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e *et. seq.*, the trade Secrets Act, 18 U.S.C. § 1905, and 44 U.S.C. § 3508, the disclosure of which is prohibited by law and would subject the individual making the disclosure to criminal and/or civil sanctions. This material has not been disclosed to the public, and should not be, since the disclosure could cause substantial competitive harm to the Town. Therefore, in accordance with 29 C.R.F. § 70.26(c) – (e), we expect that the Town will be notified in writing by the agency prior to disclosure of any request for information pertaining to all or any part of this program, and that the Town shall be given opportunity to present its objections to disclosure.

PRELIMINARY STATEMENT

The Town of South Windsor has prepared this affirmative action program voluntarily as a reaffirmation of its commitment to equal employment opportunity and affirmative action. In preparation of this plan, the terminology in Executive Order 11246 and its implementing regulations has been used as a guide. Therefore, the use of such terms as "deficiency," "underrepresentation," "concentration," "expected number," "problem area," "affected class," etc., should not be construed as an admission that in fact either minorities or women have been or presently are being discriminated against in any way in violation of federal, state, or local fair employment practices laws. Further, nothing contained in this material or the data supporting this program should be construed as an admission by the Town that it has contravened any such federal, state, or local fair employment practices laws.

In developing and implementing this program, the Town has been guided by its established policy of providing equal employment opportunity. Any goals that are established herein are not intended as rigid, inflexible quotas that must be met, but rather as targets reasonably attainable by applying every good faith effort in implementing this program. The use of goals in this program is not intended to discriminate against any individual or group of individuals with respect to any employment opportunity for which they are qualified on the grounds that they are not the beneficiaries of affirmative action themselves. Nothing herein is intended to sanction the discriminatory treatment of any person. Thus, this plan has been developed in strict reliance upon the affirmative action guidelines issued by the Equal Employment Opportunity Commission (EEOC). *Affirmative Action Appropriate Under Title VII of the Civil Rights Act of 1964, As Amended*, 29 C.F.R. Part 1608.

AFFIRMATIVE ACTION PLAN

The Town Council and the Town Manager reaffirm the Town's policy of equal employment opportunity based on Personnel Rules revised in 1978 as amended. No person in the classified service of the Town of South Windsor or seeking admission thereto shall be appointed, promoted, removed, or in any way favored or discriminated against because of sex, religion, national origin, race, color, disability or age. Each applicant for Town employment is considered on the basis of his or her qualifications for the job. All employees are given equal consideration in compensation benefits and promotional opportunities without regard to race, color, religion, sex, age, national origin or disability to the extent required by law. This policy is adopted in order to promote the objectives of the federal Fair Employment Practices Act and the State of Connecticut's Fair Employment Practices Act to assure that all employees are accorded equality of opportunity in employment.

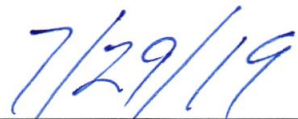
In the implementation of this policy, the Town Manager exercises personal leadership in establishing, maintaining and carrying out the Town's affirmative action efforts. For assistance in carrying out these policies, the Town Manager may delegate responsibilities and authority in implementing equal employment responsibilities.

The Town Manager shall develop and recommend updated plans for implementing the Town's equal employment opportunity objectives. Personnel hiring patterns within the Town employee population shall be monitored and the Town's personnel activities shall be appraised to identify any deficiencies existing in equal employment opportunities. With the Manager's approval and within merit system procedures, necessary remedial steps will be taken to deal with program shortcomings.

Positive action and initiative must be taken if employment is to be open to all. Accordingly, target goals will be established (and reviewed from time to time) and good faith effort by all Town department heads in helping to achieve such goals will be required. Selection and advancement must be based on merit principles - the ability and potential to do a job. The Town must reach out and draw upon all possible sources so that men and women of all backgrounds are aware of job openings or promotion opportunities with the Town and have an equal opportunity to compete and advance themselves.



