

# City of East Providence

## Affirmative Action Plan

### 2024-2025



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## **PREFACE**

The City of East Providence re-affirms its commitment to the principles of affirmative action, non-discrimination and equal employment opportunity. It is the City's firm belief that any employment decision, policy or program which, regardless of intent, through its design, implementation or impact limits the full utilization of qualified individuals must be redressed. It is the policy of the City not to discriminate against any employee or applicant for employment in the terms, conditions, and benefits thereof because of race, color, age (*40 years or older*), religion, national origin, sex (*including pregnancy*), sexual orientation, genetic information, gender identity and expression, veteran status, disability or any other basis protected by state and federal law. The City's personnel policies and practices are designed to provide equal opportunity for all persons. All employment decisions and actions will be made without preference based on the aforementioned characteristics.

A policy of non-discrimination by itself, however, is not sufficient to erase the effects of past discriminatory employment practices. In addition to vigilantly pursuing activities aimed at the elimination of discriminatory barriers to employment, the City of East Providence undertakes positive measures (*affirmative action*) to ensure equal employment opportunity for members of lawfully protected classes, such as racial and ethnic minorities, women, people with disabilities and veterans. The goal is to achieve the equitable participation of minorities, women, people with disabilities and veterans in all City Departments and on all job levels.

Each City Department has the responsibility to undertake affirmative action and promote the full realization of such through outreach and recruitment of underutilized protected classes. The City needs and should take affirmative steps to train and promote these employees to improve their participation in higher-level employment opportunities, with an emphasis in job classifications where members of protected classes are under-utilized and/or under-represented.

We celebrate the diversity of our great City and remain dedicated to affirmative actions, policies, procedures and attitudes necessary to continue to build and retain a workforce that is reflective of the community that we are here to serve.

## **I. GOVERNANCE, DEMOGRAPHICS, AND EDUCATION**

### **Governance**

The City of East Providence is governed by an elected Mayor and a five-member City Council, with the Mayor and Counselors elected every four years. City Council members are elected one each from four wards and one elected at-large.

### **Executive Branch**

The Mayor is both the ceremonial leader of the city and the chief executive officer. The Mayor runs the daily operations of the city, enforces the charter and ordinances of the city and appoints all department heads except the City Clerk. The current Mayor of East Providence is Roberto DaSilva who took office on January 9, 2019.

Up until January 9, 2019, the day-to-day operations were managed by a professional City Manager appointed by the City Council and the Mayor was the President of the City Council, acting ceremonially.

### **Legislative Branch**

The City Council sets all city ordinances, sets the budget of the city (with recommendation from the Mayor) and provides legislative oversight for city operations.

The City Council elects a Council President and Council Vice-President to preside over meetings. The City Council also appoints the City Clerk.

Until 2019, The City Council served two-year terms and the City Council oversaw the entire city government under a Council-Manager system.

As of 2025, the members of the East Providence City Council are:

- Robert Rodericks—At-Large (Council President)
- Frank Rego—Ward 1 (Council Vice-President)
- Anna Sousa—Ward 2
- Frank Fogarty—Ward 3
- Rick Lawson—Ward 4

### **Judicial Branch**

- The City of East Providence has a Municipal Court which hears cases regarding violations of municipal ordinances, housing code violations and minor traffic violations. The city also has a Probate Court which handles estates, name changes, guardianships and related matters. Judges for both courts are appointed by the Mayor with confirmation by the City Council for a term of two years.

## Other Boards and Commissions

- The City of East Providence has an appointed Library Board of Trustees which governs the city's library system and various other appointed governing and advisory boards and commissions.

## Recent development

- The City of East Providence has recently created a commission charged with facilitating the redevelopment of old industrial sites and brownfields along most of East Providence's 14-mile coastline on the Seekonk River as mixed use residential, commercial, and light industrial zones.

## Demographics

- As of 2020, there were 47,139 people, 21,050 households, and 11,059 families residing in the city. The population density was 3,544.3 people per square mile (1,370.3/km<sup>2</sup>). There were 22,196 housing units at an average density of 1,668.9 per square mile (645.2/km<sup>2</sup>). The racial makeup of the city was 77.4% White, 5.4% African American, 0.4% Native American, 2.1% Asian, 4.8% from other races, and 9.8% from two or more races. Hispanic or Latino of any race were 7.1% of the population.
- The population has large immigrant communities from Portugal, the Azores, Madeira and Cape Verde.
- There were 21,050 households out of which 23.0% had children under the age of 18 living with them, 39.0% were married couples living together, 33.8% had a female householder with no husband present, and 35.5% were non-families. 16.1% of all households had someone living alone who was 65 years of age or older. The average household size was 2.34 and the average family size was 3.09.
- According to the 2023 American Community Survey estimates, the percentage of residents living in Poverty in 2023 was 10.8% ( $\pm 1.8\%$ ): 8.4% ( $\pm 1.8\%$ ) for White Non-Hispanics, 25.0% ( $\pm 9.6\%$ ) for African American residents, 15.5% ( $\pm 8.8\%$ ) for Hispanic or Latino residents, 1.0% ( $\pm 2.0\%$ ) for American Indian residents, 22.1% ( $\pm 13.7\%$ ) for residents of other races, and 17.6% ( $\pm 7.9\%$ ) for residents of two or more races. About 7.9% ( $\pm 2.2\%$ ) of families were below the poverty line, including 14.3% ( $\pm 5.0\%$ ) of those under age 18, and 13.3% ( $\pm 2.8\%$ ) of those aged 65 and over.
- According to the 2023 American Community Survey estimates, the median household income in the city was \$79,660 ( $\pm \$5,987$ ), with the median income for a family being \$114,524 ( $\pm \$9,493$ ) and the median income for nonfamily households being \$40,712 ( $\pm \$4,128$ ). Median earnings for male workers were \$55,763 ( $\pm \$4,567$ ) versus \$48,858 ( $\pm \$3,140$ ) for females. The per capita income for the city was \$45,225 ( $\pm \$3,335$ ).
- According to the 2023 American Community Survey estimates, the percentage of veterans in the city's population was 6.0% ( $\pm 0.9\%$ ); and the percentage of noninstitutionalized persons with a disability in the city's population was 14.9% ( $\pm 1.8\%$ ).

## Education

The City of East Providence Currently has 18 schools, 13 of which are public, the other 5 being non-public.

### Public Elementary Schools:

- Agnes B. Hennessey Elementary School
- Kent Heights Elementary School
- Alice. M. Waddington Elementary School
- Myron J. Francis Elementary School
- Emma Whiteknact Elementary School
- Orlo Avenue Elementary School
- James R.D. Oldham Elementary School
- Silver Spring Elementary School

### Public Middle Schools:

- Edward R. Martin Middle School
- Riverside Middle School - built 1977

### Public High Schools:

- Grove Ave. Educational Development Center
- East Providence Area Career & Technical Center
- East Providence High School - built 1952.

### Non-public Elementary and Junior-High Schools:

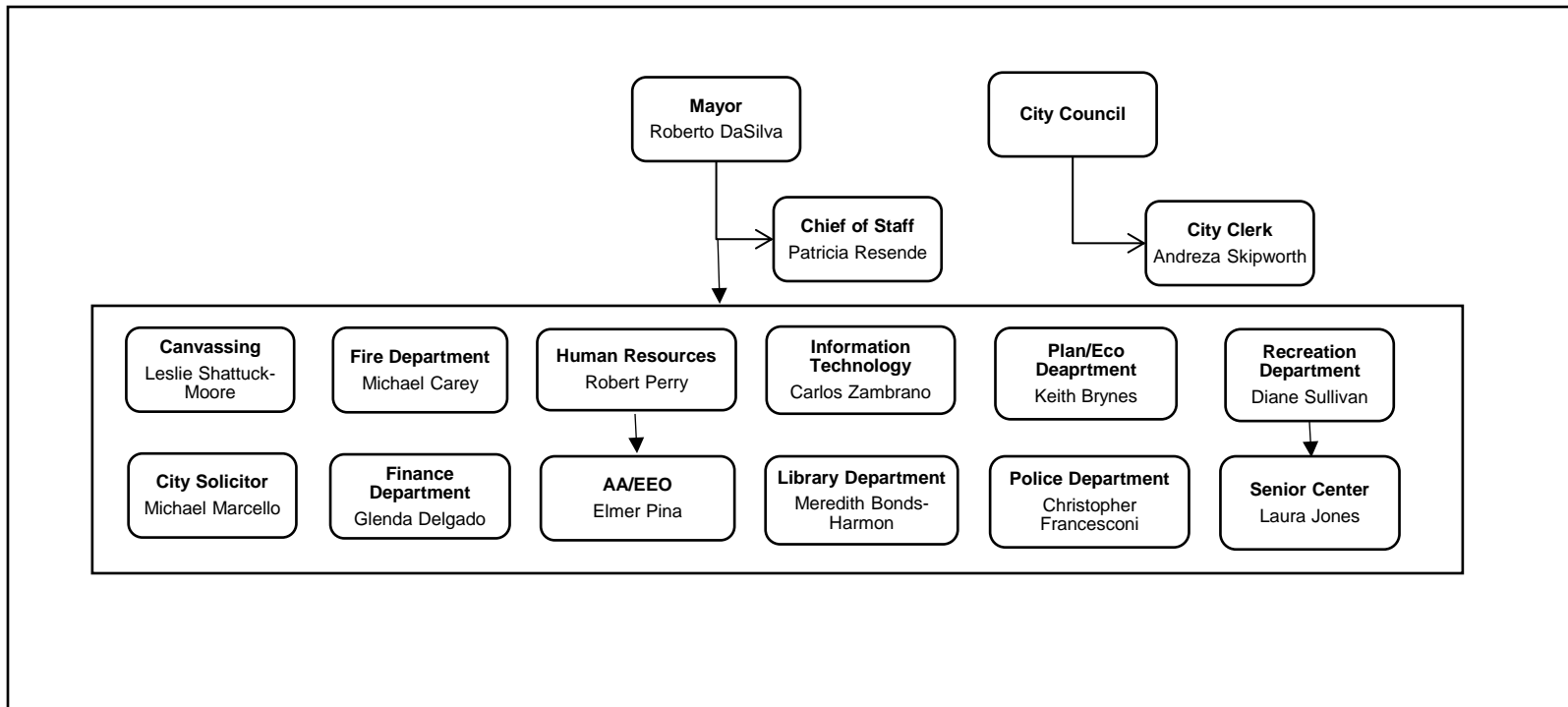
- St. Mary Academy (Bay view)
- Sacred Heart School
- St. Margaret School
- The Gordon School
- Providence Country Day (PCD)

## Education Governance

The City also has an elected School Committee, elected for two year terms by the same ward system as the City Council. The School Committee has broad authority to manage the school system including setting all school system policies, setting the school system budget (within the general appropriation by the city, state and federal government) as well as selecting and overseeing the Superintendent of Schools.

