

PRICE MUNICIPAL CORPORATION
HUMAN RESOURCE DEPARTMENT

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EQUAL EMPLOYMENT OPPORTUNITY PLAN



This document constitutes the Price Municipal Corporation Equal Opportunity Employment Plan and is part of the organization strategy to ensure the full and equal participation of men and women in the workforce, regardless of race and ethnicity. It is against Price City policy to discriminate based on religion, disability, age, national origin, gender identification, or sexual orientation.

Part 1 OVERVIEW AND POLICY

It is the policy of Price Municipal Corporation (Price MC) to provide equal employment opportunity in city government for all persons; to prohibit discrimination in employment on the basis of race, color, religion, national origin, age, sex, disability or handicap status; and to promote the full effort and contribution of all incumbent employees of Price MC.

Price MC will follow this policy in recruitment, hiring, training and promotion into all classifications, compensation, benefits, transfers, assignments, shifts, layoffs, returns from layoff, demotions, terminations, educational leave, social and recreational programs, and in the use of Price MC Facilities.

It is not the intent of this policy to permit or require the lowering of bona fide job requirements or qualification standards in order to give preference to any employee or applicant for employment. Selection, hiring, placement and promotion decisions will be based on valid requirements and criteria that are job related, essential and necessary functions of the job.

Price MC will provide, when necessary, reasonable accommodations to applicants' and/or employees' disabilities, when doing so will enable them to successfully perform the essential functions of the job for which they are qualified.

Price MC prohibits retaliatory actions against employees or applicants for employment, who make a charge of employment discrimination, testify, assist or participate, in any manner, in a hearing, proceeding or investigation of employment discrimination.

The purpose of the Equal Employment Opportunity Plan (EEOP) is to identify organizational components and job categories within Price MC's workforce in which minorities and women are not represented in proportion to their availability in the labor force, and to devise and implement strategies to achieve equitable representation.

Price MC is an equal opportunity employer and believes that every employee has the right to work in surroundings which are free from all forms of unlawful discrimination.

Affirmative Action

It is the policy of Price MC to be fair and impartial in all of its relations with employees and to recognize the dignity of the individual. Price MC seeks to attain a workforce, which mirrors the local community in the representation of women, minorities and the disabled in all departments and levels. Price MC strives to maintain an environment ensuring recognition of each employee's efforts, achievements and cooperation. Employees will be treated impartially and allowed, without prejudice, to advance in the organization, as their abilities warrant and as openings occur. Price MC will promote and afford equal treatment and service to all employees and citizens.

Part 2 JOB CATEGORIES

The Job Categories listed in the following tables were obtained by cross referencing with the US Census Bureau, the Department of Labor and the Equal Employment Opportunity Commission. The following is a list of the Job Categories and definitions used to complete the analysis for this Plan:

Officials/Administrators – Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments. This category includes titles such as department head, director, police chief, fire chief, building inspector, 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. This category includes: accountants, auditors, computer scientists, engineers, attorneys, librarians, police captains, 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, survey/mapping technicians, engineering aides, police sergeants, and kindred workers.

Protective Services – Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, firefighters, detectives, park rangers, and kindred workers.

Paraprofessionals – Occupations in which workers perform some of the duties of a professional or technician in a supportive role. Includes: recreation assistants, library assistants, ambulance drivers and kindred workers.

Administrative Support – Occupations in which workers are responsible for internal and external communications, recording and retrieval of data and/or information and other paperwork required in an office. Includes: customer service, payroll clerks, license distributors, meter readers, dispatchers, secretaries, receptionists, and kindred workers.

Skilled Craft – Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics, carpenters, heavy equipment operators, electricians, plumbers and pipe fitters, welders, water and sewer treatment plant operators, and other 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. Includes: groundskeepers, recreation workers, sewer pipe cleaners, custodial employees, construction laborers, truck drivers, craft apprentices/trainees/helpers, and kindred workers.

