AFFIRMATIVE ACTION PROGRAM REPORT

STATISTICAL REPORTS
Workforce Analysis
July 1, 2011 to June 30, 2013 Report

City of Beloit, Wisconsin
Larry N. Arft, City Manager
Prepared by: Joe J. Simpson, Human Resources Analyst/Acting Director

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Section I

Narrative

Affirmative Action Program
Narrative

Introduction

The City of Beloit's Affirmative Action Program requires that individuals with equal chances of success also have equal chances of being hired for positions. The bottom-line proof of commitment to this goal is the results. Therefore, the City of Beloit utilizes metrics in order to accomplish effective Affirmative Action planning. Analysis and utilization studies, such as those contained in this report, provide this information.

The City of Beloit is required to submit to the U.S. Equal Employment Opportunity Commission (EEOC) employer information reports which cover the period July 1 through June 30 and are due every other year. The forms which must be filled out are entitled "State and Local Government Information, EEO-4." The EEOC accepts four methods of obtaining information on race, color, national origin or gender. They are: (1) existing records; (2) visual survey or head count; (3) tally from personal knowledge; and (4) self identification.

As a result of this reporting requirement, records maintained in the Human Resources Division categorize all City of Beloit employees and the positions which they hold in job categories within the EEO-4 classifications. In assigning the jobs to the various categories, an attempt was made to combine jobs having substantially similar content, wage rate, skill or career development opportunity.

As in prior years, this Affirmative Action Program report is based on the required EEO-4 report in order to maintain consistency in the comparison of the data.

This report covers July 1, 2011 to June 30, 2013.

Equal Employment Opportunity

Discrimination on the basis of race, religion, creed, color, age, ability, gender, arrest/conviction record, national origin, ancestry, marital status, pregnancy/childbirth or sexual orientation is prohibited by law. The City of Beloit has voluntarily developed a written commitment to undertake specific efforts to ensure equality of opportunity in both its employment and service delivery practices.

In the area of employment opportunities, such equality is achieved first through ensuring that all individuals have an opportunity to compete for and obtain employment, based on their personal merit and fitness for a particular position. In addition, local state and federal laws and regulations implementing equal opportunity objectives shall be fully complied with; not only by meeting the letter of the law but by carrying out the full spirit of the law as well.

Affirmative Action

Affirmative Action (AA) is the use of positive and results-oriented practices to ensure equitable representation in the organization. This effort reflects the City's efforts to value diversity. The City views its Affirmative Action Program (AAP) as those actions taken to specifically overcome the results of possible past discriminatory practices.

The City's Affirmative Action measures are considered to be proactive and preventive of discriminatory outcomes. They are intended to remove potential preferences or barriers to inclusion. Within the City of Beloit, Affirmative Action is intended to level the playing field and to promote equality of opportunity for all within the workplace.

The objective for the City is to achieve full utilization of minorities and women at all levels of management and non-management, by job grouping and to maintain a work environment free of discrimination. The major impetus of the City's efforts toward the stated objective will continue to be through our Affirmative Action Program. An integral part of the Program is the good faith efforts designed to adjust the race and gender profile in those areas where there has been underutilization of women or minority group members. The City of Beloit is pursuing the full realization of the stated objective through procedures of monitoring and reporting.

Management Reaffirmation

This document represents the most recent annual update of the City's Affirmative Action Program and our continued commitment to ensure an environment of Equal Employment Opportunity (EEO) and nondiscrimination in all personnel actions for each individual; such as recruitment, hiring, training, promotion, compensation, wages or salary, benefits, job classifications, layoffs, demotions, terminations, transfers, disciplinary actions or other conditions of employment.

Ensuring the services and resources of the City are equitably available to all local citizens is also recognized as a significant equal opportunity objective. This includes representation of citizens who voluntarily serve on governing boards, committees or commissions.

Each City of Beloit manager or supervisor has the responsibility to meet the stated Affirmative Action (AA) and Equal Employment Opportunity (EEO) objectives. It is the personal duty of each management employee to provide equal employment opportunity for all employees.

Affirmative Action Policy Statement

The focus of the City's Affirmative Action Program is communicated through the Policy Statement. This commitment is further demonstrated by the resources, policies and processes that the City puts behind its words.

The Policy Statement itself describes the purpose of the Affirmative Action Program; the reasons for committing to affirmative action; the obligation for nondiscrimination in recruitment, hiring, training, advancement, transfer, compensation, discharge, disciplinary actions and other related personnel actions and forms the basis for the commitment to review the results achieved against goals set, as well as to take further action, if necessary.

More than a mere statement of policy, this text is the first step in setting the tone for action within the City of Beloit and conveys management's support for the achievement of equal opportunity and affirmative action.

The following Policy Statement has been issued by the City of Beloit as the organization's official statement of commitment to affirmative action and equal employment opportunity:

POLICY STATEMENT

It is the policy of the City of Beloit, Wisconsin, to practice equal opportunity in all employment policies and practices, including recruitment, hiring, training, advancement, transfer, compensation, discharge, disciplinary actions and other terms, conditions and privileges of employment. This policy will be carried out for all employees regardless of race, gender, age, color, religion, national origin, disability, marital status, or sexual orientation.

The City of Beloit is also committed to the equitable availability of all City resources and services and the equality of opportunity in the selection or appointment of individuals to serve in positions with committees, boards or commissions of the City.

In awareness of the importance of its human resources, the City has a compelling interest in, and concern for, establishing and maintaining an organization which is truly representative of the community it serves.

The City recognizes that, while equal opportunity for all persons is the goal, this goal must be translated into actual performance. Therefore, the goal of equal opportunity and the ideal of freedom of opportunity for all individuals are actualized through an aggressive, voluntary Affirmative Action Program which is supported and implemented by management and leadership within the City government.

Policy Communication

Dissemination of the Policy Statement, which is described in detail below, involves providing a process for communication and circulation. Internal and external dissemination includes not only the Policy Statement but also the Affirmative Action Program reports and other publications.

The City of Beloit realizes that this Affirmative Action Program cannot be successful unless all of the program goals and purposes are clearly understood by those individuals whose cooperation is essential.

➢ INTERNAL DISSEMINATION

The City's Policy Statement concerning equal employment opportunity and affirmative action is disseminated internally in various ways which incorporate that commitment into the day-to-day operation.

The following describes exact measures instituted to internally disseminate the Policy Statement:

1. A copy of the Policy Statement is posted on appropriate departmental bulletin boards.
2. The Policy Statement is incorporated into appropriate personnel publications.
3. The Policy Statement is periodically reviewed to ensure that it remains consistent with the City's implementation strategies.

➢ EXTERNAL DISSEMINATION

External dissemination of the Policy Statement occurs with individuals or groups, including prospective employees, recruitment sources, contractors or vendors, grant or funding agencies, and the community as a whole.

More specifically, external dissemination includes:

1. When appropriate, recruiting sources are provided with a copy of the Policy Statement, including educational institutions, minority or women's organizations, organizations which represent the ability-challenged, community leaders and others utilized and informed in writing of the City's interest in actively recruiting minorities and women for all positions.

2. Recruitment advertisements placed in the various media, including predominantly minority publications, systematically include a reference to the City of Beloit as an equal opportunity, affirmative action employer, which is a summarization of the commitment expressed in the Policy Statement.

3. Copies of the Policy Statement and all other Affirmative Action Program publications and reports are available for public review in the Reference Section of the Beloit Public Library.

4. Copies of the Policy Statement and all other Affirmative Action Program publications are disseminated to the City of Beloit Equal Opportunities & Human Relations Commission and to the City Council.

5. Upon request, copies of the Policy Statement and all other Affirmative Action Program publications are made available to organizations or to the general public.

6. The Affirmative Action Program is frequently utilized as an attachment to City of Beloit applications for grants and other sources of state or federal funding.

In addition, all contracts, subcontracts, purchase orders and other agreements shall include a reference to the EEO/Policy Statement. (See Appendix)

Equal Opportunity & Affirmative Action Responsibilities

While the predominant direction for overall equal employment opportunity and affirmative action implementation comes from the City Manager, it is the Director of Human Resources who coordinates and manages the City's EEO/AAP. Thus, the effective execution of the City's EEO/AAP is ensured by having a person with high-level management responsibility to direct it. The Director of Human Resources must ensure that all necessary action is taken by every level of management to achieve the EEO/AAP goals and objectives.

The Director of Human Resources' coordination responsibilities include, but are not limited to, the following:

- **GENERAL EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION RESPONSIBILITIES:**

1. Acting as the focal point for equal opportunity activities, including all key stages of the Affirmative Action Program development and implementation.

2. Establishing policies, objectives and guidelines for personnel practices which ensure equal opportunity.

3. Ensuring that policies regarding equal employment opportunity are communicated to all levels within the organization and ensuring adherence to such policies.