## II. ORGANIZATIONAL STRUCTURE

### City of East Providence Municipal Department Organizational Chart



### **III. LEGAL FRAMEWORK**

The legal basis for equal employment opportunity, affirmative action, and other efforts to protect individuals from discriminatory practices may be found in the following federal, state, and local laws:

#### **Federal Laws**

**14<sup>th</sup> Amendment to the U.S. Constitution:** Adopted in 1868, this amendment prohibits state and local government officials from depriving persons of life, liberty, or property without due process of law. It also requires each state to provide equal protection under the law to all people within its jurisdiction.

**Equal Pay Act of 1963:** The Equal Pay Act requires that men and women in the same workplace be given equal pay for equal work. The jobs need not be identical, but they must be substantially equal. Job content (required skills, effort, responsibility, and working conditions) determines whether jobs are substantially equal. All forms of pay are covered by this law, including salary, overtime pay, bonuses, stock options, profit sharing and bonus plans, life insurance, vacation and holiday pay, cleaning and gasoline allowances, hotel accommodations, reimbursement for travel expenses, and other benefits. If there is an inequality in wages between men and women, employers cannot reduce the wages of either sex to equalize their pay.

**Civil Rights Act of 1964 Title VI, 42 U.S.C. Sec 2000d, et seq.:** Title VI prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance. Under Title VI, recipients of federal financial assistance also have the responsibility to ensure meaningful access to their programs and activities by persons with limited English proficiency.

**Civil Rights Act of 1964 Title VII, 42 U.S.C. Sec 2000e-2, et seq.:** Title VII states that “It shall be an unlawful employment practice for an employer – 1) to fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his compensation, terms, conditions or privileges of employment because of such individual’s race, color, religion, sex, or national origin; or 2) to limit, segregate, or classify his employees or applicants for employment in any way which would deprive or tend to deprive any individual or employment opportunities or otherwise adversely affect his status as an employee, because of such individual’s race, color, religion, sex or national origin.”

**Executive Order 11246 signed 1965 (rescinded January 21, 2025):** Executive Order 11246 prohibited federal contractors and federally assisted construction contractors and subcontractors who do business with the federal government from discriminating in employment decisions on the basis of race, color, religion, sex, or national origin. It also required contractors to take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to their race, color, religion, sex or national origin.

**Age Discrimination in Employment Act of 1967:** The Age Discrimination in Employment Act of 1967 (ADEA)—which applies to private employers with 20 or more employees, state and local governments, employment agencies, labor organizations and the federal government—makes it unlawful to discriminate against a person 40 years of age or older because of his or her age with respect to any term, condition, or privilege of employment, including hiring, firing, promotion, layoff, compensation, benefits, job assignments, and training. The ADEA permits employers to favor older workers based on age even when doing so adversely affects a younger worker who is 40 or older.

**Title IX of the Education Amendments of 1972:** Title IX prohibits discrimination on the basis of sex in any federally funded education program or activity. The law states, in part, that: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance...” It was amended by the Civil Rights Restoration Act of 1987 to define “program or activity” to mean all operations of educational institutions, local and state government entities, and private employers that receive federal funds.

**Section 503 of the Rehabilitation Act of 1973:** Section 503 of the Rehabilitation Act of 1973 prohibits employers with federal contracts or subcontracts in excess of \$10,000 from discriminating against persons with disabilities, and requires them to take affirmative action to employ and advance in employment qualified individuals with disabilities.

**Section 504 of the Rehabilitation Act of 1973:** Section 504 prohibits organizations and employers who receive federal financial assistance from excluding or denying individuals with disabilities an equal opportunity to receive program benefits and services.

**Vietnam Era Veterans Readjustment Assistance Act of 1974:** The Vietnam Era Veterans ‘Readjustment Assistance Act (VEVRAA) requires covered federal government contractors and subcontractors to take affirmative action to employ and advance in employment specified categories of veterans protected by the Act and prohibits discrimination against such veterans. In addition, VEVRAA requires contractors and subcontractors to list their employment openings with the appropriate employment service delivery system, and that covered veterans receive priority in referral to such openings. Further, VEVRAA requires federal contractors and subcontractors to compile and submit annually a report on the number of current employees who are covered veterans.

**Pregnancy Discrimination Act of 1978:** The Pregnancy Discrimination Act amends Title VII of the Civil Rights Act of 1964. Discrimination on basis of pregnancy, childbirth, or related medical conditions constitutes unlawful sex discrimination under Title VII; and women who are pregnant or affected by pregnancy-related conditions must be treated in the same manner as other applicants or employees who are similar in their ability or inability to work.

**Americans with Disabilities Act of 1990:** Title I of the Americans with Disabilities Act of 1990 prohibits any employer, employment agency, labor organization or joint labor-management committee from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training and other terms, conditions, and privileges of employment. The ADA covers employers with 15 or more employees, including state and local governments.

**Civil Rights Act of 1991:** An act which, among other things, provides for the right to trial by jury on discrimination claims and introduced the possibility of emotional distress damages, and limited the amount that a jury could award.

**Family and Medical Leave Act of 1993:** The Family and Medical Leave Act (FMLA) of 1993 requires covered employers to provide eligible employees up to 12 weeks of unpaid, job-protected leave during any 12-month period to care for a newborn or newly placed adopted or foster child, or to care for a child’s, spouse’s, parent’s or the employee’s own serious health condition.

**Genetic Information Nondiscrimination Act of 2008:** The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits the use of genetic information in making employment decisions, such as hiring, firing,

advancement, compensation, and other terms, conditions, and privileges of employment. GINA also prohibits harassment on the basis of genetic information, in addition to prohibiting employers from requesting, requiring, or purchasing genetic information about applicants or employees, except in very narrow circumstances.

**ADA Amendments Act of 2008:** The ADA Amendments Act emphasizes that the definition of disability should be construed in favor of broad coverage of individuals to the maximum extent permitted by the terms of the ADA and generally shall not require extensive analysis. The effect of these changes is to make it easier for an individual seeking protection under the ADA to establish that he or she has a disability within the meaning of the ADA.

## Rhode Island State Laws

CHAPTER 28-5-1 through 28-5-42 Fair Employment Practices  
<http://webserver.rilin.state.ri.us/Statutes/TITLE28/28-5/INDEX.HTM>

CHAPTER 28-5.1-1 through 28-5.1-17 Equal Opportunity and Affirmative Action  
<http://webserver.rilin.state.ri.us/Statutes/TITLE28/28-5.1/INDEX.HTM>

CHAPTER 28-6-16 through 28-6-21 Wage Discrimination Based on Sex  
<http://webserver.rilin.state.ri.us/Statutes/TITLE28/28-6/INDEX.HTM>

## City of East Providence Ordinances

Article IV entitled “Affirmative Action Plan” of Chapter 11 of the Revised Ordinances of the City of East Providence, Rhode Island 1998, as amended, entitled “Personnel”

### DIVISION 1. GENERALLY

#### **Sec. 11-136. – Policy Statement.**

(a) In conformance with the Civil Rights Act of 1964, as amended, it is the policy of the city to foster and actively promote equal opportunity in employment on the basis of ability to perform work, and to eliminate and prevent discrimination on the basis of race, religion, sex, age, handicap and national origin within the city service and the jurisdiction of the city.

(b) One of the most complex and tragic problems confronting the nation today is the absence of true equal opportunity for all people. While there have been civil rights laws enacted during the past to ensure such equality, many individuals and institutions have been negligent in meeting the requirements of these laws, to the extent that equal opportunity for all people, in fact, is not a reality.

(c) The denial of equal access to opportunities for development and growth has permitted discrimination to continue in a variety of forms. Therefore, proposed remedies must go beyond the mere announcement of an equal opportunity policy. We recognize and accept the responsibility to design and implement programs which strike at the total problem rather than simple overt manifestations. We must strive

aggressively to ensure the entry and growth of minorities and women in our work force until it is emphatically clear that equality of opportunity in the city is a reality.

(d) To achieve ultimate effectiveness in affirmative action, our efforts toward equal opportunity for all people must extend above and beyond the letter of the law; that is, total commitment to this goal on the part of every city employee. The city shall further move to solicit free and equal access by minorities and women to all of its services, including participation in its activities and representation on its boards and commissions. Your cooperation and support in affirmative action program efforts is essential in assuring equal opportunity in the city.

**Sec. 11-137. – Purpose.**

(a) The purpose of this affirmative action plan is to ensure equitable employment opportunities in municipal departments for all minority groups and women. This plan would further enhance the city's effort to voluntarily comply with title VI and VII of the Civil Rights Act of 1964, Executive Order 11246, as amended, and all state and local laws pertaining to equal employment opportunity and affirmative action.

(b) This plan is also intended to ensure equitable participation of all minorities and females in all occupational classifications. The provisions of this plan would further ensure that contractors engaged in municipal work are nondiscriminatory.

**DIVISION 2. ADMINISTRATION**

**Sec. 11-151. – Responsibility for Administration and Implementation.**

(a) The affirmative action plan commits all employees of the city to support the city's affirmative action policy. The plan reaffirms and implements the municipal government's belief in such policy and provides for a definite commitment to the policy on a continuing basis. In the implementation of this policy, the mayor exercises personal leadership in establishing, maintaining and carrying out the city's affirmative action efforts in order to promote equal opportunity in every aspect of city employment. To assist him in carrying out these policies, the affirmative action officer is assigned responsibility and authority as head of the city affirmative action policy.

(b) Implementation of the plan will require coordination and cooperation among all divisions of city government and the community. Therefore, a permanent affirmative action committee shall be formed to work with the affirmative action officer and the mayor.

(c) The committee shall be instrumental in the ongoing monitoring and evaluation of the affirmative action program. The affirmative action committee shall also assist in educating the general community to the provisions of the affirmative action plan and equal opportunity policy of the city.

**Sec. 11-152. – Affirmative Action Officer.**

(a) There shall be created within the classified service the position of affirmative action officer who shall be hired by and responsible to the mayor. It shall be the responsibility of the affirmative action officer to ensure that any contractor or firm providing services to or doing business with the city shall adhere to equal employment opportunity, irrespective of race, creed, color, sex, national origin or age. The affirmative action

officer shall be afforded the opportunity to inspect any records of firms, contractors or businesses providing services for the city, in regard to employment practices.

(b) The affirmative action officer shall also ensure that all department and division staff openings within the municipal government shall be filled in accordance with the affirmative action plan of the city.

(c) The affirmative action officer shall assist the personnel department in collecting and analyzing employment data, identifying problem areas, setting goals and timetables and developing programs to achieve goals. Such officer shall design, implement and monitor internal audit reporting systems to measure the affirmative action plan effectiveness and progress, and shall also be in frequent communication with the mayor to report the progress of each department. The affirmative action officer shall be knowledgeable about current legal information affecting affirmative action and equal employment opportunity. Such officer shall disseminate this information to responsible officials and the community at large.

(d) The affirmative action officer shall cooperate with minority and women's organizations, community-based groups and all other civil rights agencies, in order to establish a workable reciprocal relationship which would lead to a broader understanding of the principles of equal employment opportunity and affirmative action among the citizens of the city.