Michael Maniscalco, MPA
Town Manager



Date

AFFIRMATIVE ACTION PLAN
FOR
VETERANS AND INDIVIDUALS WITH DISABILITIES

FACILITY: Town of South Windsor

ADDRESS: 1540 Sullivan Avenue, South Windsor, CT 06074

ESTABLISHMENT IDENTIFICATION NUMBER:

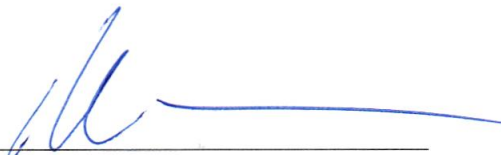
FACILITY EEO-4 IDENTIFICATION NUMBER:

DUN AND BRADSTREET IDENTIFICATION NUMBER: 081302234

DATE OF AAP: January 1, 2007 to Present

TOWN OFFICIAL: Michael Maniscalco, MPA
Town Manager

EO OFFICER: Vanessa Perry, MPA
Assistant Town Manager / Human Resources Director



Michael Maniscalco, MPA
Town Manager

AFFIRMATIVE ACTION PLAN
FOR
VETERANS AND INDIVIDUALS WITH DISABILITIES
(41 CFR 60-250 and 60-741)

This section of the Affirmative Action Plan addresses individuals with disabilities, special disabled veterans, veterans of the Vietnam era, and other protected veterans, in compliance with Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 USC 4212, and the implementing regulations at 41 CFR Chapter 60. The Veteran's Employment Opportunity Act of 1998 expanded affirmative action coverage to veterans who served on active duty during a war or any campaign or expedition for which the award of a campaign badge has been authorized. The Veterans Benefit and Health Care Improvement Act of 2000 further expanded coverage to recently separated veterans. This AAP applies to all covered veterans as defined under the Veterans Employment Opportunity Act of 1998 and the Veterans' Benefits and Health Care Improvement Act of 2000. In this AAP, we will refer to Vietnam Era Veterans, special disabled veterans, other protected veterans, and recently separated veterans as "covered veterans." The following definitions are used in the Plan:

An individual with a disability is anyone who:

- has a physical or mental impairment which substantially limits one or more of his/her major life activities (e.g., communication, socialization, education vocational training, transportation housing, and employment), or
- has a record of such impairment or is regarded as having such an impairment.

A special disabled veteran is a person who:

- (i) is entitled to compensation under the laws administered by the Veterans Administration for a disability rated at 30 percent; or rated at 10 or 20 percent if it has been determined that the individual has a serious employment disability; or (ii) was discharged or released from active duty because of a service-connected disability.

A veteran of the Vietnam era is a veteran who:

- (a) served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred (i) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) between August 5, 1964, and May 7, 1975, in all other cases; or (b) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed (i) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) between August 5, 1964, and May 7, 1975, in all other cases.

An other covered veteran is a person who:

- served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized

A recently separated veteran is:

- any veteran during the one-year period beginning on the date of such veteran's discharge or release from active duty.

AFFIRMATIVE ACTION PLAN
FOR
WOMEN AND MINORITIES

FACILITY: Town of South Windsor

ADDRESS: 1540 Sullivan Avenue, South Windsor, CT 06074

ESTABLISHMENT IDENTIFICATION NUMBER:

FACILITY EEO-4 IDENTIFICATION NUMBER:

DUN AND BRADSTREET IDENTIFICATION NUMBER: 081302234

DATE OF AAP: January 1, 2007 to Present

TOWN OFFICIAL: Michael Maniscalco, MPA
Town Manager

EO OFFICER: Vanessa Perry, MPA
Assistant Town Manager / Human Resources Director

Michael Maniscalco, MPA
Town Manager

COMMITMENT TO OUR COMMUNITY

(list events, etc., here that benefitted the community, such as United Way events, support our troops, walk-a-thons, any other charitable involvement; also list if any key leaders are on boards of community organizations)

United Way –	Employee pledge
Dress Down for Charity –	Employee pledge South Windsor Food & Fuel Bank South Windsor Operation Graduation Lee National Denim Day
Walk for Hunger –	through Department of Human Services
American Red Cross –	Blood Drives (2 or 3 a year)
South Windsor Alliance for Families	Seven (7) staff members participate as members

ORGANIZATIONAL PROFILE

As required by 41 C.F.R. § 60-2.11, the Town has prepared an organizational profile for this establishment as part of its affirmative action program. The Town has elected to use an organizational chart to satisfy this requirement, pursuant to 60-2.11 (c). We have listed each job title as it appears in our payroll records, ranked from the lowest paid to the highest paid within each department, including department or unit supervisors.

