

Waltham Police Department

EQUAL EMPLOYMENT OPPORTUNITY ACT

CHAPTER 32

General Order #:

Effective Date: 10/2015, 10/2022

Accreditation Standard #: 31.2.1

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM:

The Waltham Police Department recognizes its responsibility to provide equal employment opportunity and non-discrimination. The dual purpose of the Equal Employment Opportunity Program – EEOP -is to outline action which the police department will take to ensure its compliance with the intent of equal employment opportunity in its employment practices.

The Waltham Police Department will ensure equal employment opportunity and non-discrimination and will prohibit discrimination against any employee or applicant for employment because of race, religion, sex, color, physical handicap, age or national origin. The plan is in compliance with Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972.

The Waltham Police Department must adhere to the Civil Service merit system in accordance with M.G.L. Chapter 31 and the rules and provisions of the Commonwealth of Massachusetts Personnel Administration Rules [PAR.1-24].

EQUAL EMPLOYMENT OPPORTUNITY DIRECTOR:

The City of Waltham Personnel Director will act as the Equal Employment Opportunity Director - EEOD. This person will handle hiring practices, keep employment records and oversee the EEOP.

EQUAL EMPLOYMENT OPPORTUNITY OFFICER:

The Chief of Police or his designee, is the Equal Opportunity Officer - EOO. The responsibility of this person will be to relay information concerning upcoming job openings as well as relay the responsibilities of all employees under the EEOP.

The EOO will make all department employees aware of the existence of the Affirmative Action Plan, individual responsibilities, grievance procedures, and job opportunities.

The EOO will encourage efforts to recruit minorities and women into the municipal labor force.

The EOO will assume other duties as they develop which are necessary for the effective operation of the Affirmative Action Plan.

ADVERTISING:

All jobs available with the Waltham Police Department will be advertised. Essential elements of the advertisement are the designation of the Waltham Police Department as an Equal Employment Opportunity Affirmative Action employer, the position available, qualifications needed, the starting rate of pay, associated benefits, and the time frame of employment.

The Department will make efforts to utilize varied sources and mediums for advertising positions.

CAREER DEVELOPMENT:

The Waltham Police Department is committed not only to recruiting minorities and females into the municipal employment system but also to provide movement of capable employees from lower level to higher classes of employment based solely on demonstrated merit and fitness, Job specifications accurately describing the work of those positions will be posted as positions arise.

GRIEVANCES:

Any person, whether he/she is a police employee or applicant for employment with the City of Waltham Police Department, who feels that he/she has been discriminated against in violation of the Affirmative Action Plan will have the opportunity to file a written complaint and initiating grievance procedure if they are deemed warranted.

The aggrieved person shall direct within five (5) calendar days of the alleged incident said grievance or dispute in writing to the EOO, alleging those facts which the aggrieved party asserts as the basis for the grievance or dispute.

Upon receipt of a grievance complaint the EOO will perform an inquiry to determine if a) the complaint constitutes a grievance against the EEOP and b) if grounds for the complaints do exist. The EOO shall reply in writing to the aggravated party within five (5) calendar days of the submission of the said grievance or dispute. An informal settlement could be made if the EOO can resolve the problem.

In the event that the grievance or dispute is not resolved in Step 2 the aggrieved person may submit a formal complaint in writing and signed to the Committee. It must be filed with five (5) calendar days of the final response by the EOO.

The grievance committee will conduct interviews, discuss the complaint and report to the applicant and subject of the complaint the Committee's determination of adjustment and subject of the complaint the Committee's determination of adjustment or rejection within thirty (30) calendar days.

In the event the matter has not been resolved to the satisfaction of the aggrieved party, the party may appeal for a hearing before the Mayor.

In the event the matter has not been resolved after a hearing before the Mayor, further appeal may be made to the Massachusetts's Commission against Discrimination.

If a person believes that he/she has not been afforded equal employment opportunity a protest can be filed with either the Federal Equal Employment Opportunity Commission or the Massachusetts Commission against Discrimination.