(e) The affirmative action officer in conjunction with the personnel director shall oversee all hiring done by the city and shall move to ensure that all hiring will be conducted through the personnel department and in accordance with the provisions of this plan.

#### **Sec. 11-153. – The Affirmative Action Committee.**

(a) Acting under the authority of subsections 11-31(3) through (5) of this Revision which gives the personnel hearing board the authority to "advise ... on matters of personnel administration" and to "represent the public interest in the improvement of personnel administration in the city service," the personnel hearing board shall be an integral part of the affirmative action committee.

(b) The committee shall consist of the three members of the personnel hearing board, as well as nine appointed members of the citizenry, among whom shall be at least one woman and representatives of minority groups. These citizens shall serve after appointment by the mayor for a period of two years. The mayor may remove a member for cause. The affirmative action committee shall elect two officers, a chair and vice-chair who shall serve in these positions for one year. The director of personnel and the affirmative action officer shall be ex officio members of this committee.

(c) The affirmative action committee in cooperation with the affirmative action officer shall have the following responsibilities:

- (1) To review and recommend annual goals and timetables to the mayor. The goals and timetables are to be forwarded to the mayor by June 1, so funds needed for programs necessary to achieve them may be included in the mayor's proposed budget.
- (2) To review and recommend to the mayor and the city council such rules and regulations necessary to promulgate the city's affirmative action program.
- (3) To advise affected or underrepresented groups of their rights under the affirmative action plan.

- (4) To disseminate information and to educate the people of the city to a greater understanding and practice of affirmative action employment.
- (5) To make specific recommendations to the mayor and city council, so as to bring all appropriate ordinances into conformity with the policies of this program.
- (6) To recommend to the mayor and the city council a policy with respect to vendors and contractors and their obligation for affirmative action on any contract with the city.
- (7) At least once a year, to make a written report to the mayor and city council of its activities and recommendations.

**Sec. 11-154. – Relationship between the Affirmative Action Officer and the Affirmative Action Committee.**

(a) While the affirmative action officer will serve as an ex officio member of this committee, such officer's relationship to the committee is one of advising, sharing information and planning. The affirmative action officer will not have a vote on this committee.

(b) The committee will recommend policy to the city council, to ensure the proper decisions and recommendations on affirmative action issues. The affirmative action committee may request that the affirmative action officer gather selected data for use by the committee.

(c) The affirmative action officer shall make recommendations to the committee and will represent the city in any matter that does not require legal consideration or representation. The officer will make annual reports to the affirmative action committee and the mayor. The affirmative action officer shall also be available to supervise any affirmative action activity sponsored by the committee.

**Sec. 11-155. – Responsibilities of Department and Division Directors.**

(a) All department and division heads of the city shall be informed by the mayor of their responsibilities to adhere to this affirmative action plan for the city and shall consider these responsibilities basic to the successful operation of their particular divisions of municipal government. Supervisors and managers shall be informed that they will be expected to carry out affirmative action requirements as expeditiously as any other element of their stipulated duties.

(b) The affirmative action officer, in cooperation with the mayor, shall initiate training sessions designed to sensitize directors, supervisors and managerial staff employed by the city to the kind of employment barriers and attitude deterrents that often hinder equal employment opportunity. The affirmative action committee membership will be utilized in the development of such sensitivity training sessions.

(c) The affirmative action plan of the city shall be presented and discussed as a part of training and orientation programs for all employees of the city.

## **IV. POLICY STATEMENTS**

### **Policy on Harassment Prevention and Prohibition Against Retaliation**

The City of East Providence is committed to a work environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere which promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the City of East Providence expects that all relationships among persons in the office, or any other work area, will be businesslike and free of bias, prejudice, and harassment.

The City of East Providence encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the City of East Providence to investigate such reports promptly and thoroughly. The City of East Providence prohibits all forms of retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports. The City of East Providence will protect witnesses and others who participate in an investigation of a retaliation claim to the best of its ability. The City of East Providence cannot promise confidentiality for employees who make a retaliation complaint. Identities will only be revealed on a need-to-know basis.

Each City of East Providence employee with individuals under their supervision has a duty to maintain a workplace free of harassment, to ensure that everyone under their supervision is aware of the City of East Providence's policy on harassment and the policy's procedure to report and resolve complaints. Any supervisor who learns of or suspects violations of this policy must promptly bring the matter to the attention of their supervisor, the Affirmative Action Officer, or the Director of Human Resources.

Definitions of All Harassment: Harassment is verbal and/or physical conduct that denigrates or shows hostility or aversion toward an individual because of their actual or perceived membership in a Protected Class, or the actual or perceived Protected Class of their relatives, friends, or associates, and that:

- a) Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- b) Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- c) Otherwise adversely affects an individual's employment opportunities

Harassing conduct includes, but is not limited to, the following:

- Epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to the individual's actual or perceived Protected Class.
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of an individual's actual or perceived Protected Class that is placed on walls, bulletin boards, or elsewhere on workplace premises, or in circulation in the workplace, including, but not limited to voicemails, e-mails, text messages, social media postings, and similar materials.
- Retaliation against an individual for protesting discrimination or harassment, for filing a charge of discrimination, or for testifying or assisting in an investigation of a charge of discrimination or harassment is unlawful and strictly prohibited.

This policy shall be communicated to all Officials, Managers, Supervisors, other responsible City officials, and employees, annually, and all are expected to behave in a professional manner and comply with this policy. A copy of this policy shall be posted in the personnel office.

## **Sexual Harassment Policy and Reporting Procedures**

Sexual harassment is one form of unlawful harassment. It includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

- (a) Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment; or
- (b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender, sexual orientation, or gender identity/expression. Examples of sexual harassment include, but are not limited to:

### Verbal:

- (a) Sexual propositions, sexual innuendo, or suggestive comments
- (b) Sexual teasing or kidding, practical jokes, jokes about gender specific traits
- (c) Whistling, cat calls, verbal slurs, or stereotypical comments
- (d) Gender based remarks about someone's clothing, body or sexual activities
- (e) Requesting sexual favors in exchange for employment or to avoid negative consequences

### Non-verbal:

- (a) Giving gifts of a personal nature, or of sexually explicit materials such as posters, cartoons, pictures, calendars or similar materials
- (b) Displaying of foul or obscene printed or visual materials

### Physical:

- (a) Touching or rubbing oneself sexually around another person
- (b) Hugging, patting, pinching or brushing against another person's body
- (c) Sexual gestures with hands or through body movements
- (d) Assault, attempted rape, rape

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to the City of East Providence (e.g., an outside vendor, consultant, or citizen).

Please refer to City Ordinance Personnel Sec 11-215. Allegations of Discrimination that pertains to this topic.

In order to take prompt and appropriate corrective action, the City of East Providence must be sufficiently aware of the harassment/discrimination or any related retaliation. Therefore, any employee who believes that they have been subjected to and/or have witnessed harassment/discrimination or related retaliation must report such conduct promptly, orally or in writing, to the Director of Human Resources, the Municipal Integrity Officer, or their immediate supervisor. If your supervisor is the source of the harassing conduct, report the behavior to that person's supervisor or to the Director of Human Resources (401) 435-7766 or via email at

[rperry@eastprovidenceri.gov](mailto:rperry@eastprovidenceri.gov); or to the Municipal Integrity Officer (401) 435-7509 or via email at [epina@eastprovidenceri.gov](mailto:epina@eastprovidenceri.gov).

The City of East Providence will respond promptly to all complaints of harassment/discrimination that it receives. An investigation will be conducted confidentially to the extent possible. Where it is determined that inappropriate conduct has occurred, the City of East Providence will act to eliminate the conduct and impose such corrective disciplinary action as is necessary up to and including termination.

False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

When possible, the City of East Providence encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his/her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. The City of East Providence recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

It is the responsibility of all officials, managers, supervisors, and other responsible City officials who may observe, be informed of, or suspect an incident of possible sexual harassment immediately report such incidents to the Personnel Director and the Municipal Integrity Officer, simultaneously, so that the incident may be promptly investigated. Officials, managers, supervisors, and other responsible City officials must take effective measures to ensure that no further alleged harassment occurs while the investigation is underway and until such time that the investigation is complete.

### **Municipal Integrity Officer:**

The role of the Municipal Integrity Office is to thoroughly and without bias investigate any allegations of misconduct on the part of an employee of the City of East Providence. If you believe that you have been the victim of misconduct committed by an employee of the City of East Providence or have witnessed potential misconduct, you must report the incident to the Municipal Integrity Officer ("MIO").

The MIO, Elmer Carvalho-Pina, will do his best to respond to all complaints that he receives within twenty-four (24) hours of receipt. You may call him at the City's Office of Affirmative Action and Equal Employment Opportunity at (401) 435-7509 or via email at [epina@eastprovidenceri.gov](mailto:epina@eastprovidenceri.gov). Any member of the public may call the anonymous Municipal Integrity Hotline or electronically file a formal complaint via the City of East Providence website using the MIO complaint form.

A report needs to be filed within one (1) year of the occurrence of the alleged incident. All complaints are thoroughly examined, and all investigations are confidential and are either documented on a complaint form or become formal inquiries through the MIO. The MIO coordinates the receipt and processing of complaints and the conduct of confidential internal investigations arising from a citizen or employee complaint. All findings of fact and recommendations of potential disciplinary action will be made to the Mayor and/or the Director of Administration and the Director of Human Resources.

The MIO maintains a highly confidential and comprehensive central index of all official complaints received within the Office as well as those received by City of East Providence department heads and/or supervisors.

Complaints will be accepted from any source and may be made anonymously, in person, electronically or by telephone. Preferably, complaints should be made in person by the individual directly concerned in the

allegation against a City of East Providence. Any department head or supervisor may take a complaint, and upon receiving the complaint must forward it to the MIO.

If a party to a complaint does not agree with its resolution, that party may appeal to:

Mayor Roberto DaSilva  
East Providence City Hall  
145 Taunton Ave.  
East Providence, RI 02914  
401-435-7500

Inquires of any discrimination relating to these may be referred to:  
City of East Providence  
Municipal Integrity/Equal Employment Opportunity/Affirmative Action Officer  
Elmer Pina, (401) 435-7509 [epina@cityofeastprovidenceri.gov](mailto:epina@cityofeastprovidenceri.gov)

This policy shall be communicated to all Officials, Managers, Supervisors, other responsible City officials, and employees annually, and all are expected to behave in a professional manner and comply with this policy. A copy of this policy shall be posted in the personnel office.

## **Policy on Discrimination Because of Religion or National Origin**

It is the policy of the City of East Providence to take affirmative action to insure that applicants are employed without regard to their religion or national origin. Such action includes, but is not limited to, the following employment practices: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation and selection for training.

The following practices will be reviewed to determine whether members of the various religions and/or ethnic groups are receiving fair consideration for job opportunities.