A typical line of progression consists of movement within job groups as well as movement to a job group at a higher level.

For each job title, the total number of incumbents, the total number of male and female incumbents, and the total number of male and female incumbents in each of the following groups is given: Blacks, Hispanics, Asians/Pacific Islanders, and American Indians/Alaskan Natives.

The wage rate or salary code for each job title is provided. All job titles, including all managerial job titles, are listed.

See Organizational Profile/Work Force Analysis accompanying this Plan.

DESIGNATION OF RESPONSIBILITY

[41 C.F.R. § 60-2.17(a)]

Pursuant to the requirement of 41 C.F.R. § 60-2.17(a), the Town has assigned Vanessa Perry as the official of this establishment responsible for the implementation of equal employment opportunity and the affirmative action program (EEO/AAP Officer).

This official's position description includes her EEO/AAP Officer responsibilities.

To ensure effective implementation of the affirmative action program, the EEO/AAP Officer has the authority, resources, support of and access to the establishment's senior executives. The EEO/AAP Officer's responsibilities include, but are not limited, to:

- Conducting or participating in in-depth analyses of the establishment's total employment process to determine whether and where impediments to equal employment opportunity exist. (Identification of Problem Areas)
- Developing and implementing action-oriented programs designed to correct problem areas identified. (Action Oriented Programs)
- Designing and implementing auditing systems to ensure implementation of the affirmative action program. (Internal Audit and Reporting System)
- Reviewing internal EEO reports with all levels of the establishment's management team on a scheduled basis. (Internal Audit and Reporting System)
- Advising top management at the establishment of the program's effectiveness and submitting recommendations to improve unsatisfactory performance. (Internal Audit and Reporting System)
- Drafting appropriate portions of the affirmative action program consistent with the implementation of the Town's affirmative action policies and procedures.
- Serving as a liaison between the government and the establishment.
- Serving as a liaison between the establishment and appropriate organization in the community upon which the Town may rely in fulfilling program obligations.

RESPONSIBILITY FOR IMPLEMENTATION

41 CFR 60-741.44(i); 250.44(i)

The Human Resources Department has the support of senior management in the implementation of the Town's AAP. The responsibilities of this department include:

1. Developing and recommending corporate policies and programs that are responsive to affirmative action requirements
2. Auditing the AAP to ensure compliance with federal regulations.
3. Communicating corporate equal opportunity policies, programs, and procedures.
4. Responding to compliance audits conducted by the Office of Federal Contract Compliance Programs and state and local compliance agencies. Directing development, update, and submission of affirmative action plans.

5. Reviewing business policies and practices to ensure that they do not unlawfully discriminate against minorities, women, covered veterans, and persons with disabilities.
6. Speaking before industry and community groups about the Town's affirmative action policies, programs, and progress.
7. Preparing VETS-100 and EEO-4 Reports for the Town

The management and supervisory personnel at the Town are evaluated annually on how well they execute their EO responsibilities. They are charged with the following responsibilities in the implementation of our Affirmative Action Plan:

1. Working with EO Officer to establish objectives and plan action steps in support of the Affirmative Action Plan for Veterans and Individuals with Disabilities.
2. Considering affirmative action objectives when making hiring, job progression, or other personnel decisions.
3. Providing the EO Officer with required personnel information.
4. Ensuring fair treatment of all employees.
5. Taking actions to prevent harassment of employees and taking prompt and appropriate action if harassment occurs.

Employees also have equal opportunity and affirmative action responsibilities as follows:

1. Treating other employees fairly and with respect
2. Not harassing other employees or making insulting remarks about another employee's race, sex, age, religion, sexual orientation, citizenship, national origin, veteran status, or disability.
3. Discussing concerns about unfair or discriminatory treatment with management or the Human Resources Department so that appropriate action may be taken.

INTERNAL DISSEMINATION OF POLICY

41 CFR 60-741.44(g); -250.44(g)

The Town's commitment to affirmative efforts to recruit, employ, train, and promote individuals (including those with disabilities and covered veterans) is included in our Town Equal Employment Opportunity Policy statement. This statement is provided to all employees and is posted prominently on bulletin boards throughout the Town offices.

