

# TOWN OF RANDOLPH, VERMONT

## EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

**Applicable To:** All classified employees, as well as exempt, appointed, and temporary, and applicants for employment with the Town of Randolph, Vermont.

### PURPOSE & POLICY STATEMENT

The Town of Randolph, Vermont is an equal opportunity employer and is committed to offering equal employment opportunities in accordance with Title VII of the Civil Rights Act of 1964 and its amendments. The Town's personnel policies and practices prohibit discrimination on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation (as provided by 21 V.S.A. §495), place of birth, age, or physical or mental condition (a person with a qualifying disability) in all employment practices including, but not limited to: recruitment, hiring, promotion, demotion or transfer; layoff or termination; rates of pay and other forms of compensation; selection for training; agency sponsored social and recreational events; and all other terms, privileges, and conditions of employment.

The Town of Randolph, Vermont is committed to non-discrimination in employment and is strongly committed to an aggressive affirmative action program to overcome any manifest imbalance in the work force based on gender, race, or disability.

Affirmative Action is synonymous with sound personnel management. Affirmative Action is a step beyond equal opportunity and non-discrimination. With Affirmative Action comes a continued commitment to identify obstacles to the employment and career advancement opportunities afforded to employees, and to work toward removing those obstacles.

With this in mind, the following policy is set in place:

1. The Town will take appropriate affirmative action in all personnel actions and conditions of employment involving women, minorities, and individuals with disabilities where a demonstrated imbalance exists within job groups or in the case of top management, within Equal Employment Opportunity (EEO) categories, consistent with State Affirmative Action Plans and Policies.
2. The Town will include, as appropriate affirmative action, efforts to recruit, select, train, and promote women, minorities, and individuals with disabilities.
3. Compensation, benefits, job assignments, layoffs, employee development opportunities, and discipline shall be administered without bias to race, color, religion, ancestry, national origin, gender, sexual orientation, place of birth, age, or disability.

Supervisory and management personnel are responsible and accountable for the implementation of the Affirmative Action Plan, including efforts to achieve both numerical and programmatic goals. Supervisory and management personnel shall be held accountable for their performance with regard to equal employment opportunity and affirmative action.

**Administration:** It is the responsibility of all department heads to ensure compliance with this policy.

Passed this 5<sup>th</sup> day of November, 2008.

### LEGISLATIVE BODY

(Typed Name)

(Signature)

Kenneth Goss \_\_\_\_\_  
 Lawrence Townsend \_\_\_\_\_  
 Adelbert Thompson \_\_\_\_\_  
 Joseph Voci \_\_\_\_\_  
 Stephen Webster \_\_\_\_\_

*[Handwritten signatures of Kenneth Goss, Lawrence Townsend, Adelbert Thompson, Joseph Voci, and Stephen Webster]*

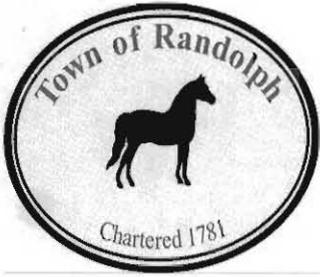
### RANDOLPH TOWN CLERK'S OFFICE

Received for Filing

November 7 A.D. 2008

at 8 o'clock 36 minutes AM

Attests Joyce A. Maguire  
Town Clerk



P O DRAWER B  
7 SUMMER STREET  
RANDOLPH, VT 05060-0017

Website:  
[www.randolph.vt.us](http://www.randolph.vt.us)

**Town Manager**  
Phone (802) 728-5433  
Fax (802) 728-5818  
[manager@municipaloffice.randolph.vt.us](mailto:manager@municipaloffice.randolph.vt.us)

**Town Clerk**  
Phone (802) 728-5682  
[clerk@municipaloffice.randolph.vt.us](mailto:clerk@municipaloffice.randolph.vt.us)

**Lister**  
Phone (802) 728-6739  
[lister@municipaloffice.randolph.vt.us](mailto:lister@municipaloffice.randolph.vt.us)

**Planning & Zoning**  
Phone (802) 728-9724  
[zoning@municipaloffice.randolph.vt.us](mailto:zoning@municipaloffice.randolph.vt.us)

**Police Department**  
Phone (802) 728-3737

**Public Works**  
Phone (802) 728-4048  
[dpw@municipaloffice.randolph.vt.us](mailto:dpw@municipaloffice.randolph.vt.us)

**Highway Department**  
Phone (802) 728-5650 (Village)  
(802) 728-5110 (Town)

**Water/Sewer Department**  
Phone (802) 728-9079  
[stp01@municipaloffice.randolph.vt.us](mailto:stp01@municipaloffice.randolph.vt.us)