



# OFFICE OF THE MAYOR

TOWN OF WALLINGFORD  
CONNECTICUT

Vincent Cervoni  
Mayor

45 South Main Street  
Wallingford, CT 06492

April 3, 2024

TO: Department Heads  
FROM: Mayor Vincent Cervoni  
RE: Affirmative Action Policy Statement

Enclosed is a copy of the current Affirmative Action Policy Statement for the Town of Wallingford.

Please review the Policy and share it with your employees. It should be posted in an area where employee notices and information is typically posted.

If you have any questions, please contact James Hutt, Human Resources Director. Thank you.

Sincerely,

Vincent Cervoni  
Mayor

cah  
Enclosure  
cc: Human Resources Director



## OFFICE OF THE MAYOR

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### **AFFIRMATIVE ACTION POLICY STATEMENT**

It is the policy and practice of the Town of Wallingford to assure that no person will be discriminated against or be denied the benefits of any activity, program, or employment process, in whole or in part, in the areas of recruiting, advertising, hiring, upgrading, promoting, training, transfers, demotions, layoffs, terminations, rehiring employment and/or rates of pay and other compensations.

The Town of Wallingford is an Affirmative Action/Equal Opportunity employer and is strongly committed to all policies which afford equal opportunity employment to all qualified persons without regards to race, color, religion, ancestry, national origin, age, sex, sexual orientation, genetic information, marital status, learning or physical disabilities including but, not limited to blindness, present/past history of mental disability, mental retardation, political belief or criminal record, unless the provisions of Section 46a-60(b), 46a-80(b) and 46a-81(b) of the Connecticut General Statutes are controlling or there is a bonafide occupational qualification excluding persons in one of the above protected groups. The Town encourages people with the foregoing statuses and characteristics to apply for positions with the Town.

This Town will implement, monitor, enforce and achieve full compliance with this Affirmative Action Policy in conjunction with the applicable federal and state laws, regulations and executive orders listed below:

- Title VI and VII of the Civil Rights Act of 1964, as amended
- 13<sup>th</sup>, 14<sup>th</sup>, and 15<sup>th</sup> Amendments of the United States Constitution
- Presidential Executive Order 11246, amended by 11375
- Equal Pay Act of 1963
- Title 23 U.S.C. 140
- Title 49 C.F. L. Part 23
- Act 1 Sections 1 and 20 of the Connecticut Constitution
- Gubernatorial Executive Orders #3, #9, #11, and #17
- Sexual Harassment (46-60-(a) CT Credit Discrimination Law (360436 through 439)
- Connecticut Fair Employment Practices Law (46a-63-64)
- Discrimination Against Criminal Offenders (46a-80)
- Connecticut General Statutes
- Americans with Disabilities Act of 1992
- Public Act No. 91-58
- Civil Rights Act of 1991

The Town of Wallingford advertises, receives and reviews applications and résumés, conducts examinations and interviews candidates without regard to any protected status listed above, except in the case of a bonafide occupational qualification or need. In implementing this policy and ensuring that equal opportunity is being provided to protected class members, this Town will contact minority and women organizations and the media each time a hiring opportunity occurs. All advertising will emphasize that the Town is “An Equal Opportunity Employer.”

To substantiate the efforts made and affirmative actions taken to provide equal opportunity to minorities and women in each instance of new employment, the Town will maintain documentation and copies of advertisements sent to women and minority organizations. The Town will annually review its EEO/Affirmative Action procedures.

Testing Accommodation. Qualified individuals with a disability may request special testing accommodations under provisions of the Americans with Disabilities Act (ADA) by contacting the Human Resources Director at: Department of Human Resources, Town of Wallingford, 45 South Main Street, Wallingford, CT 06492. Questions may also be addressed to the Department of Human Resources by calling (203) 294-2080, via facsimile at (203) 294-2084 or by TDD by calling (203) 294-2070. This request must be made at the time of application and the following information must be provided: position applying for, social security number, and a description of the specific accommodation needed. In considering such requests, the applicant will be required to submit medical documentation to the Human Resources Director sufficient to substantiate the request for an accommodation. The Human Resources Director will notify the applicant if the specific accommodation will be made or will discuss alternative accommodations. Candidates selected for interviews may also request an accommodation for the interview process by providing the same information as stated above.