A confidential form is available to all employees who wish to self-identify their disability or veteran status. This form is used as input to our computerized human resources management system and facilitates our record keeping procedures. More importantly, it enables us to monitor our efforts to hire, train, and promote qualified covered veterans and persons with disabilities.

Articles on persons with disabilities and covered veterans are periodically included in a variety of Town publications.

Ongoing dialogue is held within the Human Resources Department to discuss policy, new developments in the field of equal opportunity, and Town initiatives.

All supervisors and managers are informed of the Equal Opportunity Policy and their responsibilities by their management and EO Officer at regular staff meetings.

The Town's Equal Opportunity Policy is communicated to non-management employees by their supervisors and is displayed on bulletin boards where other employee notices are posted.

A copy of the Affirmative Action Plan is available for review, upon request, by employees and applicants for employment. Copies are retained by the EO Officer.

The Town Personnel Rules and Regulations summarizes the Town's Equal Opportunity Policy and commitment to affirmative action. All employees certify to Human Resources that they have received a copy.

The Town of South Windsor Handbook, an employee handbook, summarizes key personnel policies and programs including information on the Town's Equal Opportunity Policy. All employees are provided a copy of the handbook.

During the annual performance appraisal process, all supervisory and management personnel are evaluated on how well they have executed their human resources responsibilities. Equal Opportunity is an important aspect of human resources management.

In addition, members of middle and upper management are evaluated for bonus awards on several factors, one of which is human resource development which includes affirmative action through their work force diversity initiatives.

Equal Opportunity and affirmative action issues are discussed in several venues offered by the Town, such as new hire orientation, supervisory orientation, and outside training sessions

EXTERNAL DISSEMINATION OF POLICY, OUTREACH, AND POSITIVE RECRUITMENT

41 CFR 60-741.44(f); -250.44(f)

We communicate our Equal Opportunity Policy and Affirmative Action Plan to recruiting sources and local organizations serving people with disabilities and covered veterans. Covered veterans and persons with disabilities having requisite skills are recruited through affirmative action measures.

When appropriate, we send information on job openings to America's Job Bank and the State Employment Service. All of our positions for which we are seeking external candidates are posted on our website.

A variety of organizations are contacted for referrals. Formal briefing sessions may be held on Town premises or off-site with members of these organizations in order to communicate our employment needs, explain our hiring procedures, describe the types of openings we have, and arrange for referrals of applicants. These briefings result in a dialogue that continues on an ongoing basis throughout the year. All employees are encouraged to refer qualified applicants.

Recruiting efforts are, on occasion, undertaken at colleges, universities, and technical schools, as well as other community-based agencies. Candidates are selected on the basis of their ability to do the job. Physical and mental requirements are considered only when they are directly job related and necessary for the safe and proper performance of the job.

All required Labor Law posters are prominently displayed for viewing by applicants. The posters offer information on:

- Equal Employment Opportunity is the Law, which includes provisions for persons with disabilities and covered veterans
- Minimum Wage
- Job Safety and Health Protection
- Employee Polygraph Protection Act
- Family and Medical Leave Act of 1993

The Town's Equal Employment Opportunity Policy statement and the Town Manager's memo on equal opportunity are displayed. A phone number for the Town EO Officer is provided in case an applicant has a question, concern, complaint, or wishes to see the Affirmative Action Plan.

Vendor contracts include required language.

The Town actively supports the training and rehabilitation of individuals with disabilities through its support of programs within the Town and in the external labor force. A listing of several of the referral sources appear in the following section.