- (a) Internal recruitment and selection procedures to ensure that the City of East Providence's obligation to provide equal employment opportunity without regard to religion or national origin is being fully implemented.
- (b) Recruiting sources will include our commitment to provide equal employment opportunity without regard to religion or national origin.
- (c) Promotional opportunities will be afforded to all employees regardless of religion or national origin.
- (d) Contact with religious and ethnic organizations will be made for purposes of advice, education, technical assistance and referral of potential employees as necessary to accomplish the purpose of our affirmative action program.
- (e) Recruitment activities will include engagement with educational institutions with substantial enrollments of students from various ethnic and religious groups.
- (f) Ethnic and religious media may be used for employment advertising.

Reasonable accommodations to the religious observances and practices of employees or prospective employees will be made, unless doing so would result in undue hardship. In determining whether undue hardship exists, factors such as the cost and the impact on the rights of other employees, will be considered.

This policy shall be communicated to all Officials, Managers, Supervisors, other responsible City officials, and employees annually, and all are expected to behave in a professional manner and comply with this policy. A copy of this policy shall be posted in the personnel office.

## **Policy on Reasonable Accommodation for Persons with Disabilities**

The City of East Providence is committed to making reasonable accommodation to employees or applicants that have known physical or mental limitations (including qualified disabled veterans), unless such accommodation would impose an undue hardship on the conduct of its business. The City is also committed to engaging in an interactive process with the person requesting the accommodation or their representative, as needed, to determine an appropriate accommodation. The City of East Providence provides reasonable accommodations:

- When an applicant with a disability needs an accommodation to have an equal opportunity to compete for a job.
- When an employee with a disability needs an accommodation to perform the essential functions of the job or to gain access to the workplace
- When an employee with a disability needs an accommodation to enjoy equal access to benefits and privileges of employment (e.g. trainings, office-sponsored events)

Undue hardship will be determined by assessing whether the requested accommodation would cause significant difficulty or expense, as provided for in the Section 503 of the Rehabilitation Act of 1973.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. While there are some things that are not considered reasonable accommodations (e.g. removal of an essential job function or personal use items such as hearing aid that is needed on and off the job), reasonable accommodations can cover most things that enable an individual to apply for a job, perform a job, or have equal access to the workplace and employee benefits such as kitchens, parking lots, and office space events.

Common types of accommodations include:

- Modifying work schedules and/or supervisory methods
- Granting breaks or providing leave
- Altering how or when job duties are performed
- Removing or substituting a marginal function
- Moving to different office space
- Providing telework beyond that provided by the collective bargaining agreement
- Making changes in workplace policies
- Providing assistive technology, including technology and communication equipment or specially designed furniture.
- Providing a reader or other staff assistant to enable employees to perform their job functions, where the accommodation cannot be provided by current staff
- Removing an architectural barrier, including reconfiguring work places.
- Providing accessible parking
- Providing materials in alternative formats (e.g. Braille, large print.)
- Providing a reassignment to another job.

This policy shall be communicated to Department Heads, Division Heads and all Supervisors and Employees annually, and a notice shall be posted in the personnel office.

## Guidelines for Ensuring Unbiased Work Environments

Rhode Island General Law 28-5.1 and Title VII of the 1964 Civil Rights Act mandate that employers maintain a working environment free of discriminatory insults, intimidation and other forms of harassment. Both an employee's psychological and economic well-being are protected. While an employer cannot be held accountable for the prejudices of its workers or clientele, it must take reasonable measures to control or eliminate the overt expression of those prejudices in the workplace. Prompt action by an employer to prevent or correct discriminatory harassment can go a long way in lessening employer liability.

Perhaps the most common type of harassment to which workers are subjected is verbal abuse. Epithets, slurs or jokes directed at marginalized groups and/or protected classes are not to be tolerated. An example of unlawful race and sex bias in the work environment is the use of the diminutive term **"boys"** when referring to male employees of marginalized backgrounds and **"girls"** when referring to female employees of marginalized backgrounds.

An employer is under a two –pronged duty to maintain a working atmosphere free of national origin bias. First, the employer him-/herself must refrain from ridiculing or harassing employees on the basis of their national origin. Second, the employer must ensure that inter-employee conduct is also free of such harassment. An employer is also under the obligation to maintain a work environment free of religious bias. Permitting a supervisor to espouse his/her beliefs to employees while at work may amount to religious discrimination.

This policy shall be communicated to all Officials, Managers, Supervisors, other responsible City Officials, and employees annually, and all are expected to behave in a professional manner and comply with this policy. A copy of this policy shall be posted in the personnel office.

## **V. WORKFORCE STATISTICS**

- A. Training Participation Summary
- B. Disciplinary Action
- C. Employment Data, Financial Administration/General Control
- D. Employment Data, Streets and Highways
- E. Employment Data, Police Protection
- F. Employment Data, Fire Protection
- G. Employment Data, Natural Resources/Parks and Recreation
- H. Employment Data, Housing
- I. Employment Data, Community Development
- J. Employment Data, Utilities and Transportation
- K. Employment Data, Sanitation and Sewage
- L. Certification of Employment Data

**\*\*DISCLAIMER\*\*:** The data presented in the subsequent charts was collected via employees' voluntary and confidential self-identification with a particular race, sex, disability, or veteran status. The voluntary nature of this method of data collection means that there is the potential for some employees to have only partially identified themselves, or not at all—either of which would render the data inconclusive.



## CITY OF EAST PROVIDENCE

## DISCIPLINARY ACTION

Department: MunicipalDate: 01/01/2024

DISCIPLINARY ACTION TAKEN	White		Black		Hispanic		Asian/Pac. Islander		Am. Indian AK Native		Disabled		Veterans	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Suspension (Indefinitely)	1													
Suspension (Specified Time)														
Loss of Pay														
Written Reprimand	1													
Duty On Off Days														
Oral Reprimand	1													
Other (Explain)														
TOTAL	3													

The disproportionate treatment of any class should be a warning to an administrator that counseling of supervisors is necessary. Oral reprimands, if noted in supervisors' ratings or written reprimands, should be included in the graph.

C. EMPLOYMENT DATA AS OF JUNE 30										Function 1 – FINANCIAL ADMINISTRATION/GENERAL CONTROL									
1. FULL-TIME EMPLOYEES																			
JOB CATEGORY	ANNUAL SALARY (in thousands 000)	RACE/ETHNICITY														TOTALS	DISABLED	VETERANS	
		HISPANIC OR LATINO		NOT HISPANIC OR LATINO															
		MALE	FEMALE	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES				
OFFICIALS-ADMINISTRATORS	1. \$0.1-15.9																0		
	2. \$16.0-19.9																0		
	3. \$20.0-24.9																0		
	4. \$25.0-32.9																0		
	5. \$33.0-42.9																0		
	6. \$43.0-54.9																0		
	7. \$55.0-69.9																0		
8. \$70.0 PLUS			1						2							3			
PROFESSIONALS	9. \$0.1-15.9	1															1		
	10. \$16.0-19.9																0		
	11. \$20.0-24.9																0		
	12. \$25.0-32.9																0		
	13. \$33.0-42.9																0		
	14. \$43.0-54.9																0		
	15. \$55.0-69.9																0		
16. \$70.0 PLUS			1					1								2			
TECHNICIANS	17. \$0.1-15.9																0		
	18. \$16.0-19.9																0		
	19. \$20.0-24.9																0		
	20. \$25.0-32.9																0		
	21. \$33.0-42.9																0		
	22. \$43.0-54.9																0		
	23. \$55.0-69.9																0		
24. \$70.0 PLUS																0			
PROTECTIVE SERVICE	25. \$0.1-15.9																0		
	26. \$16.0-19.9																0		
	27. \$20.0-24.9																0		
	28. \$25.0-32.9																0		
	29. \$33.0-42.9																0		
	30. \$43.0-54.9																0		
	31. \$55.0-69.9																0		
32. \$70.0 PLUS																0			
PARAPROFESSIONALS	33. \$0.1-15.9																0		
	34. \$16.0-19.9																0		
	35. \$20.0-24.9																0		
	36. \$25.0-32.9																0		
	37. \$33.0-42.9																0		
	38. \$43.0-54.9									4							4		
	39. \$55.0-69.9									1							1		
40. \$70.0 PLUS																0			





D. EMPLOYMENT DATA AS OF JUNE 30										Function 2 – STREETS AND HIGHWAYS									
1. FULL-TIME EMPLOYEES																			
JOB CATEGORY	ANNUAL SALARY (in thousands 000)	RACE/ETHNICITY													TOTALS	DISABLED	VETERANS		
		HISPANIC OR LATINO		NOT HISPANIC OR LATINO															
		MALE	FEMALE	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE				TWO OR MORE RACES	
OFFICIALS-ADMINISTRATORS	1. \$0.1-15.9																0		
	2. \$16.0-19.9																0		
	3. \$20.0-24.9																0		
	4. \$25.0-32.9																0		
	5. \$33.0-42.9																0		
	6. \$43.0-54.9																0		
	7. \$55.0-69.9			1													1		
	8. \$70.0 PLUS			2													2		
PROFESSIONALS	9. \$0.1-15.9																0		
	10. \$16.0-19.9																0		
	11. \$20.0-24.9																0		
	12. \$25.0-32.9																0		
	13. \$33.0-42.9																0		
	14. \$43.0-54.9																0		
	15. \$55.0-69.9																0		
	16. \$70.0 PLUS																0		
TECHNICIANS	17. \$0.1-15.9																0		
	18. \$16.0-19.9																0		
	19. \$20.0-24.9																0		
	20. \$25.0-32.9																0		
	21. \$33.0-42.9																0		
	22. \$43.0-54.9			15	5												20		
	23. \$55.0-69.9																0		
	24. \$70.0 PLUS																0		
PROTECTIVE SERVICE	25. \$0.1-15.9																0		
	26. \$16.0-19.9																0		
	27. \$20.0-24.9																0		
	28. \$25.0-32.9																0		
	29. \$33.0-42.9																0		
	30. \$43.0-54.9																0		
	31. \$55.0-69.9																0		
	32. \$70.0 PLUS																0		
PARAPROFESSIONALS	33. \$0.1-15.9																0		
	34. \$16.0-19.9																0		
	35. \$20.0-24.9																0		
	36. \$25.0-32.9																0		
	37. \$33.0-42.9																0		
	38. \$43.0-54.9																0		
	39. \$55.0-69.9																0		
	40. \$70.0 PLUS																0		





