



Policy
00044

Equal Opportunity Employment - Affirmative Action Goals

Abstract/Purpose:

To assure that all employment related decisions are made on a non-discriminatory basis.

I. Purpose

- A. It is the policy of Affinity Health System to implement Affirmative Action (AA) goals designed to eliminate present effects of past discrimination and to ensure equal opportunity for women, racial, or ethnic minorities and persons with disabilities. Affinity Health System recognizes the need to identify job groups and classifications with under-representation and to set goals and timetables for increasing the employment of under represented groups, and to implement these reasonable goals through outreach, recruitment, training and other activities and commitments. Further, all employment related decision affecting applicants and employees including hiring, promotion, transfer, recruitment, compensation, training, layoff, discharge or any term or condition of employment, will be made on a non-discriminatory basis. To assure that all employment related decisions affecting applicants and employees including hiring, promotion, transfer, recruitment, compensation, training, layoff, discharge, or any term or condition of employment, will be made on a non-discriminatory basis.

II. Policy

- A. Affinity Health System is committed to affirmative action policies and practices in employment to achieve a balanced workforce. While these policies and practices are mandated by law, Affinity Health System fully supports and embraces their intent.
- B. Affinity Health System is committed to providing equal employment opportunities (EEO) for all applicants and employees. To facilitate attainment of this Affinity Health System has set goals designed to promote the hiring of qualified applicants without regard to age, race, sex, religion, color, ancestry, arrest or conviction record, membership in the National Guard or any Reserve component of the military forces in the United States, color, disability, developmental disability, sexual orientation, marital status, honesty testing, pregnancy/childbirth or national origin.
- C. In the event that Affinity Health System is found to be in violation of equal opportunity laws, we will take immediate actions to remedy the problem(s).
- D. The purpose of these goals are to ensure that all employment related decisions affecting applicants and employees including recruitment, interviewing, screening, selection, hiring, placement, retention, apprenticeships, evaluation, promotion, demotion, transfer, compensation, benefits, training, layoff, termination, discharge, selection for any training including apprenticeship, or any term or condition of employment, will be made on a non-discriminatory basis. Affinity Health System recognizes that retaliation against any employee or application that has filed a complaint against the employer, assisted with an investigation or participated in other proceedings related to a charge of discrimination in employment is prohibited by law.
- E. The Management team of Affinity Health System will be held accountable and responsible for maintaining a non-discriminatory work environment to balance their respective workforces. The management team is committed to abide by s.16.765, Wis. Stat., state regulations and federal laws pertaining to equal employment opportunity and affirmative action during the life of a contract with the State of Wisconsin.

III. Procedure

- A. Internal Dissemination
 - 1. The System's Equal Opportunity policy will be reviewed and revised as necessary and available to all employees and managers via the Affinity Health System intranet.
 - 2. The System's commitment to Affirmative Action and Equal Employment Opportunity is included in each facility's orientation process for all newly hired employees.
 - 3. EEO posters will be displayed in conspicuous locations for employee visibility.
 - 4. Any employee may view affirmative action goals upon request to the Human Resources

- Department.
- B. External Dissemination
1. All appropriate representatives, especially members of management, will include the EEO commitment in their written and verbal communications with recruitment sources, employment agencies, schools, colleges and any other entities likely to be a source of future job applicants.
 2. All recruitment advertising will include a statement that Affinity Health System is an EEO employer.
- C. Complaints
1. Employees may utilize the Employee Dispute Resolution policy to resolve any issues related to an EEO complaint or any other condition of employment.
 2. Any person who has a complaint regarding the Affirmative Action goals or employment practices may file a complaint with the State Equal Rights Office or the Wisconsin Office of Contract Compliance. Please see Appendix F. "Service Delivery or Employment Discrimination Complaint" and Appendix G. "Complainant Consent/Release Form" attached to this policy.
- IV. Responsibility Human Resources Department
- A. Review and revise the affirmative action goals as needed on an annual basis.
 - B. Conduct voluntary surveys of applicants and employees inviting self-identification of ethnic, sex and disability status.
 - C. Utilize the most current labor force statistics available from the Department of Workforce Development to compare against applicant and workforce demographics to monitor progress toward the goal of a balanced workforce.
 - D. Provide training programs for management personnel to assure the system's commitment to affirmative action goals and EEO is understood, and to assure that only job-related questions are asked in interview and that selection decisions are based on non-discriminatory, job-related criteria.
 - E. Annually complete a statistical analysis of application and hiring activity to assess progress achieved in meeting the goals.
- V. Management Team
- A. Review all job descriptions as per policy to ensure that they reflect job duties accurately and that qualifications required are reasonable and based on job-related, non-discriminatory criteria.
 - B. Maintain current awareness of applicable labor laws and other non-discrimination practices established by the system to support the commitment to Affirmative Action and Equal Employment Opportunity.
 - C. The Management Team will be held accountable and responsible for maintaining a non-discriminatory work environment.
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JC Functional Category

- Human Resources

Policy Discipline

- Human Resources

Policy Entity

- NHP/NHIC
- MMC
- AHS (Corporate)
- Affinity Occupational Health
- Surgery Center
- SEH
- AMG Clinics

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- 10 / 09 / 1997

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Approval Information

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AHS Values

- Integrity
- Justice
- Stewardship
- Teamwork
- Service