



# Commission Policy

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**Policy Purpose:** This policy outlines the District's Affirmative Action Policy.

## I. Commitment to Affirmative Action

The Milwaukee Metropolitan Sewerage District is committed to the principle of equal employment opportunity and deems the promotion of equal employment opportunity not only to be good public policy, but necessary for maximizing productivity and efficiency in District operations. Equal employment opportunity can best be achieved through the implementation of definitive, programmed affirmative action. If progress toward achieving equal employment opportunity is to be made, policies to remove any inequalities cannot be merely passive. Positive steps must be taken to remove conditions that could constitute barriers to the employment and retention of persons in protected groups. Positive steps also must be taken to ensure that the commitment to equal employment opportunity thoroughly informs all personnel practices, policies and procedures.

## II. Development of Affirmative Action Plan

The District's Human Resources Department is charged with responsibility for developing an Affirmative Action Plan for the Commission's approval. An effective Affirmative Action Plan not only benefits those who might be denied equal employment opportunity, but also benefits those District departments, programs and services which otherwise might underutilize useful talents, resources and skills possessed by minority members, women and persons in other protected groups. In fulfilling affirmative action responsibilities, the Human Resources Department will: (1) ensure that employment practices, policies and procedures are analyzed to determine whether any of these create impermissible barriers to the achievement of equal employment opportunity; (2) develop and implement programs to enhance the achievement of and redress identified barriers to equal employment opportunity within the employment system; (3) conduct an annual utilization analysis of the workforce to compare the District's utilization of minorities and women with the availability of minorities and women in the appropriate labor market; and (4) make periodic reports to the Executive Director regarding each division's affirmative action efforts.

Through adoption of this policy, the Commission commits the District and each of its operating divisions to a results-oriented personnel program aimed at achieving equal employment opportunity at all occupational levels of District service.