Part 3 PRICE MUNICIPAL CORPORATION - EMPLOYEE DEMOGRAPHICS

Table A provides demographics of the Price MC full-time workforce classified by job category, gender, and race/national origin. The Table shows the workforce in percentages only, which reflects the portion of people in each job category of a given sex and race/ethnicity.

These figures are based upon the Human Resource Department’s employee data as of the last pay period in July 2013. Employment numbers are for full-time employees only. *

**Elected and appointed officials of Price City are not included in the workforce demographics (Mayor, City Councilmembers, Recorder, Treasurer, and Police Chief).*

Table A:

JULY 2013- PRICE MUNICIPAL CORPORATION WORKFORCE DEMOGRAPHICS (EEO-4 Job Categories)															
Job Category	Total	MALE							FEMALE						
		W	B	Hisp	Asian	A/AN	NH/PI	Two	W	B	Hisp	Asian	A/AN	NH/PI	Two
Officials/ Administrators	100%	71.4%				14.3%			14.3%						
Professionals	100%	50.0%							50.0%						
Technicians	100%	100.0%													
Protective Services	100%	80.0%		6.7%					13.3%						
Paraprofessionals	100%								100.0%						
Admin. Support	100%	12.5%		12.5%					75.0%						
Skilled Craft	100%	69.6%		13.0%					13.0%		4.3%				
Service/ Maintenance	100%	76.9%		15.4%							7.7%				
W	White alone														
B	Black or African American alone														
Hisp	Hispanic ethnicity														
A	Asian alone														
A/AN	American Indian or Alaska Native alone														
A/PI	Native Hawaiian or Pacific Islander alone														
Two	Two or More Races														

Part 4 COMMUNITY LABOR STATISTICS (CLS) FOR PRICE CITY

Table B provides community labor statistics for the City of Price, Utah’s workforce classified according to sex and race/ethnicity.

The Table shows the workforce as percentages only, the percentage of residents of given race/ethnicity were applied to the total number in the workforce. The assumption is that the number in the workforce is represented equal to the total population. This is necessary because the 2010 Census gives racial data for all residents of all ages and does not provide the racial makeup for the workforce located within the City boundaries.

Table B:

City of Price Census*	
	**Percentage of Work Force
Gender:	
Male	48.6%
Female	51.4%
Race:	
White (not identified as Hispanic)	82.4%
Black	0.6%
Hispanic	13.6%
Asian	1.0%
Nat. Hawaiian/Pacific Islander	0.1%
American Indian/Alaskan	1.4%
Two or more races	2.4%
* Price City Census acquired from 2010 US Census	
** Assuming the racial demographics of the population is equal to that of the workforce	
Race percentages do not total 100% due to rounding and Hispanic can be of any race	

Part 5 UTILIZATION ANALYSES

The close proximity of many outside residential areas and small municipalities to Price City effectively and practically enlarges the labor pool beyond the confines of Price City limits. Therefore, utilization comparisons are to the larger County of Carbon (CC) labor pool. Additionally, internal policy does not require municipal employees to live within the boundaries of the municipality. Even with this expanded definition, the potential labor pool is small, particularly relative to officials/administrators, technicians, and protective services. Price City employs 78 people in full-time positions out of a 9,220 person CC labor pool; representing 0.846% of the area labor pool. Given the relatively small workforce of Price MC and the historically single digit annual turnover; single hiring decisions can significantly impact utilization numbers. Each employee represents 1.3% of the Price MC workforce.

A comparison of Price Municipal Corporation's workforce to the community labor statistics for CC indicates a positive utilization for minorities and a macro-underutilization for women.

Community labor statistics show Black, Asian, Native Hawaiian/Pacific Islander, American Indian/Alaskan Native, and Two-or-more race populations are very small in Price City (5.5%) and CC (4.6%) workforce. Although Price MC employs less than 1% of the area labor pool, 1.3% of employees are from those combined minority groups. The Hispanic workforce is 12.7% of CC and is 11.5% of the Price MC workforce. Significantly Price MC employs Hispanic/Latino ethnicities in a far greater proportion than exists in the labor pool for higher paying skilled craft occupations. Price MC has a macro-underutilization of women, but a detailed review shows that in the higher-paying, male-dominated skilled craft occupations Price MC has a very positive female utilization. The female labor pool in CC represents just 0.025% of the skilled crafts workforce, but in Price Municipal Corporation 17.3% percent of skilled craft employees are women. Price Municipal Corporation employs 10% of the female skilled craft employees residing in Carbon County! This is again because it demonstrates accessibility to higher paying jobs for the female workforce and the practical results of open, unbiased recruitment and promotion at Price MC.

