


Town of Berlin Affirmative Action Plan



Reviewed April 2021


Arosha Jayawickrema
Town Manager


Date

Affirmative Action Plan

Affirmative Action Officer

The Town Manager will serve as the Affirmative Action Officer for the Town. Any questions regarding the filing of a discrimination, complaint, and/or the Town's Affirmative Action Plan and Complaint procedure should be directed to the Affirmative Action Officer, Town Hall, 240 Kensington Road, Berlin, CT 06037 (860) 828-7002.

The responsibility of the Affirmative Action Officer is to act as a liaison between the Town, government agencies, local commissions, community groups and supply case law and other information affecting Affirmative Action and to disseminate the information to Town personnel. Also, reporting as required to state and federal agencies.

Employment Forms

All employment forms will contain the statement, "Equal Opportunity Employer".

Affirmative Action Goal

The Affirmative Action goal of the Town of Berlin is to establish a diversified working environment where minorities and women are welcomed.

Complaint Procedures

This procedure is to handle discrimination complaints on an informal, pre-grievance level. It is the Town of Berlin's intent to resolve discrimination complaints whenever possible in a manner that is mutually agreeable to the involved parties. However, nothing in this procedure is intended to preclude or prevent an individual's free exercise of other avenues of redress that may be available.

The Complaint Procedure Process is as follows:

- (1) All discrimination complaints will be in writing to the Affirmative Action Officer from a supervisor or directly from the employee with the complaint.
- (2) All complaints will be recorded and signed by the complainant. When a complaint is filed, the Affirmative Action Officer will counsel the complainant regarding other available avenues of redress (i.e., State Commission on Human Rights and Opportunities, through union, etc.).
- (3) All complaints will be investigated and processed by the Affirmative Action Officer within 30 business days of formal receipt. During investigation, notarized statements may be solicited at the discretion of the Affirmative Action Officer.

- (4) Regarding the results of the investigation and final disposition of the complaint, including any proposed remedial action, the Affirmative Action Officer will notify the complainant, in writing.
- (5) Should the complainant disagree with the Affirmative Action Officer's decision, he/she can still freely exercise any other avenues of redress that may be available.
- (6) In the event of a complaint against the Affirmative Action Officer or his/her designee, the complainant will be advised to utilize the other avenues of redress previously noted.

The Affirmative Action Officer will take the necessary steps to ensure the confidentiality of all Affirmative Action complaint records and of any counseling provided in the course of the complaint procedures.