E. EMPLOYMENT DATA AS OF JUNE 30										Function 4 – POLICE PROTECTION									
1. FULL-TIME EMPLOYEES																			
JOB CATEGORY	ANNUAL SALARY (in thousands 000)	RACE/ETHNICITY															TOTALS	DISABLED	VETERANS
		HISPANIC OR LATINO		NOT HISPANIC OR LATINO															
		MALE	FEMALE	MALE						FEMALE									
				WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES				
OFFICIALS-ADMINISTRATORS	1. \$0.1-15.9																0		
	2. \$16.0-19.9																0		
	3. \$20.0-24.9																0		
	4. \$25.0-32.9																0		
	5. \$33.0-42.9																0		
	6. \$43.0-54.9																0		
	7. \$55.0-69.9																0		
PROFESSIONALS	8. \$70.0 PLUS			1													1		
	9. \$0.1-15.9																0		
	10. \$16.0-19.9																0		
	11. \$20.0-24.9																0		
	12. \$25.0-32.9																0		
	13. \$33.0-42.9																0		
	14. \$43.0-54.9																0		
	15. \$55.0-69.9																0		
TECHNICIANS	16. \$70.0 PLUS																0		
	17. \$0.1-15.9																0		
	18. \$16.0-19.9																0		
	19. \$20.0-24.9																0		
	20. \$25.0-32.9																0		
	21. \$33.0-42.9																0		
	22. \$43.0-54.9																0		
	23. \$55.0-69.9																0		
PROTECTIVE SERVICE	24. \$70.0 PLUS																0		
	25. \$0.1-15.9																0		
	26. \$16.0-19.9																0		
	27. \$20.0-24.9																0		
	28. \$25.0-32.9																0		
	29. \$33.0-42.9																0		
	30. \$43.0-54.9																0		
	31. \$55.0-69.9			14	2												16		
PARAPROFESSIONALS	32. \$70.0 PLUS			70	6						4						80		
	33. \$0.1-15.9																0		
	34. \$16.0-19.9																0		
	35. \$20.0-24.9																0		
	36. \$25.0-32.9																0		
	37. \$33.0-42.9																0		
	38. \$43.0-54.9			6							3	1					10		
	39. \$55.0-69.9																0		
40. \$70.0 PLUS																0			

E. EMPLOYMENT DATA AS OF JUNE 30										Function 4 – POLICE PROTECTION								
1. FULL-TIME EMPLOYEES																		
JOB CATEGORY	ANNUAL SALARY (in thousands 000)	RACE/ETHNICITY														TOTALS	DISABLED	VETERANS
		HISPANIC OR LATINO		NOT HISPANIC OR LATINO														
				MALE					FEMALE									
		MALE	FEMALE	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES			
ADMINISTRATIVE SUPPORT	41. \$0.1-15.9															0		
	42. \$16.0-19.9															0		
	43. \$20.0-24.9															0		
	44. \$25.0-32.9															0		
	45. \$33.0-42.9															0		
	46. \$43.0-54.9															0		
	47. \$55.0-69.9									5						5		
	48. \$70.0 PLUS															0		
SKILLED CRAFT	49. \$0.1-15.9															0		
	50. \$16.0-19.9															0		
	51. \$20.0-24.9															0		
	52. \$25.0-32.9															0		
	53. \$33.0-42.9															0		
	54. \$43.0-54.9															0		
	55. \$55.0-69.9															0		
	56. \$70.0 PLUS															0		
SERVICE-MAINTENANCE	57. \$0.1-15.9															0		
	58. \$16.0-19.9															0		
	59. \$20.0-24.9															0		
	60. \$25.0-32.9															0		
	61. \$33.0-42.9															0		
	62. \$43.0-54.9															0		
	63. \$55.0-69.9															0		
	64. \$70.0 PLUS															0		
65. TOTAL FULL-TIME (LINES 1-64)		0	0	91	8	0	0	0	0	12	1	0	0	0	0	112		
2. OTHER THAN FULL-TIME EMPLOYEES																		
66. OFFICIALS-ADMINISTRATORS																0		
67. PROFESSIONALS																0		
68. TECHNICIANS																0		
69. PROTECTIVE SERVICE																0		
70. PARAPROFESSIONALS																0		
71. ADMINISTRATIVE SUPPORT																0		
72. SKILLED CRAFT																0		
73. SERVICE-MAINTENANCE			49						1	14	1					65		
74. TOTAL OTHER THAN FULL-TIME (LINES 66-73)		0	0	49	0	0	0	0	1	14	1	0	0	0	0	65		





F. EMPLOYMENT DATA AS OF JUNE 30										Function 5 – FIRE PROTECTION									
1. FULL-TIME EMPLOYEES																			
JOB CATEGORY	ANNUAL SALARY (in thousands 000)	RACE/ETHNICITY														TOTALS	DISABLED	VETERANS	
		HISPANIC OR LATINO		NOT HISPANIC OR LATINO							FEMALE								
		MALE	FEMALE	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES				
ADMINISTRATIVE SUPPORT	41. \$0.1-15.9																0		
	42. \$16.0-19.9																0		
	43. \$20.0-24.9																0		
	44. \$25.0-32.9																0		
	45. \$33.0-42.9																0		
	46. \$43.0-54.9																0		
	47. \$55.0-69.9																0		
	48. \$70.0 PLUS																0		
SKILLED CRAFT	49. \$0.1-15.9																0		
	50. \$16.0-19.9																0		
	51. \$20.0-24.9																0		
	52. \$25.0-32.9																0		
	53. \$33.0-42.9																0		
	54. \$43.0-54.9																0		
	55. \$55.0-69.9																0		
	56. \$70.0 PLUS																0		
SERVICE-MAINTENANCE	57. \$0.1-15.9																0		
	58. \$16.0-19.9																0		
	59. \$20.0-24.9																0		
	60. \$25.0-32.9																0		
	61. \$33.0-42.9																0		
	62. \$43.0-54.9																0		
	63. \$55.0-69.9																0		
	64. \$70.0 PLUS																0		
65. TOTAL FULL-TIME (LINES 1-64)		4	0	103	4	1	0	0	0	0	3	1	0	0	0	116			
2. OTHER THAN FULL-TIME EMPLOYEES																			
66. OFFICIALS-ADMINISTRATORS																	0		
67. PROFESSIONALS																	0		
68. TECHNICIANS																	0		
69. PROTECTIVE SERVICE																	0		
70. PARAPROFESSIONALS																	0		
71. ADMINISTRATIVE SUPPORT										4		1					5		
72. SKILLED CRAFT																	0		
73. SERVICE-MAINTENANCE																	0		
74. TOTAL OTHER THAN FULL-TIME (LINES 66-73)		0	0	0	0	0	0	0	0	4	0	1	0	0	0	5			



G. EMPLOYMENT DATA AS OF JUNE 30										Function 6 – NATURAL RESOURCES/PARKS AND RECREATION									
1. FULL-TIME EMPLOYEES																			
JOB CATEGORY	ANNUAL SALARY (in thousands 000)	RACE/ETHNICITY													TOTALS	DISABLED	VETERANS		
		HISPANIC OR LATINO		NOT HISPANIC OR LATINO															
		MALE	FEMALE	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE				TWO OR MORE RACES	
OFFICIALS-ADMINISTRATORS	1. \$0.1-15.9															0			
	2. \$16.0-19.9															0			
	3. \$20.0-24.9															0			
	4. \$25.0-32.9															0			
	5. \$33.0-42.9															0			
	6. \$43.0-54.9															0			
	7. \$55.0-69.9															0			
PROFESSIONALS	8. \$70.0 PLUS			1												1			
	9. \$0.1-15.9															0			
	10. \$16.0-19.9															0			
	11. \$20.0-24.9															0			
	12. \$25.0-32.9															0			
	13. \$33.0-42.9															0			
	14. \$43.0-54.9															0			
	15. \$55.0-69.9			1						1						2			
TECHNICIANS	16. \$70.0 PLUS			1												1			
	17. \$0.1-15.9															0			
	18. \$16.0-19.9															0			
	19. \$20.0-24.9															0			
	20. \$25.0-32.9															0			
	21. \$33.0-42.9															0			
	22. \$43.0-54.9															0			
	23. \$55.0-69.9															0			
PROTECTIVE SERVICE	24. \$70.0 PLUS															0			
	25. \$0.1-15.9															0			
	26. \$16.0-19.9															0			
	27. \$20.0-24.9															0			
	28. \$25.0-32.9															0			
	29. \$33.0-42.9															0			
	30. \$43.0-54.9			10	1				1	1						13			
	31. \$55.0-69.9															0			
PARAPROFESSIONALS	32. \$70.0 PLUS															0			
	33. \$0.1-15.9															0			
	34. \$16.0-19.9															0			
	35. \$20.0-24.9															0			
	36. \$25.0-32.9															0			
	37. \$33.0-42.9															0			
	38. \$43.0-54.9															0			
	39. \$55.0-69.9															0			
40. \$70.0 PLUS															0				





H. EMPLOYMENT DATA AS OF JUNE 30										Function 9 – HOUSING									
1. FULL-TIME EMPLOYEES																			
JOB CATEGORY	ANNUAL SALARY (in thousands 000)	RACE/ETHNICITY													TOTALS	DISABLED	VETERANS		
		HISPANIC OR LATINO		NOT HISPANIC OR LATINO															
		MALE	FEMALE	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE				TWO OR MORE RACES	
OFFICIALS-ADMINISTRATORS	1. \$0.1-15.9															0			
	2. \$16.0-19.9															0			
	3. \$20.0-24.9															0			
	4. \$25.0-32.9															0			
	5. \$33.0-42.9															0			
	6. \$43.0-54.9															0			
	7. \$55.0-69.9															0			
	8. \$70.0 PLUS														0				
PROFESSIONALS	9. \$0.1-15.9															0			
	10. \$16.0-19.9															0			
	11. \$20.0-24.9															0			
	12. \$25.0-32.9															0			
	13. \$33.0-42.9															0			
	14. \$43.0-54.9															0			
	15. \$55.0-69.9															0			
	16. \$70.0 PLUS														0				
TECHNICIANS	17. \$0.1-15.9															0			
	18. \$16.0-19.9															0			
	19. \$20.0-24.9															0			
	20. \$25.0-32.9															0			
	21. \$33.0-42.9															0			
	22. \$43.0-54.9															0			
	23. \$55.0-69.9															0			
	24. \$70.0 PLUS														0				
PROTECTIVE SERVICE	25. \$0.1-15.9															0			
	26. \$16.0-19.9															0			
	27. \$20.0-24.9															0			
	28. \$25.0-32.9															0			
	29. \$33.0-42.9															0			
	30. \$43.0-54.9															0			
	31. \$55.0-69.9															0			
	32. \$70.0 PLUS														0				
PARAPROFESSIONALS	33. \$0.1-15.9															0			
	34. \$16.0-19.9															0			
	35. \$20.0-24.9															0			
	36. \$25.0-32.9															0			
	37. \$33.0-42.9															0			
	38. \$43.0-54.9															0			
	39. \$55.0-69.9															0			
	40. \$70.0 PLUS														0				