After reviewing the outcome of the utilization analysis, Price MC is comfortable that employment practices are without bias and result in fairness to all races and ethnicities. The overall underutilization of Women by 26.0% can be improved. However, almost half of the female labor pool in CC (43%) is in the Administrative Support occupation, an area with only 11 jobs at Price MC. Price MC will continue to monitor the utilization of women and minorities within Job Categories, particularly Officials/Administrators, Technicians, and Service/Maintenance.

Part 5 UTILIZATION ANALYSES *continued*

Table C shows the Utilization of Price MC to the County of Carbon and City of Price.

**Elected and appointed officials of Price City are not included in the workforce analysis (Recorder, Treasurer, and Police Chief).*

Table C:

	2010 Carbon County Census		2010 Price City Census		2013 Price Municipal Corp	
	People	Percentage of Work Force*	People**	Percentage of Work Force*	Price City Employment	Percentage of Work Force
Total Work Force Estimate Summation of Job Categories (EEO-CIT06R)	9145		3812		78	
Gender:						
Male	4536	49.6%	1853	48.6%	59	75.6%
Female	4609	50.4%	1959	51.4%	19	24.4%
Race/Ethnicity:						
White	7664	83.8%	3141	82.4%	68	87.2%
Black	55	0.6%	23	0.6%	0	0.0%
Hispanic	1161	12.7%	518	13.6%	9	11.5%
Asian	64	0.7%	38	1.0%	0	0.0%
Native Hawaiian/Pacific Island	18	0.2%	4	0.1%	0	0.0%
American Indian/Alaskan	128	1.4%	53	1.4%	1	1.3%
Two or more races	155	1.7%	91	2.4%	0	0.0%
	9246	101.1%	3869	101.5%	78	100.0%
* Race/Ethnicity percentages of the total population (2010 Census) are applied to the workforce population estimate						
**The ratio of Carbon County adult population (18-64) to Carbon County workforce was applied to the Price City adult population to determine the Price City workforce						
People count and race percentages do not total 100% due to rounding and Hispanic can be any race						

Part 5 UTILIZATION ANALYSES *continued*

Table D illustrates a utilization analysis between the labor pool of County of Carbon and the workforce of Price MC.

Table D:

2013 Price MC and 2010 County of Carbon Workforce Percentage Comparison														
Job Category (EEO-4 State & Local Govt)	MALE							FEMALE						
	W	B	H/L	Asian	AI/AN	NH/PI	2 or more	W	B	H/L	Asian	AI/AN	NH/PI	2 or more
OFFICIALS/ADMINISTRATORS														
County of Carbon Workforce	47.5%		3.3%		2.2%			40.9%		5.5%				
Price MC Workforce	71.4%				14.3%			14.3%						
PROFESSIONALS														
County of Carbon Workforce	42.1%		2.1%					51.9%		3.8%				
Price MC Workforce	50.0%							50.0%						
TECHNICIANS														
County of Carbon Workforce	29.0%							61.3%		9.0%				
Price MC Workforce	100.0%													
PROTECTIVE SERVICES														
County of Carbon Workforce	72.3%		2.5%				6.3%	18.9%						
Price MC Workforce	80.0%		6.7%					13.3%						
ADMINISTRATIVE SUPPORT														
County of Carbon Workforce	21.5%		1.0%					72.3%	1.1%	4.1%				
Price MC Workforce	12.5%		12.5%					75.0%						
SKILLED CRAFT														
County of Carbon Workforce	83.6%		11.7%		2.2%			1.9%		0.6%				
Price MC Workforce	69.6%		13.0%					13.0%		4.3%				
SERVICE/MAINTENANCE														
County of Carbon Workforce	47.1%		4.8%	0.2%	3.6%		0.8%	36.6%		5.7%	0.2%			
Price MC Workforce	76.9%		15.4%							7.7%				