4. Ensuring that hiring, promotion and salary administration practices are fair and fully consistent with City policy.

5. Initiating and conducting human resources planning which will ensure responsiveness to the goals of the Affirmative Action Program.

6. Implementing a system for receiving and investigating complaints of discrimination, including complaints of sexual harassment or retaliation (for filing a complaint, assisting with a complaint or opposing discrimination in the work place).

7. Identifying EEO/AAP problem areas and establishing programs to aid in problem resolution.

8. Counseling with City of Beloit employees regarding EEO/AAP matters.

9. Reviewing and revising personnel practices and policies.

10. Managing all other EEO/AAP liaison functions.

➢ **AFFIRMATIVE ACTION PROGRAM (AAP) SPECIFIC RESPONSIBILITIES**

More specific to the Affirmative Action Program, the Director of Human Resources or his/her designee shall also carry out the following duties and responsibilities:

1. Developing the written Affirmative Action Program and any publications which comprise the required semiannual reviews, updates or evaluation reports.

2. Developing related communication procedures; implementing internal and external dissemination techniques.

3. Collecting and analyzing employment data; setting goals and timetables; suggesting efforts to achieve goals and recommending corrective action steps.

4. Designing, implementing and monitoring internal audit and reporting systems which measure program effectiveness; determining where progress has been made and where further action is required; and assuring that action is taken.

5. Preparing and presenting any other reports of EEO/AAP progress in relation to overall goals, in accordance with reporting requirements.

6. Training and updating managers and other employees concerning responsibilities related to the Affirmative Action Program.

Personnel Practices and Policies

A successful Affirmative Action Program involves examining personnel policies to ensure they do not discriminate on any of the covered bases. And beyond that, an effective Affirmative Action Program requires that the City of Beloit, as an employer, take any necessary additional steps to equitably recruit, hire, train and advance employees.

The City of Beloit has undertaken substantial efforts to ensure that the workforce composition corresponds as much as possible with current availability. To accomplish this, self audits are regularly conducted to identify potential barriers or disparities to the full utilization of all individuals.

➢ RECRUITMENT

A crucial segment of the City's affirmative action effort is the successful recruitment of minorities and women. The method of dissemination of information about job opportunities has been designed so that potential candidates are informed in a timely and efficient manner.

The City of Beloit actively seeks minorities and women for employment opportunities. In order to improve recruitment and to increase the diversity of applicants, a variety of external recruitment sources are used. Prime recruiting sources are informed

verbally or in writing of the EEO/AAP policy and of potential employment opportunities. When dealing on a day to day basis with recruiting sources, the City of Beloit encourages the referral of diverse talent.

In addition, the City, has participated in Career Days sponsored by various educational institutions, work study and internship programs which allow minority and female students the opportunity to gain exposure to municipal employment and in other outreach efforts which allow for the marketing of the City of Beloit as a potential employer.

The City of Beloit has a written recruitment and selection policy (copies of which are available upon request from the Human Resources Division) which includes the following points:

1. A description of how job announcements are posted for accessibility to currently employed minorities, women and the disabled.

2. When expanded recruitment is called for, steps are taken for the circulation of job announcements to a broader range of potential recruitment sources and through advertisement.

➢ RECRUITMENT SOURCES

To facilitate the continued enhancement of this effort, the City's recruitment sources are regularly updated. Expanded recruitment lists are useful during broadened recruitment efforts, such as those for Police and Fire Department candidates. The lists contain newspapers, organizations, agencies, and special interest groups representing minorities, women or the ability challenged.

Recruitment lists contain the following categories:

1. Local organizations used for recruitment are appropriately confined to the greater Beloit geographic area. Organizations include predominantly minority professional, service, religious and community groups; organizations representing the ability challenged; predominantly women's organizations; and educational institutions and newspapers.

2. Regional recruitment, focused on regional communities which contain a significant minority population, including similar organizations utilized in local recruitment. Communities may include: Rockford, Illinois; Madison, Milwaukee, Racine and Kenosha, Wisconsin.

3. Minority media in Northern Illinois and Southern Wisconsin are also included, as well as technical or vocational colleges with significant minority populations in this same geographic area. A supplemental list includes media representatives, incorporating radio and television stations.

4. National recruitment lists include organizations useful for targeting diverse professional, managerial or technical candidates in a wider geographic area. Organizations include predominantly minority professional or service groups, historically Black colleges and universities, and minority institutions (designated by the US Department of Education).

➢ SELECTION IN HIRING, PROMOTION OR TRANSFER

Selection is the process of deciding which applicants will be hired, promoted or transferred. The primary goal of the selection procedure is to determine how each applicant's qualifications match existing requirements, leading to the selection of the candidate.

The City of Beloit is highly committed to the utilization of only job related criteria as the basis for selection as it relates to hiring, promotion or transfer decisions. To assure this, policies and procedures are constantly being reviewed and revised. In addition, Affirmative Action Monitoring Reports track the flow of applicants through the selection process to assure that no disparities exist. Should such a disparity become apparent, recommendations are made for correction. The City of Beloit regards an applicant as any person who applies for an existing job opening and makes his/her interest known by submitting a completed official City of Beloit application.

➢ PERSONNEL APPLICATION FORM AND SUPPLEMENTAL FORM

The application and supplemental information requested by the City ensures that only appropriate pre-employment inquiries are made, while the necessary information is collected on race, gender, age, and ability status for the purpose of EEO/AAP recordkeeping.

➢ DISCRIMINATION COMPLAINT PROCEDURE

It is essential that employees who have equal opportunity related problems, questions or complaints have the opportunity to communicate their concerns internally, either with an immediate supervisor, the Department head, the Director of Human

Resources, the City Attorney, or the City Manager as outlined in the City of Beloit's Discrimination Complaint Personnel Policy. The formal dispute resolution procedure allows for the handling of all work related equal opportunity concerns and problems.

If workers are dissatisfied with the resolution of the City, they may pursue their complaints through the Equal Rights Division of the State of Wisconsin or with the federal Equal Employment Opportunities Commission (EEOC). Thorough dissemination of the City of Beloit's Discrimination Complaint Personnel Policy is regularly made through posting on bulletin boards as well as by direct distribution to individuals.

➢ HARASSMENT POLICY

As a part of the City of Beloit's policy not to ignore, condone or allow harassment of any worker, a Policy Statement expresses the City's resolute position opposing harassment and identifies the complaint procedures available to alleged victims. Training is also provided to managerial and supervisory personnel. (See Appendix)

➢ UPWARD MOBILITY THROUGH EDUCATION AND TRAINING

Upward mobility is an important part of our Affirmative Action Program. Education and training are ideal ways to assist lower level personnel advance in accordance with their recognized potential. Through training, employees gain entry to higher level career opportunities. As part of the City's commitment to providing opportunities for advancement, both within and across occupational lines, monitoring and evaluation occur to determine how employees attain new skills and abilities through training.

Currently, City employees benefit, to varying degrees, from training opportunities which increase their efficiency and opportunity for career development. Additionally, there is a system in place offering reimbursement for approved formal courses of study.

In order to ensure that training opportunities are provided in a fair and equitable manner, a training policy and recordkeeping guidelines were developed which covers how information about training opportunities is disseminated to employees and sets forth the procedure for submitting training requests. Responsibility for determining training needs, handling requests, and tracking education and training falls to the department head.

Affirmative Action Program monitoring and evaluation occurs to assess how training is made available to the City's diverse group of employees, allowing equitable benefits among those who want to participate (considering economic restraints).

Compliance with Applicable laws

The City of Beloit remains committed to legislation designed to strengthen and improve equality of opportunity in the employment arena. The City, as recipient of State of Wisconsin grant funds, is required by to maintain a Civil Rights Compliance Plan and complaint process covering both service delivery and employment issues. Copies of the plan and complaint forms are available from the City of Beloit Human Resources Division.

Reporting Systems

The City of Beloit maintains a method which it can comprehensively review actual progress made towards Affirmative Action Program goals and efforts. Periodic reports published include statistical information sorted by job category and department, primarily based upon the EEO-4 report.

In addition, a Summary Report is developed on the status of the Affirmative Action Program including a narrative, workforce analysis, availability analysis, utilization analysis, adverse impact analysis, and supporting statistical data.