I. EMPLOYMENT DATA AS OF JUNE 30										Function 10 – COMMUNITY DEVELOPMENT									
1. FULL-TIME EMPLOYEES																			
JOB CATEGORY	ANNUAL SALARY (in thousands 000)	RACE/ETHNICITY													TOTALS	DISABLED	VETERANS		
		HISPANIC OR LATINO		NOT HISPANIC OR LATINO															
		MALE	FEMALE	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE				TWO OR MORE RACES	
OFFICIALS-ADMINISTRATORS	1. \$0.1-15.9																0		
	2. \$16.0-19.9																0		
	3. \$20.0-24.9																0		
	4. \$25.0-32.9																0		
	5. \$33.0-42.9																0		
	6. \$43.0-54.9																0		
	7. \$55.0-69.9			1					1	1							3		
	8. \$70.0 PLUS			4													4		
PROFESSIONALS	9. \$0.1-15.9																0		
	10. \$16.0-19.9																0		
	11. \$20.0-24.9																0		
	12. \$25.0-32.9																0		
	13. \$33.0-42.9																0		
	14. \$43.0-54.9																0		
	15. \$55.0-69.9																0		
	16. \$70.0 PLUS																0		
TECHNICIANS	17. \$0.1-15.9																0		
	18. \$16.0-19.9																0		
	19. \$20.0-24.9																0		
	20. \$25.0-32.9																0		
	21. \$33.0-42.9																0		
	22. \$43.0-54.9																0		
	23. \$55.0-69.9																0		
	24. \$70.0 PLUS																0		
PROTECTIVE SERVICE	25. \$0.1-15.9																0		
	26. \$16.0-19.9																0		
	27. \$20.0-24.9																0		
	28. \$25.0-32.9																0		
	29. \$33.0-42.9																0		
	30. \$43.0-54.9																0		
	31. \$55.0-69.9																0		
	32. \$70.0 PLUS																0		
PARAPROFESSIONALS	33. \$0.1-15.9																0		
	34. \$16.0-19.9																0		
	35. \$20.0-24.9																0		
	36. \$25.0-32.9																0		
	37. \$33.0-42.9																0		
	38. \$43.0-54.9																0		
	39. \$55.0-69.9																0		
	40. \$70.0 PLUS																0		

I. EMPLOYMENT DATA AS OF JUNE 30										Function 10 – COMMUNITY DEVELOPMENT									
1. FULL-TIME EMPLOYEES																			
JOB CATEGORY	ANNUAL SALARY (in thousands 000)	RACE/ETHNICITY														TOTALS	DISABLED	VETERANS	
		HISPANIC OR LATINO		NOT HISPANIC OR LATINO															
		MALE	FEMALE	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES				
ADMINISTRATIVE SUPPORT	41. \$0.1-15.9																0		
	42. \$16.0-19.9																0		
	43. \$20.0-24.9																0		
	44. \$25.0-32.9																0		
	45. \$33.0-42.9																0		
	46. \$43.0-54.9									2							2		
	47. \$55.0-69.9																0		
	48. \$70.0 PLUS																0		
SKILLED CRAFT	49. \$0.1-15.9																0		
	50. \$16.0-19.9																0		
	51. \$20.0-24.9																0		
	52. \$25.0-32.9																0		
	53. \$33.0-42.9																0		
	54. \$43.0-54.9																0		
	55. \$55.0-69.9																0		
	56. \$70.0 PLUS																0		
SERVICE-MAINTENANCE	57. \$0.1-15.9																0		
	58. \$16.0-19.9																0		
	59. \$20.0-24.9																0		
	60. \$25.0-32.9																0		
	61. \$33.0-42.9																0		
	62. \$43.0-54.9																0		
	63. \$55.0-69.9																0		
	64. \$70.0 PLUS																0		
65. TOTAL FULL-TIME (LINES 1-64)		0	0	5	0	0	0	0	1	3	0	0	0	0	0	9			
2. OTHER THAN FULL-TIME EMPLOYEES																			
66. OFFICIALS-ADMINISTRATORS																0			
67. PROFESSIONALS			1								1					2			
68. TECHNICIANS																0			
69. PROTECTIVE SERVICE																0			
70. PARAPROFESSIONALS																0			
71. ADMINISTRATIVE SUPPORT																0			
72. SKILLED CRAFT																0			
73. SERVICE-MAINTENANCE																0			
74. TOTAL OTHER THAN FULL-TIME (LINES 66-73)		0	0	1	0	0	0	0	0	0	1	0	0	0	0	2			















## **VI. INTERNAL ANALYSIS OF PROBLEM AREAS AND PLAN ADMINISTRATION**

The City of East Providence is committed to the effective implementation of the Affirmative Action Plan. It recognizes, however, that it is the responsibility of the leadership, as well as each department manager and supervisor to commit to the Plan's success.

Therefore, the following actions shall be taken to foster commitment and ensure accountability to the Plan's goals:

### **Internal and External Dissemination of Plan and Policies**

- Within thirty days of the Affirmative Action Plan issuance, a copy of the plan will be distributed to all department directors, managers, and supervisors, and the Mayor shall issue a memorandum to each stating the importance of their support and compliance with the plan's content.
- All new employees will be provided with a copy of the policies contained within the plan at their time of hire.
- A copy of the plan shall be made available to any employee or applicant upon request.
- The Affirmative Action Officer and the Personnel Director will collaborate to ensure that a copy of the plan is posted on the City's web page, and a written announcement is placed in the employee newsletter.
- Training programs for department heads, managers and supervisors will be conducted with a focus on explaining the intent of the plan, goals, timetables, and responsibilities necessary for implementation. The training programs will be developed with the assistance of the Affirmative Action Committee.
- Upon request Union Officials shall be provided a copy of the plan and non-discrimination clauses shall be included in all union agreements and contracts. Union contract provisions shall be reviewed to ensure they are non-discriminatory.
- All applicants will be invited to provide their race/ethnicity and gender, and identify themselves as an individual with a disability, as defined in Section 503 of the Rehabilitation Act of 1973, as amended, and/or as a protected veteran under the equal employment opportunity provisions of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, if they wish to benefit under this affirmative action program.
- Briefing sessions will be periodically held for managers and supervisors to review the applicable regulations and to discuss such affirmative action measures as training and reasonable accommodation.
- Copies of the plan will be made available to the public upon a formal request.
- Notification shall be made in writing to all recruitment sources, contractors, subcontractors and vendors of the existence of the Statement of Policy and Affirmative Action policy.

- All communication with the public with regard to recruitment, jobs, interviews, and employment shall state that the City of East Providence is an Equal Opportunity/Affirmative Action employer.
- The City of East Providence employment applications shall include a statement that the City of East Providence is an Equal Opportunity/Affirmative Action employer.

### **Plan Administration and Implementation:**

The Mayor shall review the progress toward achievement of specific affirmative action goals. Department Heads shall take responsibility for the implementation of the plan within their respective departments and shall work collaboratively with the Personnel Director and Affirmative Action Officer in developing and implementing expanded recruitment strategies with a goal of attracting under-utilized protected classes for employment and promotional opportunities with the City.

### **The Affirmative Action Committee:**

The Affirmative Action Committee, which is a citizen/employee advisory committee appointed by the City Council to oversee the City's affirmative action program shall:

- Provide technical assistance in affirmative action areas, including goal setting.
- Advise the Mayor and Affirmative Action Officer on affirmative action and equal opportunity.
- Advise the Affirmative Action Officer and the Personnel Director in the areas of recruitment, hiring, promoting and retaining.
- Assist in the revision of the Affirmative Action Plan.
- Monitor progress in attainment of goals.

## Identification and Analysis of Problem Areas:

### Employment and Selection Process

The city will make every effort to ensure that all employment practices and decisions are made fairly and equitably. Such employment practices shall include, but not be limited to, employee recruitment, hiring, transfer, promotion, training, compensation, benefits, layoff, and termination.

Throughout the Municipal Department, minorities are underutilized in all job categories and women are not adequately represented in the Officials-Administrators, Professionals, Technicians, Protective Services, and Service Maintenance job categories. Within the City Administration, minorities are underutilized in all job categories and women are only underrepresented in the Service Maintenance job category. Minimal turnover and restrictions imposed by collective bargaining agreements are some of the primary reasons for the underutilization of minorities and women in the respective categories.

In an effort to improve the overall representation of minorities and women within job categories where they are not adequately represented, the Affirmative Action Officer, in conjunction with the Personnel Director, shall oversee all employment practices to ensure they are conducted in accordance with the provisions of City Ordinances. This shall include:

- Reviewing and revising employment practices, personnel rules, policies and procedures, as needed, to ensure that they comply with federal and state laws, and that they are rendered fairly, appropriately, and without discrimination.
- Developing and implementing best practices for recruitment that broadens outreach and increases the likelihood of attracting a more diverse applicant pool of individuals who meet the minimum requirements for job openings, especially for those job classifications and categories where there exists an underrepresentation of women and minorities. This shall include, but not be limited to, direct contact with civic organizations specifically involved with equal opportunity in employment of minorities (*people of color*), women, persons of disabilities and veterans; the development of an expanded outreach list which identifies minority organizations, churches, businesses, branches of the military and leaders who will be notified of job openings to assist with disseminating information about such jobs to the underrepresented communities; advertising job announcements in minority publications and through other minority media outlets; expanding the application period to allow the necessary time to reach a broader applicant pool; review of existing recruitment practices to ensure there are no unnecessary barriers to recruiting a diverse applicant pool; and hosting community informational workshops geared toward educating the general public on various employment opportunities.
- Developing best practices for selection that ensures fair and equitable treatment of all individuals and that seeks to identify and eliminate any potential bias that may exist throughout the decision making processes. This shall include a review of each component of the selection process by the Affirmative Action Officer, who will make recommendations to the Human Resources Director of specific actions that may result in greater diversity in the selection process. For example, understanding the importance of diverse perspectives, the Affirmative Action Officer may be present or recommend that minorities be included on specific selection panels for positions where there exists an underrepresentation of minorities or women in the workforce, particularly in Public Safety.

**Recruitment**

It is the City of East Providence's goal to have a diverse and qualified workforce. To achieve this goal, the City of East Providence will always seek the best qualified candidates for openings, based on job-required knowledge, skills abilities, job-related education and/or training, relevant experience and who will contribute to the diversity goals of the City. The City of East Providence will undertake extraordinary efforts to recruit from protected classes who historically have been underrepresented and excluded from the workforce.

**Applicant Flow**

Developing and implementing a process for collecting and analyzing employment data, including applicant demographic data for each position filled. The data from the analysis shall be used to identify areas of underutilization of women and minorities throughout the city's workforce and to determine whether the selection process adversely impacts women or minorities. The data shall also be used for the purpose of setting hiring goals for each job classification and category where underutilization exists.

**Training Programs**

The Affirmative Action Officer, in fulfillment of affirmative action objectives will ensure that all protected group members who are already employed in the City are aware of opportunities and programs for training and career development. The City's Personnel Department will make all departments aware of training opportunities that will benefit employees. Department Heads will notify staff of opportunities for training and career development. In support of affirmative action objectives, special effort will be made to encourage protected group members to apply for trainings.

**Workforce Attitude**

Every effort shall be made to maintain a workplace environment that encourages respectful and professional relations between employees and their interactions with customers, clients, contractors, consultants and others while conducting the City's business and/or engaged in City-sponsored events and activities. Training shall be afforded to current and future employees on such topics as the prevention of harassment, discrimination, and retaliation, as well as the fostering of respect and quality customer service in the workplace. Where necessary, training will be specifically developed to address other employment related topics that promote positive workforce attitudes and interactions.

