

# Organization & Personnel Committee

Item #7a

**Subject:** Update Of Affirmative Action Plan

**Purpose:** Provide an update on Metropolitan's obligation to prepare and implement an affirmative action plan.

# Report on Update of Affirmative Action Plan

Organization and Personnel Committee  
Item #7a  
March 8, 2010

# Overview of Obligation for AAP

- Metropolitan determined that it meets the definition of a “federal contractor”
- Obligated to prepare an AAP for women and minorities, protected veterans and persons with disabilities
- Metropolitan has been determined exempt from preparing and maintaining an AAP for women and minorities
- No exemption from preparing written AAP for covered veterans and persons with disabilities

# Overview of AAP

- The AAP is a written narrative for covered veterans and persons with disabilities
- The current reporting period is July 1, 2009 through June 30, 2010
- The AAP describes Metropolitan's commitment and the actions it has or intends to implement related to covered veterans and persons with disabilities

# Overview of AAP

- The AAP covers 11 areas
  - EEO Policy Statement
  - Review of Personnel Processes
  - Physical and Mental Qualifications
  - Reasonable Accommodation to Physical and Mental Limitations
  - Harassment
  - External Dissemination of Policy, Outreach and Positive Recruitment
  - Internal Dissemination of Policy
  - Audit and Reporting System
  - Responsibility for Implementation
  - Training
  - Compensation

# Implementation of AAP

- Action items have or are being implemented
- The EEO Office will monitor and track compliance
- The AAP has been shared with Executive and Senior Management
- Meetings will be held with managers and supervisors to explain the intent of the policy statement and inform them of their responsibilities under the AAP



# Implementation Goals of AAP

- Personnel activities will be conducted in a manner to ensure fair and equitable treatment
- Eliminate any artificial, non-job-related barriers to employment, promotion or training
- Employment and promotion will be based on the requirements of the positions to be filled without regard to any protected category
- Job specific factors continue to be the focus of all employment decisions
- Reasonable accommodation will be provided to qualified individuals unless it imposes an undue hardship

End of Presentation