Workforce Analysis

As an effort of affirmative action, this report includes and in-depth analysis of the City's workforce. Basically, this analysis lists each job category and also departmental groups to identify concentrations or underutilization of minorities or women. In order to simplify and standardize the reporting process, the federal EEOC considers all jobs as belonging in one of the broad occupations shown on the report forms. The categories are as follow:

1. Officials and Administrators
2. Professional
3. Technicians
4. Protective Service Workers
5. Paraprofessionals
6. Administrative Support
7. Skilled Craft Workers
8. Service-Maintenance

Availability & Utilization

METHODOLOGY FOR DETERMINING AVAILABILITY

In determining the percentages of minorities and women within the relevant labor pool who are available to fill the jobs in each category, the City of Beloit followed the guidelines published by the U.S. Department of Labor's Office of Federal Contract Compliance Programs [OFCCP] by using the availability factors noted below:

1. The percentage of minorities or women with requisite skills in the reasonable recruitment area. The reasonable recruitment area is defined as the geographical area from which the City usually seeks or reasonably could seek workers to fill the positions in question.

2. The percentage of minorities or women among those promotable, transferable and trainable within the contractor's organization. Trainable refers to those employees within the contractor's organization who could, with appropriate training which the contractor is reasonably able to provide, become promotable or transferable during the AAP year.

The process of conducting this analysis was as follows:

1. First, a determination was made of which job groups are "feeder pools" for the job group in question. The feeder pools are job groups from which individuals are promoted.

2. Second, it was ascertained which employees could be promoted or transferred with appropriate training which the City would be reasonably able to provide.

Based on these revisions of the AAP requirements by the OFCCP, the City of Beloit's analysis of each Job Category was based upon consideration of the reasonable recruitment area as local, regional, or national. In addition, feeder job groups were identified for each Job Category, from which individuals are or could be promoted. For the consideration of individuals who were promotable, transferable or trainable, within each Job Category group, consideration was given to:

1. Training programs which the City provides that could lead to promotional opportunities.

2. The question: Could the City reasonably provide other relevant training leading to a promotion within the AAP year?

3. Training programs at educational institutions which could lead to promotional opportunities.

STRATEGIC DIVERSITY

The City of Beloit, Wisconsin maintains equality and diversity at the heart of this Affirmative Action Strategy. By examining these statistical results, the organization can continue its ongoing efforts to understand, promote and influence equality principles.

Strategic diversity involves investing time and energy in identifying, recruiting, developing, retaining and promoting diverse individuals. Equality is about creating a fair environment in which everyone has an opportunity to fulfill their potential. The City of Beloit believes that this Affirmative Action document is a useful tool in more effectively recognizing and valuing differences.

Maintaining the City of Beloit's position as an employer of choice is a key part of this strategic approach. As a result, the City will deliver superior services to a community with growing diversity.

The Affirmative Action Plan continues to be a critical element in the City's comprehensive diversity goals and objectives. The Plan is best utilized to identify required actions, responsible parties, areas of accountability, and the need for directed resources. The City Council, the City Manager and the entire leadership team can utilize the Plan as a means of effectively making fact-based decisions. The outcome will be a clearer understanding of how the City's culture, policies, procedures and systems impact the bottom line – attracting and retaining diverse talent!

Each individual can potentially become a champion for a multi-faceted diversity initiative that involves embedding a consistent message about diversity in each decision.

While the Plan focuses on gender and race/ethnicity, the City of Beloit embraces a broad view of diversity to encompass an array of human differences, including gender, age, race, ethnic background, ability, sexual orientation, socio-economic background, education, experience, religion, veteran status and other observable and non-observable differences among people.

Continuous pursuit of these strategies will lead to organizational change that supports the City's diversity goals, as we move towards systematically managing diversity.

CONTINUED EFFORTS TO ACCOMPLISH DIVERSITY

Efforts to achieve the identified goals will continue to be implemented, to the extent practical. Those efforts shall include:

1. Communication with decision makers whenever an opening occurs in the underutilized Job Categories. This communication will be designed to reaffirm the City's commitment to affirmative action and to attaining the goals set forth in the Affirmative Action Plan.

2. Follow up to determine:
   a. The participation levels of female and/or minority candidates selected from the applicant pool.
   b. What long term steps can and should be taken to increase the pool of minority and female applicants.
   c. Analysis of any identified barriers to effectively hiring, retaining and promoting female or minority applicants.

Section II

Analysis Tables

2012 Utilization Analysis by Job Category

MINORITY FULL-TIME EMPLOYEES

All Departments

Job Category	Available Percent & Goal	Utilization Number	Utilization Percent	Underutilized Yes/No
Officials/Administrators	9.90%	7	13.21%	No
Professionals	11.70%	2	4.35%	Yes
Technicians	9.25%	4	22.22%	No
Protective Service	14.20%	9	10.84%	Yes
Para-Professional	26.95%	2	15.38%	Yes
Admin Support	11.45%	5	14.29%	No
Skilled Craft	11.95%	2	6.90%	Yes
Serv/Maint	23.50%	4	9.52%	Yes
Totals		**35**	**10.97%**	

2012 Utilization Analysis by Job Category

FEMALE FULL-TIME EMPLOYEES

All Departments

Job Category	Available Percent & Goal	Utilization		Underutilized
		Number	Percent	Yes/No
Officials/Administrators	38.30%	21	39.62%	No
Professionals	68.00%	13	28.26%	Yes
Technicians	62.70%	5	27.78%	Yes
Protective Service	22.20%	9	10.84%	Yes
Para-Professional	68.35%	8	61.54%	Yes
Admin Support	78.00%	34	97.14%	No
Skilled Craft	4.35%	1	3.45%	Yes
Serv/Maint	27.50%	4	9.52%	Yes
Totals		**95**	**28.36%**	

2012 Analysis by Job Category

FULL-TIME EMPLOYEES

All Departments

Job Category	Employees	Minorities		Females	
		Total	Percent	Total	Percent
Officials/Administrators	**53**	7	13.21%	21	39.62%
Professionals	**46**	2	4.35%	13	28.26%
Technicians	**18**	4	22.22%	5	27.78%
Protective Service	**83**	9	10.84%	9	10.84%
Para-Professional	**13**	2	15.38%	8	61.54%
Admin Support	**35**	5	14.29%	34	97.14%
Skilled Craft	**29**	2	6.90%	1	3.45%
Serv/Maint	**42**	4	9.52%	4	9.52%
Totals	**319**	**35**	**10.97%**	**95**	**29.78%**

2012 Utilization Analysis by Job Category

PART-TIME EMPLOYEES

All Departments

Job Category	Employees	Minorities		Females	
		Total	Percent	Total	Percent
Officials/Administrators	8	1	12.50%	1	12.50%
Professionals	1	1	100.00%	0	0.00%
Technicians	0	0	0.00%	0	0.00%
Protective Service	0	0	0.00%	1	0.00%
Para-Professional	39	4	10.26%	31	79.49%
Admin Support	25	2	8.00%	19	76.00%
Skilled Craft	0	0	0.00%	0	0.00%
Serv/Maint	195	19	9.74%	72	36.92%
Totals	**268**	**27**	**10.07%**	**124**	**46.27%**

2012 Analysis by City Department

FULL-TIME EMPLOYEES

All Departments

		Minorities		Females	
Department	Employees	Total	Percent	Total	Percent
Administrative Services	27	3	11.11%	18	66.67%
City Attorney	4	0	0.00%	3	75.00%
City Mgr	3	0	0.00%	2	66.67%
Community Development	16	3	18.75%	10	62.50%
Economic Devlopment *	4	0	0.00%	3	75.00%
Fire	63	7	11.11%	4	6.35%
Police	80	10	12.50%	18	22.50%
Public Works	118	12	10.17%	20	16.95%
Totals *	**315**	**35**	**11.11%**	**78**	24.76%

* includes FT Casual Employee

2012 Analysis by City Department

PART-TIME EMPLOYEES

All Departments

		Minorities		Females	
Department	Employees	Total	Percent	Total	Percent
Administrative Services	5	0	0.00%	1	20.00%
City Attorney	0	0	0.00%	0	0.00%
City Mgr	0	0	0.00%	0	0.00%
Community Development	1	0	0.00%	1	0.00%
Economic Development	1	0	0.00%	0	0.00%
Fire	5	0	0.00%	1	20.00%
Police	10	0	0.00%	8	80.00%
Public Works	195	19	9.74%	72	36.92%
Totals	**217**	**19**	**7.34%**	**83**	37.73%

2012 Workforce Analysis by Department

FULL-TIME EMPLOYEES

Financial Administration:	Assessor, Accounting & Purchasing, Clerk, Finance, General Services, Court, Human Resources, Information Systems, Treasurer

		Males								Females							
Job Category	Employees	**Total**	White	Black	Hispanic	Asian	Indian	HI/Pac Islander	2 or more	**Total**	White	Black	Hispanic	Asian	Indian	HI/Pac Islander	2 or more
Officials/Administrators	9	4	4							5	3	2					
Professionals	5	2	2							3	3						
Technicians	2	2	2							0							
Protective Service	0	0								0							
Para-Professional	0	0								0							
Admin Support	10	0								10	9	1					
Skilled Craft	0	0								0							
Serv/Maint	1	1	1							0							
Totals	**27**	**9**	**9**	**0**	**0**	**0**	**0**	**0**	**0**	**18**	**15**	**3**	**0**	**0**	**0**	**0**	**0**