An environment where all employees feel included and valued results in a stronger and more motivated workforce. Without a doubt, the diversity of the City of East Providence is a key attraction to candidates for employment. A commitment to recruiting, hiring, developing and promoting a diverse workforce that mirrors the people who live and do business in the City of East Providence is extremely vital to our success.

**Exit Interviews**

At the time of termination, each employee shall be provided a *Confidential Exit Survey Inquiry* form and be afforded an opportunity to complete the form. Individuals shall also be afforded an opportunity to meet with the Affirmative Action Officer, if he/she wishes to do so.

## **VII. APPENDIX**

OFFICE OF AFFIRMATIVE ACTION & EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT FORM

EMPLOYEE SELF –IDENTIFICATION OF DISABILITY & REQUEST FOR REASONABLE  
ACCOMMODATIONS

CONFIDENTIAL EXIT-INTERVIEW FORM

DESCRIPTION OF JOB CATEGORIES

LIST OF ENFORCEMENT AGENCIES  
RACE/ETHNIC IDENTIFICATION

PRIVATE EMPLOYMENT/ STATE & LOCAL GOVERNMENT, EDUCATIONAL INSTITUTES,  
RACE, COLOR, RELIGION, SEX, NATURAL ORIGIN, GENDER IDENTITY OR EXPRESSION, AGE,  
DISABILITY.



## CITY OF EAST PROVIDENCE

### Office of Affirmative Action & Equal Employment Opportunity

#### Complaint Forms

EEO Complaint # \_\_\_\_\_ (For Office use only)

---

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### 1. COMPLAINANT INFORMATION

Name:

Preferred Mailing Address:

Telephone Numbers:    Work:

Home:

Mobile:

Preferred Email Address:

#### 2. Name of Department:

What is your title / position?

Old position:

New position:

Number of years employed with the City?

3. Name of immediate Supervisor:

4. Respondent information:

Name and title of person(s) you're complaining about:

5. Date(s) of Alleged Violation(s):

6. Place of Alleged Violation(s):

7. Basis of Complaint (Check all that apply)

Answer this portion **ONLY** if you believe you're being or you've been discriminated against on the basis of your:

Race: \_\_\_\_\_ (If checked, please specify) \_\_\_\_\_

Color: \_\_\_\_\_ (If checked, please specify) \_\_\_\_\_

Sex/Gender: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Age: \_\_\_\_\_ (If checked, indicate date of birth) \_\_\_\_\_

National Origin: \_\_\_\_\_ (If checked, please specify) \_\_\_\_\_

Disability: \_\_\_\_\_ (If checked, please specify) \_\_\_\_\_

Religion: \_\_\_\_\_ (If checked, please specify) \_\_\_\_\_

Sexual Harassment: \_\_\_\_\_

Sexual Orientation: \_\_\_\_\_

Gender Identity: \_\_\_\_\_

Genetic Information: \_\_\_\_\_

## SELF-IDENTIFICATION OF DISABILITY & REQUEST FOR REASONABLE ACCOMMODATIONS

### EMPLOYEE SELF –IDENTIFICATION OF DISABILITY & REQUEST FOR REASONABLE ACCOMMODATIONS

#### **CONFIDENTIAL**

In accordance with the Americans with Disabilities Act of 1990, the City of East Providence invites a qualified individual with a disability to self-identify in order to be provided reasonable accommodations if necessary to perform the essential function for the relevant position.

NAME: \_\_\_\_\_ AGENCY: \_\_\_\_\_  
JOB TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

Please Check [X] the category that best describes your disability. (Upon request, verification of disabling condition must be obtained from your physician.)

Disabling conditions include, but are limited to:

- ☐ AIDS
- ☐ Alcoholism
- ☐ Blindness or Visual Impairment
- ☐ Cancer
- ☐ Cerebral Palsy
- ☐ Deafness or Hearing Impairment
- ☐ Diabetes
- ☐ Drug Addiction
- ☐ Epilepsy
- ☐ Heart Disease
- ☐ Mental Retardation
- ☐ Mental or Emotional Illness
- ☐ Multiple Sclerosis
- ☐ Muscular Dystrophy
- ☐ Orthopedic
- ☐ Perceptual Disabilities such as: Dyslexia, Minimal Brain Dysfunction, Development Aphasia or Speech Impairment
- ☐ Other

☐ Yes, I request a Reasonable Accommodation Needs Assessment Review  
Additional Comments:

☐ No Reasonable Accommodation Needs Assessment Review

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CONFIDENTIAL EXIT-INTERVIEW FORM:

City of East Providence  
Affirmative Action / Equal Employment Opportunity Office  
**CONFIDENTIAL EXIT SURVEY INQUIRY**

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All information obtained from this inquiry will be handled in a confidential manner and will not be divulged to supervisors, co-workers, or anyone inside or outside the agency. The information will be used as a tool for change and improvements and will not be made part of your personnel record and will not be used to respond to reference checks by future employers. We ask that you be as honest and fair as possible. Please complete and return to the East Providence Affirmative Action Office (Room 201), 145 Taunton Avenue, East Providence, RI 02914. Thank you.

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ Department: \_\_\_\_\_  
 \_\_\_\_\_ Division / Unit: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Date Hired: \_\_\_\_\_ Date Departed: \_\_\_\_\_

---

(Please check for Equal Opportunity Purposes Only)

Female <input type="checkbox"/>	White <input type="checkbox"/>	Asian Amer. / Pacific Islander <input type="checkbox"/>	Hispanic <input type="checkbox"/>
Male <input type="checkbox"/>	Black <input type="checkbox"/>	Amer. Indian /AK Native <input type="checkbox"/>	Handicapped <input type="checkbox"/>

---

What is your main reason for leaving?

\_\_\_\_\_  
 \_\_\_\_\_

What did you like best about your job?

\_\_\_\_\_  
 \_\_\_\_\_

Did you find your employment worthwhile in terms of personal growth and achievement?

\_\_\_\_\_  
 \_\_\_\_\_

Do you feel career opportunities were adequately afforded to you?

\_\_\_\_\_  
 \_\_\_\_\_

Did you feel free to go to your supervisor to discuss problems about your job?

---

---

Was your supervisor effective in handling problems or complaints?

---

---

Was the Leave of Absence Procedure clearly explained to you?

---

---

Did you receive fair treatment while employed?

---

---

Would you seek employment with the City of East Providence at a future date?

---

---

Do you feel you were discriminated against?

---

---

\_\_\_\_\_  
INTERVIEWING OFFICER

\_\_\_\_\_  
DATE

Comments/ Notes:

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---

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---

---

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## **DESCRIPTION OF JOB CATEGORIES:**

### **EEO-4 OCCUPATIONAL CATEGORY**

#### **A. OFFICIALS AND ADMINISTRATORS:**

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies or direct individual departments or social phases of the agency's operations or provide specialized consultation on a regional, district or area basis. **Includes:** Department Heads, Bureau Chiefs, Division Chiefs, Directors, Deputy Directors, Controllers, Wardens, Superintendents, Sheriffs, Police and Fire Chiefs and Inspectors, Examiners (Bank, Hearing, Motor Vehicle, Warehouse), Inspectors (Construction, Building, Safety, Rent and Housing, Fire, A.B.C. Board, License, Dairy, Livestock, Transportation), Assessors, Tax Appraisers and Investigators, Coroners, Farm Managers and kindred workers.

#### **B. 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. **Includes:** Personnel and Labor Relations workers, Social Workers, Doctors, Psychologists, Registered Nurses, Economists, Dieticians, Lawyers, Systems Analysts, Airplane Pilots and Navigators, Surveyors & Mapping Scientists and kindred workers.

#### **C. 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, Drafters, Survey and Mapping Technicians, Licensed Practical Nurses, Photographers, Radio Operators, Technical Illustrators, Highway Technicians, Technicians (Medical, Dental, Electronic, and Physical Sciences), Police and Fire Sergeants, Inspectors (Production or Processing Inspectors, Testers, and Weighers) and kindred workers.

#### **D. PROTECTIVE SERVICE WORKERS**

Occupation in which workers are entrusted with Public Safety, Security and Protection from destructive forces. **Includes:** Police Patrol Officers, Firefighters, Guards, Deputy Sheriffs, Bailiffs, Correctional Officers, Detectives, Marshals, Harbor Patrol Officers, Game and Fish Wardens, Park Rangers (except Maintenance) and kindred workers.

#### **E. PARAPROFESSIONALS**

Occupations in which workers perform some of the duties of a professional or a technician in a supportive role, which usually require less formal training and/or experience that is normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. **Includes:** Research Assistants, Medical Aids, Child Support Workers, Policy Auxiliary, Welfare Service Aids, Recreation Assistants, Homemaker Aides, Home Health Aides, Library Assistants and Clerks, Ambulance Drivers and Attendants and kindred workers.

**F. ADMINISTRATIVE SUPPORT:**

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. **Includes:** Bookkeepers, Messengers, Clerk Typists, Stenographers, Court Transcribers, Hearing Reporters, Statistical Clerks, Dispatchers, License Distributors, Payroll Clerks, Office Machine and Computer Operators, Telephone Operators, Legal Assistants, Sales Workers, Cashiers, Toll Collectors, and kindred workers.

**G. SKILLED CRAFT WORKERS:**

Occupation in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involve in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. **Includes:** Mechanics and Repairers, Electricians, Heavy Equipment Operators, Stationary Engineers, Skilled Machine Occupations, carpenters, Compositors and Typesetters, Power Plant Operators, Water and Sewage Treatment Plant Operators and kindred workers.

**H. SERVICE / MAINTENANCE:**

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene of safety of the general public or which contribute to the upkeep and care of group may operate Machinery. **Includes:** Chauffeurs, Laundry and Dry Cleaning Operatives, Truck Drivers, Bus Drivers, Garage Laborer, Custodial Employees, Gardeners, Groundskeepers, Refuse Collectors and Construction Laborers, Park Ranger Maintenance, Farm Workers (except Managers), Craft Apprentices/ Trainees/Helpers and kindred workers.

## RACE/ETHNIC DESIGNATIONS

An employee may be included in the group by which he or she appears to belong, identifies with or is regarded in the community as belonging. However, no person should be counted in more than one racial/ethnic group.

**BLACK/AFRICAN AMERICAN:** (*not of Hispanic origin*). All persons having origins in any of the Black racial groups of Africa.

**HISPANIC/LATINO:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. Only those persons of Central or South American Countries who are of Spanish origin, descent or culture should be included in this classification. Persons from Brazil, Guyana, Surinam or Trinidad, for example, would be classified according to their race and would not necessarily be included in the Hispanic classification. In addition, this classification does not include persons from Portugal who should be classified according to race.

**ASIAN or PACIFIC ISLANDER:** All persons having origins in any of the origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea the Philippine Islands and Samoa. The Indian subcontinent takes in the countries of India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim and Bhutan.

**AMERICAN INDIAN or ALASKAN ISLANDER:** All persons having origins in any of the original peoples or North America and who maintain cultural identification through tribal affiliation or community recognition.

**WHITE:** (*not of Hispanic origin*). All persons having origins in any original people of Europe, North Africa, or in the Middle East.