TOWN OF SOUTH WINDSOR EXTERNAL RECRUITING SOURCES

- Connecticut Department of Labor (860) 263-6000 Fax – (860) 344-2057
- Town Web Site – www.SouthWindsor.org
- wwwIndeed.com

INTERNAL AUDIT AND REPORTING SYSTEM

[41 C.F.R. § 20-2.17(d)]

The establishment has developed and implemented a system that periodically measures the effectiveness of its affirmative action program. This system include the following:

- Periodically monitoring progress toward affirmative action goals;
- Periodically monitoring records pertaining to hiring, promotions, and terminations;
- Periodically monitoring records pertaining to other selection procedures, including referrals, placements, and transfers;
- Periodically monitoring internal reporting on the degree to which equal employment opportunity and organizational objectives have been attained (Action-Oriented Programs);
- Reviewing reports with all levels of management at the establishment;
- Advising top management at the establishment of the affirmative action program's effectiveness; and
- Recommending to top management at the establishment methods to improve unsatisfactory affirmative action performance

The establishment's EEO/AAP Officer is responsible for executing these internal audit and reporting responsibilities

JOB GROUP ANALYSIS

[41 C.F.R. § 60-2.12]

As required by 41 C.F.R. § 60-2.12, the Town has prepared a job group analysis report for this establishment as part of its affirmative action program. The job group analysis report lists all job titles that comprise each job group.

For purposes of this affirmative action program, the Town has combined job titles with similar content, wage rates, and opportunities into job groups. Among the relevant factors considered by the Town when establishing job groups at this establishment are:

- the duties and responsibilities of the job titles;
- the compensation structure for the job titles;
- training, transfers, promotions, pay mobility, and other career enhancement opportunities; and
- the number of incumbents in each job group

The job group analysis report lists all job titles for all positions located at the establishment.

The Exhibits contain a list of job groups and their constituent job titles for this establishment.