2012 Workforce Analysis by Department

FULL-TIME EMPLOYEES

City Attorney

		Males								Females							
Job Category	Employees	**Total**	White	Black	Hispanic	Asian	Indian	HI/Pac Islander	2 or more	**Total**	White	Black	Hispanic	Asian	Indian	HI/Pac Islander	2 or more
Officials/Administrators	2	1	1							1	1						
Professionals	0	0								0							
Technicians	0	0								0							
Protective Service	0	0								0							
Para-Professional	0	0								0							
Admin Support	2	0								2	2						
Skilled Craft	0	0								0							
Serv/Maint	0	0								0							
Totals	**4**	**1**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**3**	**3**	**0**	**0**	**0**	**0**	**0**	**0**

2012 Workforce Analysis by Department

FULL-TIME EMPLOYEES

City Manager

Job Category	Employees	Males								Females							
		Total	White	Black	Hispanic	Asian	Indian	HI/Pac Islander	2 or more	**Total**	White	Black	Hispanic	Asian	Indian	HI/Pac Islander	2 or more
Officials/Administrators	2	1	1							1	1						
Professionals	0	0								0							
Technicians	0	0								0							
Protective Service	0	0								0							
Para-Professional	0	0								0							
Admin Support	1	0								1	1						
Skilled Craft	0	0								0							
Serv/Maint	0	0								0							
Totals	**3**	**1**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**2**	**0**	**0**	**0**	**0**	**0**	**0**

2012 Workforce Analysis by Department

FULL-TIME EMPLOYEES

Community Development	Beloit Housing Authority, Housing Services/Code Enforcement

		Males								Females							
Job Category	Employees	**Total**	White	Black	Hispanic	Asian	Indian	HI/Pac Islander	2 or more	**Total**	White	Black	Hispanic	Asian	Indian	HI/Pac Islander	2 or more
Officials/Administrators	13	6	5	1						7	4	3					
Professionals	4	1	1							3	3						
Technicians	2	0								2		2					
Protective Service	0	0								0							
Para-Professional	0	0								0							
Admin Support	4	0								4	2	2					
Skilled Craft	0	0								0							
Serv/Maint	2	1	1							1	1						
Totals	**25**	**8**	**7**	**1**	**0**	**0**	**0**	**0**	**0**	**17**	**10**	**7**	**0**	**0**	**0**	**0**	**0**

2012 Workforce Analysis by Department

FULL-TIME EMPLOYEES

Economic Development	Downtown Business Association (DBA)

		Males								Females							
Job Category	Employees	**Total**	White	Black	Hispanic	Asian	Indian	HI/Pac Islander	2 or more	**Total**	White	Black	Hispanic	Asian	Indian	HI/Pac Islander	2 or more
Officials/Administrators	2	1	1							1	1						
Professionals	0	0								0							
Technicians	0	0								0							
Protective Service	0	0								0							
Para-Professional	0	0								0							
Admin Support	2	0								2	2						
Skilled Craft	0	0								0							
Serv/Maint	0	0								0	0						
Totals	**4**	**1**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**3**	**3**	**0**	**0**	**0**	**0**	**0**	**0**

2012 Workforce Analysis by Department

FULL-TIME EMPLOYEES

Fire

		Males								Females							
Job Category	Employees	**Total**	White	Black	Hispanic	Asian	Indian	HI/Pac Islander	2 or more	**Total**	White	Black	Hispanic	Asian	Indian	HI/Pac Islander	2 or more
Officials/Administrators	4	4	4							0							
Professionals	22	21	19	1	1					1	1						
Technicians	0	0								0							
Protective Service	37	36	34	2						1	1						
Para-Professional	0	0								0							
Admin Support	2	0								2	1		1				
Skilled Craft	3	3	2	1						0							
Serv/Maint	0	0								0							
Totals	**68**	**64**	**59**	**4**	**1**	**0**	**0**	**0**	**0**	**4**	**3**	**0**	**1**	**0**	**0**	**0**	**0**

2012 Workforce Analysis by Department

FULL-TIME EMPLOYEES

Police

		Males								Females							
Job Category	Employees	**Total**	White	Black	Hispanic	Asian	Indian	HI/Pac Islander	2 or more	**Total**	White	Black	Hispanic	Asian	Indian	HI/Pac Islander	2 or more
Officials/Administrators	2	2	1	1						0							
Professionals	5	3	3							2	2						
Technicians	10	9	6	2	1					1	1						
Protective Service	55	48	43	1	3	1				7	6		1				
Para-Professional	4	1	1							3	3						
Admin Support	5	0								5	5						
Skilled Craft	0	0								0							
Serv/Maint	1	1	1							0							
Totals	**82**	**64**	**55**	**4**	**4**	**1**	**0**	**0**	**0**	**18**	**17**	**0**	**1**	**0**	**0**	**0**	**0**

2012 Workforce Analysis by Department

FULL-TIME EMPLOYEES

Department of Public Works: Operations, Parks, Recreation & Leisure, Transit, Water Resources

		Males								Females							
Job Category	Employees	**Total**	White	Black	Hispanic	Asian	Indian	HI/Pac Islander	2 or more	**Total**	White	Black	Hispanic	Asian	Indian	HI/Pac Islander	2 or more
Officials/Administrators	15	10	8	2						5	5						
Professionals	8	7	7							1	1						
Technicians	6	4	4							2	2						
Protective Service	0	0								0							
Para-Professional	3	3	2		1					0							
Admin Support	7	2	2							5	4		1				
Skilled Craft	27	26	25	1						1	1						
Serv/Maint	49	42	37	3	1	1				7	6	1					
Totals	**115**	**94**	**85**	**6**	**2**	**1**	**0**	**0**	**0**	**21**	**19**	**1**	**1**	**0**	**0**	**0**	**0**

2012 Workforce Analysis by Department

PART-TIME EMPLOYEES

Financial Administration:	Assessor, Accounting & Purchasing, Clerk, Finance, General Services, Human Resources, Information Systems, Treasurer (City Council, Court)

		Males								Females							
Job Category	Employees	**Total**	White	Black	Hispanic	Asian	Indian	HI/Pac Islander	2 or more	**Total**	White	Black	Hispanic	Asian	Indian	HI/Pac Islander	2 or more
Officials/Administrators	6	5	4	1						1	1						
Professionals	0	0								0							
Technicians	0	0								0							
Protective Service	0	0								0							
Para-Professional	0	0								0							
Admin Support	3	1	1							2	2						
Skilled Craft	0	0								0							
Serv/Maint	1	1	1							0							
Totals	**10**	**7**	**6**	**1**	**0**	**0**	**0**	**0**	**0**	**3**	**3**	**0**	**0**	**0**	**0**	**0**	**0**

2012 Workforce Analysis by Department

PART-TIME EMPLOYEES

City Attorney

Job Category	Employees	Males								Females							
		Total	White	Black	Hispanic	Asian	Indian	HI/Pac Islander	2 or more	**Total**	White	Black	Hispanic	Asian	Indian	HI/Pac Islander	2 or more
Officials/Administrators	0	0								0							
Professionals	0	0								0							
Technicians	0	0								0							
Protective Service	0	0								0							
Para-Professional	0	0								0							
Admin Support	0	0								0							
Skilled Craft	0	0								0							
Serv/Maint	0	0								0							
Totals	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

2012 Workforce Analysis by Department

PART-TIME EMPLOYEES

City Manager

Job Category	Employees	Males								Females							
		Total	White	Black	Hispanic	Asian	Indian	HI/Pac Islander	2 or more	**Total**	White	Black	Hispanic	Asian	Indian	HI/Pac Islander	2 or more
Officials/Administrators	0	0								0							
Professionals	0	0								0							
Technicians	0	0								0							
Protective Service	0	0								0							
Para-Professional	0	0								0							
Admin Support	0	0								0							
Skilled Craft	0	0								0							
Serv/Maint	0	0								0							
Totals	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

2012 Workforce Analysis by Department

PART-TIME EMPLOYEES

Community Development	Beloit Housing Authority, Housing Services/Code Enforcement

		Males								Females							
Job Category	Employees	**Total**	White	Black	Hispanic	Asian	Indian	HI/Pac Islander	2 or more	**Total**	White	Black	Hispanic	Asian	Indian	HI/Pac Islander	2 or more
Officials/Administrators	0	0								0	0						
Professionals	0	0								0							
Technicians	0	0								0							
Protective Service	0	0								0							
Para-Professional	0	0								0							
Admin Support	0	0								0							
Skilled Craft	0	0								0							
Serv/Maint	0	0								0							
Totals	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