For most positions, the Town of Wallingford utilizes functional job descriptions that list essential functions or tasks of particular jobs. Candidates for appointment, promotion or transfer must be able to perform these essential functions with or without a reasonable accommodation. Requests for accommodation should be submitted in writing to the Human Resources Director at the time of application for employment, promotion or transfer. The Human Resources Director will review accommodation requests to determine if the accommodation is reasonable or if it would result in an undue hardship to the Town.

Interviews. Appointing authorities and supervisors are trained to ask only nondiscriminatory interview questions. A “Guide to Oral Examinations and Interviewing,” prepared by the Human Resources Director, is used to instruct interview panels and oral examiners in the area of nondiscriminatory questions. Employees at all levels are instructed not to subject persons in protected classes to discrimination through insensitivity and lack of knowledge.

Classifications. Employees may be promoted, demoted, transferred, laid off or reinstated during their employment careers with the Town of Wallingford. Such actions will be taken without regard to protected class membership, except where a bonafide occupational qualification exists or at the employees’ request. Job assignments shall not be made based upon membership in any protected class.

Benefits, Compensation and Training. Each full-time employee, without regard to protected status, shall enjoy the same benefits (health and life insurance, vacation, sick leave, pension, etc.) and compensation as other employees in similar circumstances in accordance with his or her

collective bargaining agreement. Leave determinations, both paid and unpaid, shall not be made based upon any protected status. In those situations where compensatory time pertains, there will be no decisions made based upon protected status. Opportunities for training, and funding for such training, are available to all employees consistent with budgetary constraints and priorities of the Town. Employees who are members of a protected class shall be afforded the same training opportunities, consistent with their classifications, as other employees in similar situations.

Confidentiality of Medical Records. The privacy of medical records of applicants, candidates and employees is paramount. Such records shall not be divulged or released to another person or agency without the express written release and permission by the covered individual. Applicants, candidates and employees may voluntarily release and “self-identify” private medical information pertaining to a disability. In such cases, the Town shall have no liability. Requests for accommodations shall be treated in the same manner as personal medical records and shall not be released to third parties absent the written permission of the covered individual.

Finally, as Mayor, I am committed to the effective implementation, monitoring and enforcement of our Affirmative Action Policy. The ultimate responsibility for this Policy rests with the Mayor; however, the day-to-day duties will be coordinated by the Equal Employment Opportunity Officer of the Town. In addition, all supervisory and managerial personnel are to aid in the development and implementation of the Town’s Affirmative Action Policy and will be responsible for compliance with its objectives.

I hereby restate the appointment of James R. Hutt, Human Resources Director, (203) 294-2080 to serve as the Affirmative Action/Equal Employment Opportunity Officer for the Town of Wallingford.

The duties of the Affirmative Action/Equal Opportunity Officer shall include:

1. The development, implementation, and monitoring of the Town of Wallingford Affirmative Action Policy.
2. Acquaint workers with their specific responsibilities under the plan.
3. Initiate and maintain contact with recruitment sources and organizations servicing members of protected groups concerning the achievement of affirmative action requirements.
4. Conduct meetings and orientation sessions, as necessary, to advise workers and management of goals of the plan.

Vincent Cervoni  
Mayor

April 6, 2015 (Rev.)  
March 15, 2016  
February 17, 2017  
March 30, 2018 (Rev.)  
February 5, 2019  
March 6, 2020  
April 15, 2021  
April 4, 2022  
March 21, 2023  
February 13, 2024