EXHIBIT #1

ORGANIZATIONAL CHART

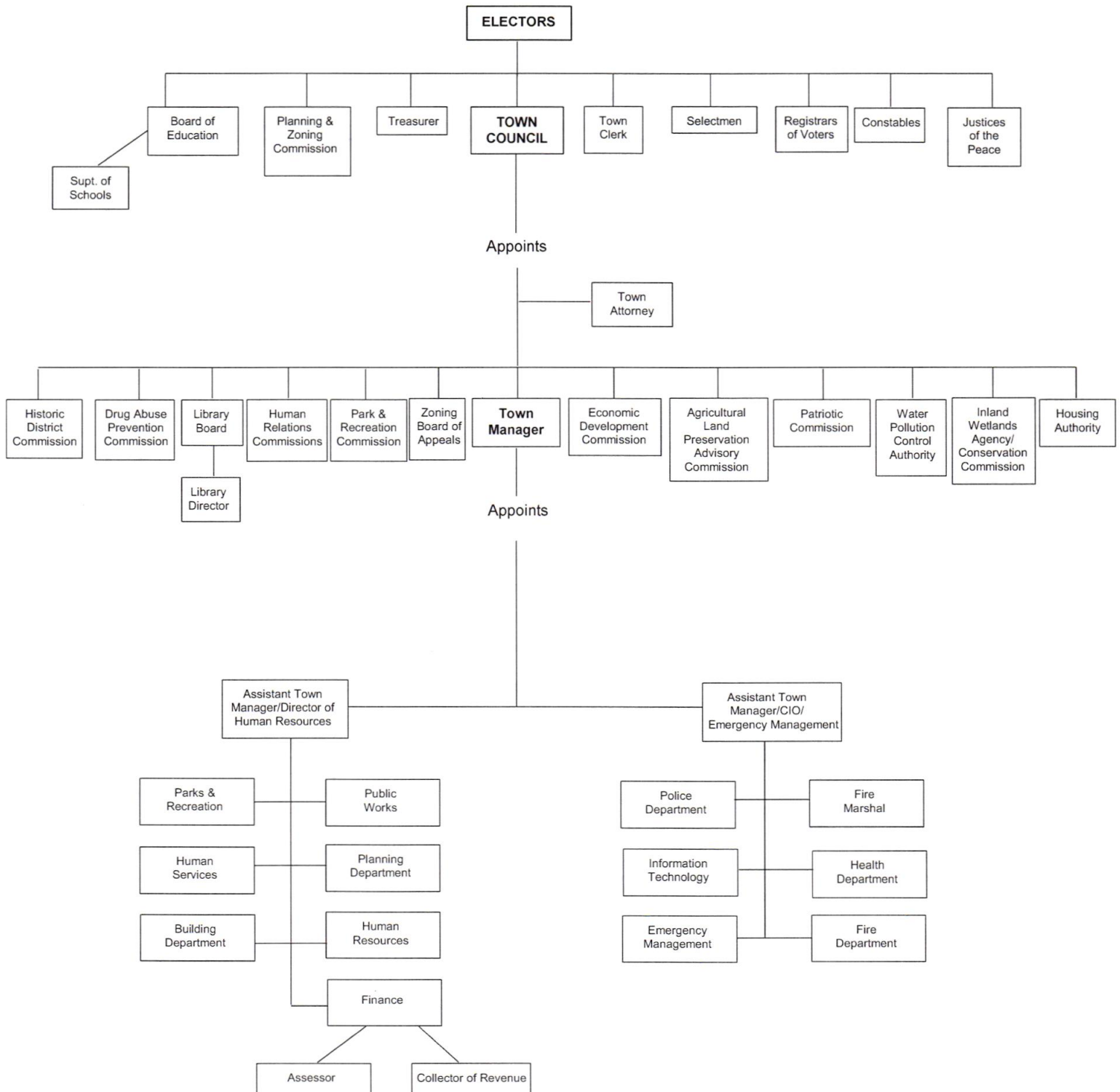


EXHIBIT #2**JOB GROUP ANALYSIS**

(October 2018)

TOWN OF SOUTH WINDSOR

Job Group 01 Executive/Senior Level Officials and Managers	Black		Black Total	Hispanic		Hispanic Total	White		White Total	Grand Total
	<i>Female</i>	<i>Male</i>		<i>Female</i>	<i>Male</i>		<i>Female</i>	<i>Male</i>		
AST TM DIR HR			0			0	1		1	1
AST TM CIO EMR MGT			0			0		1	1	1
CHIEF BLDGNG OFF			0			0		1	1	1
CHIEF POLICE			0			0		1	1	1
DEP CHIEF POLICE			0			0		1	1	1
DIR ADT & SNR SER			0			0	1		1	1
DIR FIN			0			0	1		1	1
DIR REC			0			0		1	1	1
DIR PLAN			0			0	1		1	1
DIR PW			0			0		1	1	1
FIRE MARSH			0			0		1	1	1
LIB DIR			0			0	1		1	1
TWN CLERK			0			0	1		1	1
TWN MGR			0			0		1	1	1
Total	0	0	0	0	0	0	6	8	14	14

Job Group 02 First/Mid-Level Officials and Managers	Black		Black Total	Hispanic		Hispanic Total	White		White Total	Grand Total
	<i>Female</i>	<i>Male</i>		<i>Female</i>	<i>Male</i>		<i>Female</i>	<i>Male</i>		
ASSESSOR			0			0	1		1	1
COLLECOTR OF REV			0			0	1		1	1
ENV HLTH OFCR			0			0	1		1	1
FLT SERV MGR			0			0		1	1	1
PKS GRD MGR			0			0		1	1	1
PLANT SPVSR			0			0		1	1	1
POLL CNTRL SUPINTD			0			0		1	1	1
SUPINTD STREETS			0			0		1	1	1
TWN ENG			0			0		1	1	1
Total	0	0	0	0	0	0	3	6	9	9

Job Group 03 Professionals		Black		Black Total	Hispanic		Hispanic Total	White		White Total	Grand Total
Job Title		Female	Male		Female	Male		Female	Male		
ADM MGR				0			0	1		1	1
AST DIR ADT SNR SRV				0			0	1		1	1
AST DIR FIN				0			0	1		1	1
AST DIR REC				0			0	1		1	1
ASSOC MGR				0			0		2	2	2
BLDG MTCE SUP				0			0		1	1	1
BUS MGR LIB				0			0	1		1	1
DATA COLL				0			0		1	1	1
DEP FIRE MARSH				0			0		1	1	1
DIRY&FS				0			0	1		1	1
EMERGING TECH LIB				0			0	1		1	1
ENV HLTH SPEC	1			1			0			0	1
FAC MGR				0			0		1	1	1
HS SPEC IPPROG				0	1		1	3		3	4
HS SPEC I				0			0	2		2	2
HS SPEC II				0			0	1	1	2	2
INC CNSLR 4TH R				0			0	1		1	1
LIB I PT				0			0	2		2	2
LIB 2				0			0	3		3	3
LIB 3				0			0		1	1	1
REC SPVSR				0			0	4		4	4
SCHL OUTRCH LIASON				0			0	1		1	1
SNR ASSMT TECH				0			0	1		1	1
SNR ENV PLN				0			0		1	1	1
THRPTC REC SPEC				0			0	1		1	1
YTH BHVRL HLTH CNSLR				0			0	1		1	1
ZNG WTLNDS ENFCMT				0			0	1		1	1
Total		1	0	1	1	0	1	28	9	37	39