2012 Workforce Analysis by Department

PART-TIME EMPLOYEES

Economic Development	Downtown Business Association (DBA)

		Males								Females							
Job Category	Employees	**Total**	White	Black	Hispanic	Asian	Indian	HI/Pac Islander	2 or more	**Total**	White	Black	Hispanic	Asian	Indian	HI/Pac Islander	2 or more
Officials/Administrators	0	0								0							
Professionals	0	0								0							
Technicians	0	0								0							
Protective Service	0	0								0							
Para-Professional	0	0								0							
Admin Support	0	0								0							
Skilled Craft	0	0								0							
Serv/Maint	1	1	1							0							
Totals	**1**	**1**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

2012 Workforce Analysis by Department

PART-TIME EMPLOYEES

Fire

		Males								Females							
Job Category	Employees	**Total**	White	Black	Hispanic	Asian	Indian	HI/Pac Islander	2 or more	**Total**	White	Black	Hispanic	Asian	Indian	HI/Pac Islander	2 or more
Officials/Administrators	0	0								0							
Professionals	0	0								0							
Technicians	0	0								0							
Protective Service	0	0								0							
Para-Professional	0	0								0							
Admin Support	2	2	2							0							
Skilled Craft	0	0								0							
Serv/Maint	0	0								0							
Totals	**2**	**2**	**2**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

2012 Workforce Analysis by Department

PART-TIME EMPLOYEES

Police

		Males								Females							
Job Category	Employees	**Total**	White	Black	Hispanic	Asian	Indian	HI/Pac Islander	2 or more	**Total**	White	Black	Hispanic	Asian	Indian	HI/Pac Islander	2 or more
Officials/Administrators	0	0								0							
Professionals **	1	1	1							0							
Technicians	0	0								0							
Protective Service	0	0								0							
Para-Professional	1	1	1							0							
Admin Support	7	0								7	7						
Skilled Craft	0	0								0							
Serv/Maint	0	0								0							
Totals	**9**	**2**	**2**	**0**	**0**	**0**	**0**	**0**	**0**	**7**	**7**	**0**	**0**	**0**	**0**	**0**	**0**

2012 Workforce Analysis by Department

PART-TIME EMPLOYEES

Department of Public Works: Operations, Parks, Recreation & Leisure, Transit, Water Resources

		Males								Females							
Job Category	Employees	**Total**	White	Black	Hispanic	Asian	Indian	HI/Pac Islander	2 or more	**Total**	White	Black	Hispanic	Asian	Indian	HI/Pac Islander	2 or more
Officials/Administrators	0	0								0							
Professionals	0	0								0							
Technicians	0	0								0							
Protective Service	0	0								0							
Para-Professional	38	9	7	1	1					29	27	1	1				
Admin Support	13	2	2							11	10	1					
Skilled Craft	0	0								0							
Serv/Maint	194	122	106	13	2	1				72	68	2	2				
Totals	**245**	**133**	**115**	**14**	**3**	**1**	**0**	**0**	**0**	**112**	**105**	**4**	**3**	**0**	**0**	**0**	**0**

Historical Compilation

Affirmative Action Data For All Departments

	Full-Time		Part-Time	
Year	**Minorities**	**Females**	**Minorities**	**Females**
2012	11.0%	28.4%	10%	42.9%
2010	11.6%	24.2%	10.9%	47.2%
2008	11.0%	28.1%	11.3%	46.2%
2007	10.9%	25.8%	10.8%	42.8%
2006	12.0%	29.0%	12.0%	44.0%
2005	12.0%	28.0%	12.0%	53.0%
2004	12.7%	33.1%	20.1%	65.4%
2003	12.7%	34.6%	25.2%	62.9%
2002	15.0%	33.3%	25.4%	65.2%
2001	14.6%	33.7%	21.9%	63.0%
2000	15.0%	33.0%	23.9%	62.7%
1999	14.6%	32.4%	20.5%	63.5%
1998	13.9%	34.4%	23.4%	63.9%
1997	13.8%	32.6%	19.9%	64.7%
1996	13.6%	32.6%	21.3%	69.3%
1995	13.1%	32.4%	21.3%	65.5%
1994	13.8%	32.1%	22.1%	76.5%
1993	14.1%	30.9%	19.5%	69.0%
1992	14.5%	30.3%	17.1%	66.5%
1991	13.1%	32.6%	18.0%	64.2%
1990	12.6%	30.0%	17.8%	60.6%
1989	11.3%	27.7%	NA	NA
1988	10.3%	23.5%	NA	NA
1987	9.2%	28.0%	NA	NA
1986	9.6%	28.8%	NA	NA
1985	10.3%	25.2%	18.2%	75.8%
1984	7.8%	23.1%	18.0%	72.0%
1983	8.8%	23.3%	NA	NA

2012 Availability Factor Analysis

By Job Group

JOB CATEGORY: OFFICIALS/ADMINISTRATORS

	FACTOR	RAW STATISTICS			WEIGHTED FACTOR		WEIGHTING
		MINORITY	FEMALE	Value Weight	MINORITY	FEMALE	
1	Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	9.90%	38.30%	80.00%	7.92%	30.64%	Relevance of External Sourcing within Recruitment Area
2	Percentage of Minorities and Women Among Those Promotable, Transferable or Trainable Within Facility	11.00%	28.40%	20.00%	2.20%	5.68%	Relevance of Internal Sourcing & Internal or External Training
				100.00%			
	Final Availability (Percentage)				10.12%	36.32%	

Factor

1–Percentage of Minorities and Women in Reasonable Recruitment Area

Recruitment Area -- Regional/National

Rock	6.8	38.8
Winnebago County	13	37.8
	9.9	38.3

2–Percentage of Minorities and Women within Facility

Feeder Groups – Professionals

Source of Statistics

Current Census Data

Affirmative Action Data for Wisconsin,
Dept. of Workforce Development, State of Wisconsin

Workforce Availability Information
Dept. of Employment Security, State of Illinois

National Workforce Availability Data

2012 Availablity Factor Analysis

By Job Group

JOB CATEGORY: PROFESSIONALS

	FACTOR	RAW STATISTICS			WEIGHTED FACTOR		WEIGHTING
		MINORITY	FEMALE	Value Weight	MINORITY	FEMALE	
1	Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recuritment Area	11.70%	68.00%	60.00%	7.02%	40.80%	Relavance of External Sourcing within Recruitment Area
2	Percentage of Minorities and Women Among Those Promotable, Transferable or Trainable Within Facility	17.00%	49.00%	40.00%	6.80%	19.60%	Relavance of Internal Sourcing & Internal or External Training
				100.00%			
	Final Availaiblty (Percentage)				13.82%	60.40%	

Factor

1--Percentage of Minorities and Women in Reasonable Recruitment Area

Recruitment Area -- Regional

Rock	8.5	71.2
Winnebago County	14.9	64.8
	11.7	68

2--Percentage of Minorities and Women within Facility

Feeder Groups -- Administrative Support, Protective Services, Technicians, Paraprofessionals

Source of Statistics

Current Census Data

Affirmative Action Data for Wisconsin,
Dept. of Workforce Development, State of Wisconsin

Workforce Availablility Information
Dept. of Employment Security, State of Illinois

National Workforce Availability Data

2012 Availablity Factor Analysis

By Job Group

JOB CATEGORY: TECHNICIANS

	FACTOR	RAW STATISTICS MINORITY	RAW STATISTICS FEMALE	Value Weight	WEIGHTED FACTOR MINORITY	WEIGHTED FACTOR FEMALE	WEIGHTING
1	Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recuritment Area	9.25%	62.70%	65.00%	6.01%	40.76%	Relavance of External Sourcing within Recruitment Area
2	Percentage of Minorities and Women Among Those Promotable, Transferable or Trainable Within Facility	8.80%	7.15%	35.00%	3.08%	2.50%	Relavance of Internal Sourcing & Internal or External Training
				100.00%			
	Final Availaiblty (Percentage)				9.09%	43.26%	

Factor

1–Percentage of Minorities and Women in Reasonable Recruitment Area

Recruitment Area -- Local

Rock	7.2	63.7
Winnebago County	11.3	61.7
	9.25	62.7

Source of Statistics

Current Census Data

Affirmative Action Data for Wisconsin,
Dept. of Workforce Development, State of Wisconsin

2–Percentage of Minorities and Women within Facility

Feeder Groups -- Skilled Craft, Protective Services

2012 Availablity Factor Analysis

By Job Group

JOB CATEGORY: PARA-PROFESSIONALS

	FACTOR	RAW STATISTICS MINORITY	RAW STATISTICS FEMALE	Value Weight	WEIGHTED FACTOR MINORITY	WEIGHTED FACTOR FEMALE	WEIGHTING
1	Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recuritment Area	26.95%	68.35%	60.00%	16.17%	41.01%	Relavance of External Sourcing within Recruitment Area
2	Percentage of Minorities and Women Among Those Promotable, Transferable or Trainable Within Facility	17.69%	79.34%	40.00%	7.08%	31.74%	Relavance of Internal Sourcing & Internal or External Training
				100.00%			
	Final Availaiblty (Percentage)				23.25%	72.75%	