**PRIVATE EMPLOYMENT,  
STATE AND LOCAL GOVERNMENTS  
EDUCATIONAL INSTITUTIONS  
RACE, COLOR, RELIGION, SEX. NATIONAL ORIGIN:**

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits and other aspects of employment, on the basis of race, color, religion, sex or national origin.

The law covers applicants to and employees of most private employers, state and local governments and public or private educational institutions. Employment agencies, labor unions, and apprenticeship programs are also covered.

**AGE:** The Age Discrimination in Employment Act of 1967, as amended, prohibits age discrimination and protects applicants and employees 40 years of age or older from discrimination on account of age in hiring, promotion, discharge, compensation, terms, conditions, or privileges of employment.

**SEX (WAGES):** In addition to sex discrimination prohibited by the Title VII of the Civil Rights Act, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment. The law covers applicants to an employees of most private employers, state and local environment and educational institutions. Many employers not covered by the Title VII, because of size, are covered by the Equal Pay Act.

**DISABILITY:** The Americans with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability, and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits and other aspects of employment. The laws also requires that covered entities provide qualified applicants employees with disabilities with reasonable accommodations that do not impose undue hardship. The law covers applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations.

## DEFINITION OF TERMS

**Accessibility:** Readily available to and usable by individuals with disabilities.

**Affirmative Action:** A Demonstrated commitment to the recognition, development, and utilization of the abilities of minorities, women, persons with disabilities and veterans. It is a process to achieve the purpose of anti-discrimination laws.

**Affirmative Action Plan (AAP):** A written document outlining those steps to be taken to bring about affirmative action. The execution of the plan will assure measurable improvements in hiring, training and promotions for minorities, women, people with disabilities and Vietnam era veterans.

**Alternative Program:** Programs administered through the Department of Personnel Administration Certification which use the Civil Service selection procedures to reach targeted, protected classes.

**Applicant Flow:** Maintaining records of hiring, promotions, and other employment actions for the purpose of monitoring trends in such data. Applicant flow analysis assures that the employer's employment practices and procedures are accomplished within the guidelines of the Affirmative Action Plan.

**Artificial Barrier:** A requirement placed on a job or on an individual's performance within the job which is neither job-related nor consistent with merit principles.

**Candidate for Employment:** An individual who has applied for and has been interviewed for a City-posted job opening.

**Color:** The hue or pigmentation of the human skin.

**Complaint:** The pleading by which a legal action is commenced in a civil case that sets out the facts and legal reasons that the plaintiff(s) believe are sufficient to support a claim against the defendant(s), and that entitles the plaintiff(s) to a remedy.

**Disability:** A physical or mental impairment which substantially limits one or more major life activities.

**Equal Employment:** An employer's position that all personnel activities will be conducted in a manner to assure equal opportunity for all based solely on individual merit.

**Goals:** In hiring: a numerical objective fixed realistically based on the number of vacancies expected and the number of qualified applicants available in the job market.

**Grievance:** As used in this Plan, the filing of allegations with the Office of Affirmative Action with the purpose of addressing a harassing or discriminatory situation in an expeditious manner.

**Job-related:** Aspects of a job, which are essential to the performance of the specific task.

**Institutional:** An established principle, law, or usage.

**Minority:** A group comprising less than half of a population and differing from a larger, predominant group, as in race, religion, political affiliation.

**Black:** All persons having origins in any of the Black racial groups of Africa.

**Hispanic:** All persons of Puerto Rican, Dominican, Cuban, Mexican, Central or South American, or other Spanish-cultural descent, regardless of race.

**Asian:** All persons having origins in any of the original peoples of the Far East (China, Japan, Korea), Southeast Asia, the Indian Sub-Continent, or the Pacific Islands.

**Native American:** All persons having origins in any of the original peoples of North America excluding Mexico, and who maintain cultural identification through tribal affiliations or community recognition.

**Eskimo & Aleutian:** All persons having origins in any of the original people of Northern Canada, Greenland, Alaska or Eastern Siberia.

**Cape Verdean:** All persons having origin in any of the original peoples of Cape Verdean Island who are of Black heritage.

**Protected Groups:** Legally identified groups that are specifically protected by the statute against employment discrimination.

**Qualified Person with a disability:** A person who satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.

**Race:** A subdivision of mankind having relatively constant set of physical traits such as color of skin and eyes, stature, texture of hair, etc. May also refer to any grouping of peoples according to geography, nation, etc.

**Reasonable Accommodation:** The changing of the work environment or schedules to adapt to the known physical or mental limitations of qualified disabled applicants or employees. The accommodation may include, but not be limited to, job restructuring, part-time or modified work schedules, acquisition or modifications of equipment and devices, the provisions of readers or interpreters, or other similar actions.

**Timetables:** The time-frame (in years) set for attaining measurable goals in an affirmative action program.

**Under Utilization:** Having minorities, women, people with disabilities, or veterans in a particular job classification in a degree less than what would reasonably be expected given their availability in the workforce or recruitment area.

**Utilization Analysis:** The enumeration and examination of the presence of protected group members employed by the City.

**Vietnam-Era veteran:** A person who has served on active duty for a period of more than 180 days, any part of which occurred between February 1, 1955 and August 4, 1964, and 90 days, and part of which occurred between August 5, 1964 and June 4, 1976 and was discharged or released with other than dishonorable discharge.

**Workforce analysis:** A detailed listing (by specified categories) of job classifications and levels by a department or other organizational unit.

## PRE-EMPLOYMENT QUESTIONS FACT SHEET

The Rhode Island Fair Employment Practices laws guarantee that no person shall be denied employment because of his or her race or color, religion, national origin, sex, sexual orientation, gender identity or expression, age (40 years and over), criminal record (with some exceptions), or disability. In order to comply with this law, an employer should generally not ask on a job application or during an interview any question that:

- Identifies a person on a basis covered by the Fair Employment Practices laws; or
- Results in the disproportionate screening out of members of protected groups; or
- Is not a valid predictor of successful job performance.

The following table lists examples of questions that are and are not permitted to be asked on employment application forms or during employment interviews.

TOPIC	EMPLOYERS MAY ASK	EMPLOYERS MAY NOT ASK
Age	Are you a minor (under the age of 18)? May I have proof that you are 18 or over?*	When were you born? Are you over 40?
Criminal Record	Have you ever been convicted of a felony? Within the last 5 years have you been convicted of, or released from incarceration for a misdemeanor that was not a first offense for drunkenness, simple assault, speeding, a minor traffic violation, an affray, or disturbing the peace? If you have been convicted of any criminal offense within the last five years ago, convicted of any misdemeanor (not including a first conviction for first offense for drunkenness, simple assault, speeding, a minor traffic violation, an affray, or disturbing the peace).	Have you ever been arrested? Have you ever been convicted of a misdemeanor? Nor may an employer request a copy of your arrest or probation record. Cannot ask about any misdemeanor conviction more than five years ago, unless convicted of subsequent offense within the last five years.
Education/Experience	What school, college, or vocational program did you attend? Graduate? What is your work experience?	Questions about dates of graduation/work experience should not be used to determine applicant's age.

Handicap/Disability	<p>Are you able to perform the essential functions of the position with or without reasonable accommodation? Can you describe how you would perform the following job functions (list specific essential functions of the job)? Can you describe how you would perform the following job functions (list specific essential functions of the job)? No other questions** ***</p>	<p>Do you have any handicap/ disability? Do you have any medical problems? Do you have any job related handicaps or limitations that would prevent you from doing the job? Have you ever received Worker's Compensation? Have you ever been hospitalized? Are you currently taking medication?</p>
Immigrant Status	<p>Are you legally authorized to work in the U.S.? The federal immigration Reform and Control Act of 1986 (IRCA) requires employers to ask all employees hired after Nov. 6, 1986 to produce documentation proving that they are authorized to work in the U.S. This information may be requested only after an offer of employment has been made. Employers must be careful to accept all types of documentation permitted under IRCA.</p>	<p>Information obtained through compliance with IRCA may not be used to discriminate on the basis of national origin, nor may it be kept with the employee's personnel records. Documentation proving work authorization must be requested of all new employees, not just those who are "foreign-looking"</p>
Military Experience	<p>Are you a U.S. veteran? What is your U.S. military service history?</p>	<p>Are you receiving a service- connected Disability pension? What is your foreign military service history? What was the nature of your discharge?</p>

National Origin or Ancestry	No questions**	<p>What is your language ancestry, or national origin?</p> <p>Where were you born?</p> <p>Where are your parents or spouse from?</p> <p>What is the origin of your name?</p> <p>Are your parents or spouse citizens?</p>
Race	No questions**	<p>What is your race? Color? (Nor may an employer require that a photo accompany an application.)</p>
Religion	No questions**	<p>To what religious denomination, church or synagogue do you belong? What are your religious obligations?</p> <p>What religious holidays do you observe? Do you go to church regularly?</p>
Sex	No questions**	<p>What is your maiden name? (or any question that pertains to only one sex). Do you have any children? Do you intend to have children? What child care arrangement have you made? No questions may be asked of only one sex.</p>
Sexual Orientation	No questions**	<p>Are You gay/ lesbian / bisexual / heterosexual?</p> <p>Why aren't you married?</p> <p>Questions about relationships or living arrangements should not be used to determine sexual orientation.</p>

Note: Medical examinations can only be administered after a conditional offer of employment.

Of course there are other questions not listed above that could be construed as attempting elicit information for the purpose of discriminating on the basis of a category covered under Rhode Island anti-discrimination laws. Consider and document only job- related factors.

If you require further information about the legality of pre-employment questions, contact the Personnel Department or the AA/EEO Officer in the Affirmative Action Office.

\*Certain questions pertaining to age or sex may be permissible if they relate to a ***bona fide occupational qualification***, which is a criterion for employment that the Rhode Island Commission Against Discrimination has ruled is a legitimate requirement for a particular position (for example, the sex of an applicant for an acting job [a role in a play] may be a ***bona fide*** occupational qualification). Questions about age may also be allowed if necessary to satisfy provisions of a state or federal law (for example, certain public safety positions presently have age limits for hiring and retiring).

**LIST OF ENFORCEMENT AGENCIES:****City of East Providence Affirmative Action / EEO Office**

East Providence City Hall  
145 Taunton Avenue (3rd floor) Room 304A  
East Providence, RI 02914  
TEL: (401) 435 -7509  
FAX: 401-435-1920

**RI Commission for Human Rights**

180 Westminster Street Suite 3  
Providence, RI 02903-1918  
TEL: (401) 222-2661/ Voice  
TDD: (401) 222-2664  
FAX: (401) 222-2616

**U.S. Equal Employment Opportunity Commission**

John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
TEL: 1-800-699-4000  
FAX: 617-565-3196

**Department of Justice**

Office of the Americans with Disabilities Act  
Civil Rights Division  
P.O. Box 66118  
Washington, D.C. 20035-6118  
TEL: (202) 514-0301  
TDD: (202) 514-0381  
FAX: (202) 307-1197

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