Job Group 04 Technicians		Black		Black Total	Hispanic		Hispanic Total	White		White Total	Grand Total
Job Title		Female	Male		Female	Male		Female	Male		
AST BLDG OFFL			1	1			0			0	1
ENGR ASST				0			0		1	1	1
GIS AN				0			0		1	1	1
IT TECHNICIAN				0			0		4	4	4
LAB ANALYST				0			0	1		1	1
NTWK ADMN PROJ				0			0		1	1	1
PROJ ENGR				0			0		2	2	2
SYTMS ANALYST ADMN				0			0		1	1	1
Total		0	1	1	0	0	0	1	10	11	12

Job Group 05 Sales Workers		Black		Black Total	Hispanic		Hispanic Total	White		White Total	Grand Total
Job Title		Female	Male		Female	Male		Female	Male		
COMNTY SERV OFCR				0			0	1	2	3	3
Total		0	0	0	0	0	0	1	2	3	3

Job Group 06 Administrative Support Workers			Black Total	Hispanic		Hispanic Total	White		White Total	Grand Total
Job Title	Female	Male		Female	Male		Female	Male		
ACCT PAY ACCTNT			0			0	1		1	1
ADMN SEC CNTRT CMPL			0	1		1	2		2	3
ADMN SEC			0	1		1	4		4	5
ASSMT AIDE			0			0	1		1	1
AST TWN CLK			0			0	2		2	2
CSH RCPT GL ACCTNT			0			0	1		1	1
CLRCL ASST PT			0			0	3		3	3
CLK OF CNCL			0			0	1		1	1
CNFDTL SEC			0			0	1		1	1
DEP COLL REV			0			0	1		1	1
DEP RGTR VOTERS			0			0	2		2	2
EXECSECY			0			0	1		1	1
EXEC AST			0			0	1		1	1
LIB AST 1 PT			0			0	2		2	2
LIB AST 2			0			0	3		3	3
LIB AST 2 PT			0			0	3	1	4	4
LIB AST 3			0			0	1	1	2	2
LIB AST 4			0			0	1		1	1
LIB PAGE PT	1		1			0	2		2	3
PAYROLL CRDNTR			0			0	1		1	1
POLICE RECD AST			0			0	2		2	2
PUB SFTY DISP			0		1	1	3	4	7	8
RGTR VOTERS			0			0	2		2	2
Total	1	0	1	2	1	3	41	6	47	51

Job Group 07 Craft Workers			Black Total	Hispanic		Hispanic Total	White		White Total	Grand Total
Job Title	Female	Male		Female	Male		Female	Male		
ASST MECHANIC			0			0		1	1	1
CHIEF MECH POLL S1			0			0		1	1	1
MAINTAINER 2			0			0		20	20	20
MAINTAINER 3			0			0		6	6	6
MASTER MECHANIC			0			0		1	1	1
MECHANIC			0			0		1	1	1
MECHANIC POLL S1			0		1	1			0	1
MECHANIC POLL S2			0			0		2	2	2
POLL CTRL TECH I			0			0		1	1	1
POLL CTRL TECH III S1			0			0		1	1	1
POLL CTRL TECH III S2			0			0		3	3	3
POLL CTRL TECH IV S1			0			0		1	1	1
Total	0	0	0	0	1	1	0	38	38	39

Job Group 08 Operatives			Black Total	Hispanic		Hispanic Total	White		White Total	Grand Total
Job Title	Female	Male		Female	Male		Female	Male		
MINIBUS DRIVER			0			0	1	5	6	6
Total	0	0	0	0	0	0	1	5	6	6