Factor

1--Percentage of Minorities and Women in Reasonable Recruitment Area

Recruitment Area -- Local

Rock	20	69
Winnebago County	33.9	67.7
	26.95	68.35

Source of Statistics

Current Census Data

Affirmative Action Data for Wisconsin,
Dept. of Workforce Development, State of Wisconsin

2--Percentage of Minorities and Women within Facility

Feeder Groups -- Para-Professional & Administrative Support

2012 Availablity Factor Analysis

By Job Group

JOB CATEGORY: ADMINISTRATIVE SUPPORT

	FACTOR	RAW STATISTICS MINORITY	RAW STATISTICS FEMALE	Value Weight	WEIGHTED FACTOR MINORITY	WEIGHTED FACTOR FEMALE	WEIGHTING
1	Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recuritment Area	11.45%	78.00%	75.00%	8.59%	58.50%	Relavance of External Sourcing within Recruitment Area
2	Percentage of Minorities and Women Among Those Promotable, Transferable or Trainable Within Facility	9.50%	9.50%	25.00%	2.38%	2.38%	Relavance of Internal Sourcing & Internal or External Training
				100.00%			
	Final Availaiblty (Percentage)				10.96%	60.88%	

Factor

1–Percentage of Minorities and Women in Reasonable Recruitment Area

Recruitment Area -- Local

Rock	7	78.3
Winnebago County	15.9	77.7
	11.45	78

Source of Statistics

Current Census Data

Affirmative Action Data for Wisconsin,
Dept. of Workforce Development, State of Wisconsin

2–Percentage of Minorities and Women within Facility

Feeder Groups -- Service/Maintenance

2012 Availablity Factor Analysis

By Job Group

JOB CATEGORY: SKILLED CRAFT

	FACTOR	RAW STATISTICS MINORITY	RAW STATISTICS FEMALE	Value Weight	WEIGHTED FACTOR MINORITY	WEIGHTED FACTOR FEMALE	WEIGHTING
1	Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recuritment Area	11.95%	4.35%	75.00%	8.96%	3.26%	Relavance of External Sourcing within Recruitment Area
2	Percentage of Minorities and Women Among Those Promotable, Transferable or Trainable Within Facility	9.50%	9.50%	25.00%	2.38%	2.38%	Relavance of Internal Sourcing & Internal or External Training
				100.00%			
	Final Availaiblty (Percentage)				11.34%	5.64%	

Factor

1--Percentage of Minorities and Women in Reasonable Recruitment Area

Recruitment Area -- Local

Rock	8	2.2
Winnebago County	15.9	6.5
	11.95	4.35

Source of Statistics

Current Census Data

Affirmative Action Data for Wisconsin,
Dept. of Workforce Development, State of Wisconsin

2--Percentage of Minorities and Women within Facility

Feeder Groups -- Service/Maintenance

2012 Availablity Factor Analysis

By Job Group

JOB CATEGORY: SERVICE MAINTENANCE

	FACTOR	RAW STATISTICS MINORITY	RAW STATISTICS FEMALE	Value Weight	WEIGHTED FACTOR MINORITY	WEIGHTED FACTOR FEMALE	WEIGHTING
1	Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recuritment Area	23.50%	27.50%	95.00%	22.33%	26.13%	Relavance of External Sourcing within Recruitment Area
2	Percentage of Minorities and Women Among Those Promotable, Transferable or Trainable Within Facility	9.50%	9.50%	5.00%	0.48%	0.48%	Relavance of Internal Sourcing & Internal or External Training
				100.00%			
	Final Availaiblty (Percentage)				22.80%	26.60%	

Factor

1--Percentage of Minorities and Women in Reasonable Recruitment Area

Recruitment Area -- Local

Rock	20	28
Winnebago County	27	27
	23.5	27.5

Source of Statistics

Current Census Data

Affirmative Action Data for Wisconsin,
Dept. of Workforce Development, State of Wisconsin

2--Percentage of Minorities and Women within Facility

Feeder Groups -- Entry Level

2012 Availablity Factor Analysis

By Job Group

JOB CATEGORY: PROTECTIVE SERVICE

	FACTOR	RAW STATISTICS MINORITY	RAW STATISTICS FEMALE	Value Weight	WEIGHTED FACTOR MINORITY	WEIGHTED FACTOR FEMALE	WEIGHTING
1	Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recuritment Area	14.20%	22.20%	95.00%	13.49%	21.09%	Relavance of External Sourcing within Recruitment Area
2	Percentage of Minorities and Women Among Those Promotable, Transferable or Trainable Within Facility	10.84%	10.84%	5.00%	0.54%	0.54%	Relavance of Internal Sourcing & Internal or External Training
				100.00%			
	Final Availaiblty (Percentage)				14.03%	21.63%	

Factor

1--Percentage of Minorities and Women in Reasonable Recruitment Area

Recruitment Area -- Regional

Rock	11.9	20.4
Winnebago County	16.5	24
	14.2	22.2

2--Percentage of Minorities and Women within Facility

Feeder Groups -- Entry Level

Source of Statistics

Current Census Data

Affirmative Action Data for Wisconsin,
Dept. of Workforce Development, State of Wisconsin

Workforce Availability Information,
Dept. of Employment Security, State of Illinois

Section III

Definitions

Race and Ethnic Definitions

The City of Beloit has adopted the same race/ethnic designations as used by the federal Equal Employment Opportunity commission and do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee could be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. The race/ethnic categories for this survey are:

American Indian/Alaska Native (Not of Hispanic origin)

Asian (Not of Hispanic origin)

Black (Not of Hispanic origin)

Hawaiian/Pacific Islander (Not of Hispanic origin)

Hispanic**

White (Not of Hispanic origin)

2 or More Races (Multiple)

**NOTE: The category "Hispanic", while not a race identification, is included as a separate race/ethnic category because of the employment discrimination often encountered by this group; for this reason, we do not include Hispanic under either "white" or "black".

Description of Job Categories

Officials and Administrators – Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, director, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent and housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers, and investigators, coroners, farm managers, and kindred workers.

Professionals – Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dieticians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

Technicians – Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafter, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.

Protective Service Workers – Occupation in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.

Paraprofessionals – Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Included: research assistants, medical aides, child support workers, policy auxiliary welfare aides, recreation assistants, homemakers aides, home health aides, library assistants and clerks, ambulance drivers and attendants, and kindred workers.

Administrative Support (Including Clerical and Sales) – Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

Skilled Craft Workers – Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.

Service-Maintenance – Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundskeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.

Section IV

Personnel Policies

City of Beloit
Affirmative Action / Equal Opportunity Policy

Issue Date:	Revision(s):	Pages:
June 18, 1984	January 1, 1988 January 1, 1992 July 1, 1996 January 1, 1998 November 1, 2002 September 19, 2005 February 1, 2006	2

Special Instructions:
Equal employment opportunity notices are posted near employee gathering places as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various governmental agencies that may be contacted in the event any person believes they've been discriminated against.

I. PURPOSE

The purpose of this policy is to announce the City of Beloit's (City) compliance with the equal opportunity policy and standards of the State of Wisconsin Department of Workforce Development and all other pertinent state and federal statutes and regulations relating to the act of nondiscrimination in employment and service delivery.

[51]

II. POLICY

The City of Beloit is an equal opportunity employer and also committed to provide equal opportunity in service delivery. In awareness of the importance of its human resources, the City has a compelling interest in and concern for establishing and maintaining an organization that is truly representative of the community it serves. This means the City attempts to reflect the diversity of the community in its workforce as well as its committees, boards and commissions.

The City recognizes that, while equal opportunity for all persons is the goal, this goal must be translated into actual performance. Therefore, the goal of equal opportunity and the ideal of freedom of opportunity for all individuals is actualized through an aggressive, voluntary Affirmative Action Program which is supported and implemented by management and leadership within City government.

III. PROCEDURE

a. Employment

Employment decisions are based on merit and operational needs. The objective of the City's employment practices is to employ individuals who are qualified for specific work by appropriate job-related standards as work experience, demonstrated attitude and skill, education, training, overall ability and other job relevant considerations No otherwise qualified person shall be excluded from employment, be denied the benefits of employment or otherwise

be subject to discrimination in employment in any manner on the basis of age, race, religion, color, gender, national origin or ancestry, handicap, physical condition, genetic information, developmental disability, arrest or conviction record, sexual orientation, marital status or military participation. This includes recruitment, hiring, training, advancement, transfer, compensation, discharge, disciplinary action, and other terms, conditions and privileges of employment. All employees are expected and will support our goals and programmatic activities relating to nondiscrimination in employment.

b. Service Delivery

The City is also committed to providing equal opportunity in service delivery. No person shall be excluded from participation in, or be denied the benefits of, or otherwise be subjected to discrimination based on protected status as listed above under any program or activity that receives or benefits from services through the City.

