

PRICE MUNICIPAL CORPORATION
HUMAN RESOURCE DEPARTMENT

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2009-2011

EQUAL EMPLOYMENT OPPORTUNITY PLAN



Price Municipal Corporation strategy to implement and maintain an effective plan to ensure the full and equal participation of men and women in the workforce, regardless of race and ethnicity. It is also against Price City policy to discriminate based on religion, disability, age, national origin 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 utilization 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 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 (EEO) 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/Managers – 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 heads, directors, deputy directors, etc.

Professionals – Occupations, which require specialized and theoretical knowledge, which is usually acquired through college training or through work experiences and other training which provides comparable knowledge. Includes: accountants, auditors, computer scientists, engineers, attorneys, librarians, teachers, etc.

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 and operators, drafting aides, engineering aides, surveyors, appraisers, etc.

Protective Services: Sworn – Occupations in which sworn workers are entrusted with public safety, security and protection from destructive forces. Includes: police officers, fire fighters, deputy sheriffs, detectives, sheriffs, first-line supervisors of police and fire fighters, etc.

Protective Services: Non-sworn – Occupations in which workers provide assistance, guidance, or protection in a specific area. Includes: animal control workers, crossing guards, lifeguards, and other protective service 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: library assistants/technicians, customer service, payroll clerks, HR assistants, meter readers, dispatchers, secretaries, receptionists, etc.

Skilled Craft – Occupations in which workers perform duties which require 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, carpenters, equipment operators, electricians, plumbers and pipe fitters, welders, highway maintenance workers, first-line supervisors of mechanics and other skilled crafts people.

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, garage laborers, custodial personnel, refuse collectors, construction laborers, first-line supervisors of service maintenance personnel.

Part 3 PRICE CITY'S WORKFORCE ANALYSIS

Table A provides an analysis 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/national origin.

These figures are based upon the Human Resource Department's employee data as of the last pay period in May 2009. Employment numbers are for full-time employees only. *

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

Table A:

| MAY 2009 - PRICE MUNICIPAL CORPORATION WORKFORCE ANALYSIS | | | | | | | | | | | | | | | |
|-----------------------------------------------------------|-----------|-------|--------|---|-------|-------|-------|-------|--------|-------|---|------|-------|-------|-------|
| Job Category | | Total | MALE | | | | | | FEMALE | | | | | | |
| | | | W | B | H/L | Asian | AI/AN | NH/PI | Two | W | B | H/L | Asian | AI/AN | NH/PI |
| Officials/ Managers | | 100% | 83.3% | | | | | | | 16.7% | | | | | |
| Professionals | | 100% | 40.0% | | | | | | | 60.0% | | | | | |
| Technicians | | 100% | 100.0% | | | | | | | | | | | | |
| Protective Services | Sworn | 100% | 76.5% | | 5.9% | | 11.8% | | | 5.9% | | | | | |
| | Non Sworn | 100% | 100.0% | | | | | | | | | | | | |
| Admin. Support | | 100% | | | | | | | | 90.9% | | 9.1% | | | |
| Skilled Craft | | 100% | 77.3% | | 22.7% | | | | | | | | | | |
| Service/Maintenance | | 100% | 72.7% | | 9.1% | | | | | | | 9.1% | 9.1% | | |

- W White
- B Black or African American
- H/L Hispanic or Latino Ethnicity
- A Asian
- AI/AN American Indian or Alaska Native
- A/PI Native Hawaiian or Pacific Islander
- Two Two or More Races

Part 4 COMMUNITY LABOR STATISTICS (CLS) FOR THE CITY OF PRICE

Table B provides an analysis of the City of Price, Utah’s workforce (age 18 and over) classified according to sex and race/national origin.

The Table shows the workforce as percentages only, the percentage of residents of given race/national origin were applied to the total number in the workforce age 18 and over. The assumption is that the number in the workforce is represented equal to the total population. This is necessary because the 2000 Census gives racial data for all residents of all ages and does not provide the racial makeup of residents age 18 and older (eligible workforce).

Table B:

| City of Price Census* | |
|------------------------------|---------------------------------|
| | Percentage of Work Force |
| Gender: | |
| Male | 46.9% |
| Female | 53.1% |
| Race: | |
| White | 90.7% |
| Black | 0.3% |
| Hispanic | 10.1% |
| Asian/Pacific Islander | 0.6% |
| American Indian/Alaskan | 1.4% |

* Price City Census aquired from 2000 US Census

Race percentages do not total 100% due to the ability for individuals to check more than one racial identity box during the 2000 Census and because Hispanic is an ethnicity and can be of any race.

Part 5 UTILIZATION ANALYSIS – NARRATIVE

A comparison of Price Municipal Corporation’s workforce to the community labor statistics for the City of Price and Carbon County, Utah indicates positive utilization for minorities and underutilization for women. Although community labor statistics show Black, Asian, Native Hawaiian/Pacific Islander and American Indian/Alaskan Native populations are very small in Price City (approximately 2.3% combined); 4% of employees at Price Municipal Corporation come from those combined groups. The Hispanic workforce makes up about 10.3% of Carbon County and is 12% of the Price Municipal Corporation workforce. This was an area of underutilization in the last analysis, which has now become positive. The Price MC workforce is relatively small and each full-time employee represents 1.3% of the workforce. Annual turnover is in the single digits. Therefore single hiring decisions can significantly impact utilization numbers.

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. There is an overall underutilization of Women by 26.4% which can be improved. Price MC will continue to monitor the utilization of women and minorities within Job Categories particularly Officials/Managers, Technicians, and Professionals.

Table C shows the Utilization of Price MC to the City of Price.

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

Table C:

| | 2000 Carbon County Census | | 2000 Price City Census | | 2009 Price Municipal Corp | |
|-----------------------------------|---------------------------|--------------------------|------------------------|--------------------------|---------------------------|---------------------------------------|
| | People | Percentage of Work Force | People | Percentage of Work Force | Price City Employment | Percentage of Price City's Work Force |
| Total Work Force (age 18+) | 14548 | | 6084 | | 75 | |
| Gender: | | | | | | |
| Male | 7012 | 48.2% | 2853 | 46.9% | 55 | 73.3% |
| Female | 7538 | 51.8% | 3231 | 53.1% | 20 | 26.7% |
| Race/Ethnicity: | | | | | | |
| White | 13235 | 91.1% | 5518 | 90.7% | 63 | 84.0% |
| Black | 44 | 0.3% | 18 | 0.3% | 0 | 0.0% |
| Hispanic | 1498 | 10.3% | 614 | 10.1% | 9 | 12.0% |
| Asian | | | | | 1 | 1.3% |
| Native Hawaiian/Pacific Islander | 44 | 0.3% | 36 | 0.6% | 0 | 0.0% |
| American Indian/Alaskan | 160 | 1.1% | 85 | 1.4% | 2 | 2.7% |

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 that 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.

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 recruitment and hiring 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 the statement, “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.