Job Group 09 Laborers and Helpers		Black		Black Total	Hispanic		Hispanic Total	White		White Total	Grand Total
Job Title		Female	Male		Female	Male		Female	Male		
BLDG MAINTAINER				0			0		3	3	3
GROUNDSKEEPER				0			0		2	2	2
MAINTAINER 1				0			0		1	1	1
PRGM LDR 4TH R PRGM			1	1			0			0	1
Total		0	1	1	0	0	0	0	6	6	7

Job Group 10 Service Workers		Black		Black Total	Hispanic		Hispanic Total	White		White Total	Grand Total
Job Title		Female	Male		Female	Male		Female	Male		
AST SITE SPVSR				0			0		1	1	1
CORPORAL				0			0		8	8	8
DEP DIR EMGR MGT				0		1	1			0	1
FAC MNTR REC DEPT				0			0		1	1	1
FIRE INSPECTOR				0			0		2	2	2
INCLUSION CNSLR 4TH R				0			0	1		1	1
INTERN				0			0	1		1	1
KENNEL AST				0			0	2		2	2
LIEUTENANT				0			0		2	2	2
POLICE OFFICER				0			0	4	17	21	21
POLICE SERGEANT				0	1		1		4	4	5
POOL STAFF REC				0			0	3		3	3
PRESCHL TCHR AIDE				0			0	6		6	6
PRGM AIDE 4TH R				0			0	3	1	4	4
PRGM DVLPMT CRDNTR				0			0	1		1	1
PRGM LDR NGTSWK				0			0		2	2	2
PRGM LDR 4TH R PRGM		1	1	2			0	9	11	20	22
PUBLIC TECH CRDNTR				0		1	1			0	1
SR NUTRITION SITE MGR				0			0	1		1	1
TEEN CTR SPVSR PT				0			0	3		3	3
Total		1	1	2	1	2	3	34	49	83	88

EXHIBIT #3 -- WORKFORCE ANALYSIS

Contractor Name: Town of South Windsor Total number of CT employees: 268
 Address: 1540 Sullivan Avenue Full- Part-
South Windsor, CT 06074 Time: 175 Time: 93

Complete the following Workforce Analysis for employees on Connecticut worksites who are:

JOB CATEGORIES	OVERALL TOTALS (Sum of all columns male and female)		WHITE (Not of Hispanic Origin)		BLACK (Not of Hispanic Origin)		HISPANIC		ASIAN OR PACIFIC ISLANDER		AMERICAN INDIAN OR ALASKAN NATIVE		PEOPLE WITH DISABILITIES	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials & Managers	14	9	14	8										1
Professionals	9	30	9	28		1		1						
Technicians	11	1	10	1	1									
Sales Workers	2	1	2	1										
Office & Clerical	7	44	6	41		1	1	2						
Craft Workers (Skilled)	39	0	38				1							
Operatives (Semi-Skilled)	5	1	5	1										
Laborers (Unskilled)	7	0	6		1									
Service Workers	52	36	49	34	1	1	2	1						
TOTALS ABOVE	146	122	139	114	3	3	4	4	0	0	0	0	0	1
TOTALS ONE YEAR AGO	169	198	161	189	4	4	4	3	0	1	0	0	0	1

FORMAL ON-THE-JOB TRAINEES (Enter figures for the same categories as are shown above)

Apprentices														
Trainees														

EMPLOYMENT FIGURES WERE OBTAINED FROM: VISUAL CHECK X EMPLOYMENT RECORDS OTHER

- Have you successfully implemented an Affirmative Action Plan? X Yes No
 Date of implementation: 10/1/2018 If the answer is "No," explain:
 a. Do you promise to develop and implement a successful Affirmative Action Plan?
 Yes No X Not Applicable Explanation:
- Have you successfully developed an apprenticeship program complying with Sec. 46a-68-1 to 46a-68-17 of the Connecticut Department of Labor Regulations, inclusive: Yes No X Not Applicable Explanation:
- According to EEO-1 data, is the composition of your work force at or near parity when compared with the racial and sexual composition of the work force in the relevant labor market area? Yes No Explanation:
- If you plan to subcontract, will you set aside a portion of the contract for legitimate minority business enterprises?
 Yes No Explanation:

Vanessa Perry
 Contractor's Authorized Signature

7/29/19
 Date