Data obtained from EEO-CIT06R by State and Local Govt Job Group - Carbon County Utah and July 2013 Price MC Payroll Analysis

- The gender, ethnicity, and racial profile of the Price MC workforce
- Positive Price MC utilization relative to the County of Carbon available workforce
- Under utilization by Price MC relative to the County of Carbon available workforce

Part 6 OBJECTIVES

Price Municipal Corporation (Price MC) is committed to making its workforce profile closely reflect the available labor force in the community. Based on the results of the underutilization analysis, Price City has established the following objective:

It is Price MC's objective to maintain personnel recruiting, hiring, and promotion practices to ensure equal opportunity for employment and advancement. Specific emphasis will be placed on maintaining or increasing the representation of women in the Price MC workforce by monitoring and evaluating employment practices to assure gender equal opportunity.

While there is no current Utah or Federal law prohibiting gender identification and sexual orientation discrimination, it is the policy of Price MC that these factors are irrelevant to employment and will not be a factors in recruitment, hiring, training, promotion, and compensation. Due to the irrelevance of these gender identification and sexual orientation factors, they are neither considered nor monitored. Allegations of discrimination in these areas will be investigated and action will be taken consistent with any illegal discrimination.

Part 7 STEPS TO ACHIEVE THE OBJECTIVES

It is the responsibility of the Human Resource Department to implement and manage the EEOP. A continuing compliance review will be conducted to ensure that promotions and job opportunity decisions are made in accordance with the Equal Employment Opportunity policies and that these decisions are based upon valid relevant factors with respect to ability, performance, potential and bona fide occupational qualification.

The Human Resource Department will take the following steps to achieve these objectives:

Continue to send job opening announcements to the Utah Department of Workforce Services, post job openings on the Price MC website, and advertise openings in the local newspaper to maximize outreach to all potential applicants.

Annually review Price MC recruiting, hiring, and promotion methods, practices and policies, ensuring that minorities and females have an equal opportunity for employment with Price MC.

Review all performance evaluations to foster fairness and equity across departments, teams and supervisors.

Continually evaluate the employee selection process including the application forms, interviewing procedures, and the final selection process to strengthen job relatedness and validity.

Increase participation of female employees in the hiring process.

Continue to review all job descriptions to ensure no unnecessary barriers exist that would adversely affect minorities and females.

Part 8 DISSEMINATION

External

All applications for employment will contain an Equal Employment Opportunity (EEO) policy statement.

The City/Human Resource Department website will contain the message “Equal Opportunity Employer” and employment advertisements will contain that same message or “EEO”.

The Human Resource Department will post the EEOP on the City/Human Resource Department website to ensure easy access by the community.

Job announcements will be distributed to the recruiting sources, encouraging them to refer qualified applicants, and to assist in the implementation of the Price MC Equal Employment Opportunity Plan (EEOP).

Internal

“Equal Employment Opportunity is the Law” posters will be posted on appropriate employee bulletin boards.

Supervisors and employees involved in recruiting will be trained in the EEO policies and procedures and applicable laws.

A memo will be posted on employee bulletin boards regarding how to obtain a copy of the EEOP at any time.

Elected officials, department heads and supervisory personnel will be given a copy of the EEOP to ensure they are familiar with the EEOP objectives.

Part 9 AUDIT AND REPORT SYSTEM

The Human Resource Department will maintain statistics on the following information:

Applications, received by race and gender, provided this information is available through a voluntary Affirmative Action form or visual observation

New employees by job classification, race, and gender

Interviews by race and gender

Terminations by job classification, race, gender, and the reason for termination

Disciplinary action by race and gender

An annual report will be compiled by the Human Resource department for review by the Mayor and City Council Members concerning applicant flow and progress with the EEOP