IV. RELATED MATERIAL

For further information, see the latest edition of the City of Beloit Affirmative Action Program available on the City's website and also the Human Resources office. Also, see the City's Discrimination Complaints and Harassment and the Americans with Disabilities Act policies.

V. APPROVAL

This policy is effective April 1, 2012.

Larry N. Arft, City Manager

[52]

City of Beloit
Discrimination Complaints

Issue Date:	Revision(s):	Pages:
December 9, 1991	July 1, 1996 January 1, 1998 November 1, 2002 September 19, 2005 February 1, 2006	6

Special Instructions:
n/a

I. PURPOSE

It is the policy of the City of Beloit (City) to maintain a safe workplace environment that is free from discrimination, harassment and retaliation. Supervisory employees are responsible for fair and consistent application and enforcement.

II. POLICY

It is the policy of the City to ensure all personnel practices, policies and rules are administered without discrimination against one on the basis of age, race, creed, color, handicap, disability, genetic background, marital status, gender, sexual orientation, national origin, ancestry, arrest record, conviction record (unless relevant) or membership in the national guard, state defense force or any reserve component of the military forces of the United States or Wisconsin.

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A complaint of discrimination is an allegation by an employee that there has been a specific violation, misinterpretation, or unfair application of any of the City's rules, policies or procedures in which the employee's age, race, creed, color, handicap, disability, marital status, sex, sexual orientation, national original, ancestry, arrest record, conviction record (unless relevant), or military service was a factor. Vague or general charges of "unfairness" that are not substantiated by specific facts will not be processed through the formal complaint system.

Employees that believe they've been treated unfairly or in a manner inconsistent with established policies may question or challenge a decision or action through a formal discrimination complaint resolution procedure. This procedure is not intended in any way to replace or subvert other remedies available to employees, including the grievance procedure. It is limited to complaints of discrimination as defined above, and intended to aide in the resolution of such complaints within the organization.

III. DISCRIMINATION COMPLAINT PROCEDURE

The four-step procedure is as follows:

Step 1: An employee should discuss the discrimination-related problem of concern with their immediate supervisor. If the complaint directly concerns the supervisor, the employee may initiate the process at Step 2.

Step 2: If the conference with the immediate supervisor does not resolve the complaint, the employee may pursue the matter with their Department Director.

Step 3: If dissatisfied with the answer of the Department Director, the employee may appeal to the Director of Human Resources.

Step 4: If dissatisfied with the answer of the Director of Human Resources, the employee may appeal to the City Manager, whose decision on the matter shall be final.

Employees will have ten working days to appeal a decision from one step to the next. Complaints involving discipline or discharge which the complainant feels has been discriminatory may be initiated at Step 3. Employees who pursue a complaint through his process will not be discriminated against or suffer any reprisals for filling the complaint.

IV. RELATED MATERIAL

For further information, see the latest edition of the City of Beloit Affirmative Action Program available on the City's website and also the Human Resources office. Also, see the City's Americans with Disabilities Act policies and Affirmative Action / Equal Opportunity Policies.

V. APPROVAL

This policy is effective April 1, 2012.

[54]

Larry N. Arft, City Manager

Attachments:

1. How to file an employment discrimination complaint (Page 3)
2. Discrimination complaint form (Page 5)

CITY OF BELOIT
HOW TO FILE AN EMPLOYMENT DISCRIMINATION COMPLAINT

If you feel that you have been treated differently or have been harassed in any aspect of the employment relationship because of your age, race, religion, sex, color, disability or association with a person with a disability, national origin or ancestry, arrest or conviction record, sexual orientation, marital status, political affiliation or military participation you may file an employment discrimination complaint. Employment relationships include application, testing, interviews, hiring, termination decisions, reasonable accommodation, training, transfer, promotion, demotion, reclassification or reallocation. If you were adversely affected by any of these decisions based on your membership in any of the protected groups, or the treatment you received was different from others, or if the employer's facilities were not accessible to you, it may be discrimination.

You may file an informal discrimination complaint with your employer, or you may file a formal discrimination complaint with a state or federal agency. No one may threaten or harass you for making a complaint. No one may threaten or harass your witnesses because they are willing to say what they saw, heard or experienced.

To file an informal discrimination complaint, request a discrimination complaint form by calling the Director of Human Resources at (608)364-6612 or TDD (608)365-3323. Send the completed form back to the Director of Human Resources. If you are not satisfied with the resolution to your informal complaint, you can still file a formal complaint with an appropriate state and/or federal agency. However, you must do it before the deadline specified by that agency. Do not wait until after the time limits to get an answer to the information complaint if you plan to make a formal complaint. You may file a formal complaint at any time, before the deadline, even if you are awaiting a response to an informal complaint. If you wish to file a formal discrimination complaint, you may call the appropriate state or federal agency to request their complaint form, or you may write a letter describing why you think you were discriminated against. A listing of state and federal agencies is included on the back of this page.

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State and federal laws vary in the protection from discrimination they offer. Some agencies are designated to investigate specific kinds of employment discrimination and not others, and each has its own deadline for accepting complaints. Please consult the information provided below to determine what agency may help you, and what time limits they have for accepting complaints. Complaints should be filed as soon as possible after the alleged discriminatory action took place.

The Equal Rights Division, Department of Workforce Development, 201 East Washington Avenue, P.O. Box 8928, Madison, WI 53708, Telephone: (608)266-6860, or TDD (608)264-8752 will accept formal complaints based on race, color, age (over 40 with no upper age limit), gender, disability, national origin or ancestry, and religious beliefs or convictions. This agency is the only one to accept complaints regarding different treatment based on sexual orientation, arrest or conviction record, marital status, political affiliation or military service. File within 300 days of the last violation.

The U.S. Equal Employment Opportunity Commission, 310 West Wisconsin Avenue, Suite 800, Milwaukee, WI 53203, Telephone: (414) 297-1111 or TDD (414)297-1115 will accept complaints based on race, color, age (40-70), gender, disability, national origin or ancestry, religious beliefs or convictions. File within 300 days of the last violation.

The U.S. Department of Health & Human Services, Office for Civil Rights, 105 West Adams Street, Chicago, IL 60603, (312)886-2359 or TDD (312)353-5693 will accept discrimination complaints against health care and human service providers which receive funds from DHHS, based on race, color, national origin, age, religion or disability. File complaints within 180 days of the last violation.

The Office of Federal Contract Compliance, U.S. Department of Labor, 230 South Dearborn Street, Chicago, IL 60603, Telephone: (312)353-2158 or TDD (312)353-2158 will accept complaints against federal contractors and subcontractors based on race, color, religion, sex, or national origin. File within 180 days of the last violation.

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The U.S. Department of Justice, Civil Rights Division, 10th and Pennsylvania Avenue NW, Washington, D.C. 20530, has an ADA Public Access Telephone with recorded message information including additional telephone numbers for employment, services, transportation, public accommodation and commercial facilities, telecommunications relays. ADA Public Access operating hours are 12:00 - 4:00 p.m., Central Time only: (202)514-0301 or TDD (800)800-3302.

CITY OF BELOIT
EMPLOYMENT DISCRIMINATION COMPLAINT FORM

NAME OF COMPLAINANT:_____

ADDRESS:_____

CITY, STATE, ZIP:_____

TELEPHONE NUMBER:_____

Are you an employee of the agency named in this complaint?
Yes_____ No_____

Are you applying for or did you apply for a job with the agency named in this complaint?
Yes_____ No_____

BASIS FOR EMPLOYMENT DISCRIMINATION COMPLAINT:
Such as: Age, Race, Religion, Color, Disability or association with a person with a disability, Sex, National Origin or Ancestry, Arrest or Conviction Record, Sexual Orientation, Marital Status, Military Participation, Political Affiliation, Illegal Harassment, Denial or Reasonable Accommodation for disability or for religious practices, beliefs or convictions.

_____

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DESCRIPTION of the action or treatment which you think was discriminatory. Include information about who, what, when, where, how, why, and the names, addresses and phone numbers of any witnesses, if you know them. Please be specific about the date of the last incident. You may write this on another sheet of paper if you need more room.

_____

_____

_____

_____

_____

_____

_____

DESCRIPTION OF THE RELIEF OR SATISFACTION YOU WANT

_____

_____

_____

_____

_____

_____

Complainant's Signature Date

Note: You may call the Director of Human Resources, at (608)364-6612 or (608)365-3323 TDD, if you would like help in filling out this form

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INFORMAL COMPLAINT

Date received _____ Action Taken_____
By _____ _____
Title _____ _____
Agency _____ _____

Program and Individual(s) to be investigated
_____
_____

Findings
_____
_____

(complete within 30 days)

Further Action Taken?
Yes____ No____

If Yes, what action is recommended?
_____
_____
_____

Written Response sent to Complainant
on _____
Signed by _____

City of Beloit Harassment, including Sexual Harassment		
Issue Date: April 1, 2006	**Revision(s):**	**Pages:** 5
Special Instructions: n/a		

I. PURPOSE

Maintain a healthy work environment in which all individuals are treated with respect and dignity and to provide procedures for reporting, investigating and resolving complaints of harassment and discrimination.

II. POLICY

It is the policy of the City of Beloit that all employees have the right to work in an environment free of all forms of harassment. The City of Beloit will not tolerate, condone, or allow harassment by any employee or other non-employee who conducts business with the City. The City of Beloit considers harassment and discrimination of others to be forms of serious employee misconduct. Therefore, the City shall take direct and immediate action to prevent such behavior, and to remedy all reported instances of harassment and discrimination. A violation of this City policy can lead to discipline up to and including termination, with repeated violations, even if "minor," resulting in greater levels of discipline as appropriate.

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III. PROHIBITED ACTIVITY

1. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
   a. Submission to such conduct is made either explicitly or implicitly a term of condition of employment; or
   b. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or
   c. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

2. Harassment is any verbal, written, visual or physical act that creates a hostile, intimidating or offensive work environment or interferes with an individual's job performance.
   a. No employee shall either explicitly or implicitly ridicule, mock, deride, or belittle any person.
   b. Employees shall not make offensive or derogatory comments to any person, either directly or indirectly, based on race, color, sex, religion, age, disability, sexual orientation, or national origin. Such harassment is a prohibited form of discrimination under state and federal employment law and/or is also considered misconduct subject to disciplinary action by the City.

IV. COVERED INDIVIDUALS

Individuals covered under this policy include employees and applicants for employment, volunteers, members of the public, elected officials and appointed boards and commissions.

V. SUPERVISORY RESPONSIBILTIES

1. Each supervisor shall be responsible for preventing prohibited activities as defined above.
   a. Monitoring the work environment on a daily basis for signs that harassment may be occurring;
   b. Training and counseling all employees on what constitutes harassment and sexual harassment, on the types of behavior prohibited by the City's policy and procedures for reporting and resolving complaints of harassment.
   c. Stopping any observation that may be considered harassment, and taking appropriate steps to intervene, whether or not the involved employees are within his/her line of supervisions; and
   d. Taking immediate action to prevent retaliation towards the complaining party or witnesses and to eliminate the hostile work environment where there has been a complaint of harassment, pending investigation. If a situation requires separation of the parties, care should be taken to avoid actions that appear to punish the complainant. Transfer or reassignment of any of the parties involved should be voluntary if possible and, if non-voluntary, should be temporary pending the outcome of the investigation.

2. Each supervisor has the responsibility to assist any employee of this agency who comes to that supervisor with a complaint of harassment in documenting and filing a complaint with the internal investigations authority as designated by this agency.

3. Failing to carry out these responsibilities will be considered in any evaluation or promotional decisions and may be grounds for discipline.

VI. EMPLOYEE RESPONSIBILTIES

1. Each employee of this agency is responsible for assisting in the prevention of harassment through the following acts:
   a. Refraining from participation in, or encouragement of actions that could be perceived as harassment;
   b. Reporting acts of harassment to a supervisor; and
   c. Encouraging any employee who confides that he or she is being harassed or discriminated against to report these acts to a supervisor.

2. Failure of any employee to carry out the above responsibilities will be considered in any performance evaluation or promotional decisions and may be grounds for discipline.

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VII. COMPLAINT PROCEDURES

1. Any employee encountering harassment is encouraged but not required to inform the person that his or her actions are unwelcome and offensive. This initial contact can be either verbal or in writing. The employee is to document all incidents of harassment in order to provide the fullest basis for investigation.

2. Any employee who has unsuccessfully attempted to terminate the harassment by means of Section 1 and who believes that he or she is being harassed shall report the incident(s) as soon as possible to their supervisor so that steps may be taken to protect the employee from further harassment, and so that appropriate investigative and disciplinary measures may be initiated. Where doing so is not practical, the employee may instead file a complaint with another supervisor, Human Resources, the City Attorney, or City Manager.
    a. The supervisor or other person to whom a complaint is given shall meet with the employee and document the incident(s) complained of, the person(s) performing or participating in the harassment, any witnesses to the incident(s) and the date(s) on which it occurred.

3. An employee should utilize the city's internal reporting procedure first. However, if after utilizing this procedure the complainant does not feel the complaint has not been adequately addressed, the employee may file a complaint with either or both of the following:
    a. State of Wisconsin Equal Rights Agency
    201 East Washington Avenue
    Madison, WI 53703
    Phone: (608) 266-6860

    b. Equal Employment Opportunity Commission
    210 Martin Luther King Boulevard
    Madison, WI 53703
    Phone: (608) 266-4910

    If the employee exercises the reporting options of (a) or (b) from above, they must file a copy of the complaint with the City Attorney within 24 hours of filing of the complaint.

4. The internal investigation authority shall be responsible for investigating any complaint alleging harassment or discrimination.
    a. The internal investigative authority shall immediately notify the chief executive officer and the City Attorney if the complaint contains evidence of criminal activity, such as battery, rape or attempted rape.

[61]

b. The investigation shall include a determination as to whether other employees are being harassed by the person, and whether other City/Village employees participated in or encouraged the harassment.
c. The internal investigative authority shall inform the parties involved of the outcome of the investigation.
d. A file of harassment and discrimination complaints shall be maintained in a secure location. The chief executive officer shall be provided with an annual summary of these complaints.

5. There shall be no retaliation against any employee for filing harassment or discrimination complaint, or for assisting, testifying, or participating in the investigation of such a complaint.

6. The complaining party's confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

7. Complaints or employees accused of harassment may file a grievance/appeal in accordance with City procedures when they disagree with the investigation or disposition of a harassment claim.

VIII. RETALIATION

1. Retaliation against any employee for filing a harassment or discrimination complaint, or for assisting, testifying, or participating in the investigation of such a complaint, is illegal and is prohibited by this City and by federal statutes. [62]

2. Retaliation is a form of employee misconduct. Any evidence of retaliation shall be considered a separate violation of this policy and shall be handled by the same complaint procedures established for harassment and discrimination complaints.

3. Monitoring to ensure that retaliation does not occur is the responsibility of the chief executive officer, supervisors and the appropriate internal investigative authority.

IX. DEFINITIONS

A. ***Verbal Harassment:*** Sexual innuendoes, degrading or suggestive comments, repeated pressure for dates, jokes of a sexual nature, unwelcome sexual flirtations, degrading words used to describe an individual, obscene and/or graphic descriptions of an individual's body or threats that job, wages, assignments, promotions or working conditions could be affected if the individual does not agree to a suggested sexual relationship.

B. ***Non-Verbal:*** Sexually suggestive or offensive objects or pictures, inappropriate usage of voicemail, e-mail, the internet or other such sources as a means to express or obtain sexual material, comments, etc., printed or written materials including offensive cartoons, suggestive or offensive sounds, whistling, catcalls or obscene gestures. Any material which inappropriately raises the issues of sex or discrimination. Treating an employee differently than other employees when they have refused an offer of sexual relations.

C. ***Physical:*** Unsolicited or unwelcome physical contact of a sexual nature, which may include touching, hugging, massages, kissing, pinching, patting, or regularly brushing against the body of another person.

D. ***Other Forms of Harassment:*** Persistent and unwelcome conduct or actions on the basis of disability, sex, arrests or conviction record, marital status, sexual orientation, membership in the military reserve, or use or nonuse of lawful products away from work is prohibited under this policy and §111.31-111.39, Wis. Stats.

E. ***Harassment on any basis (race, sex, age, disability, etc.) exists whenever:*** Submission to harassing conduct is made, either explicit or implicit, a term or condition of an individual's employment; submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual; the conduct interferes with an employee's work or creates an intimidating, hostile, or offensive work environment. Such conduct is prohibited under this policy and §111.31-111.39 Wis. Stats.

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F. ***Unwelcome:*** Sexual conduct is unwelcome whenever the person subjected to it considers it unwelcome. The conduct may be unwelcome even though the victim voluntarily engages in it to avoid adverse treatment.

X. APPROVAL

This policy is effective April 1, 2012.

Larry N. Arft, City Manager