

WOOD COUNTY, WISCONSIN



AFFIRMATIVE ACTION PLAN

UPDATED: January 3, 2022

*A free copy of the Affirmative Action Plan is available in the
Human Resources Department*

**Kimberly McGrath, Human Resources Director
Affirmative Action Officer
Human Resources Department
Wood County Courthouse
400 Market Street, P.O. Box 8095
Wisconsin Rapids, WI 54495-8095**

WOOD COUNTY AFFIRMATIVE ACTION PLAN

I. SCOPE OF PLAN

This is the Affirmative Action Plan for Wood County, Wisconsin, which covers and is applicable to all facilities owned or operated by Wood County. All Affirmative Action programs in the various locations are coordinated through a single Affirmative Action Officer as designated under Section IV-Program Responsibility of this plan. All correspondence regarding this plan should be directed to the County Affirmative Action Officer.

The specific objectives of this plan are to:

1. Identify underrepresentation of minorities and/or women and the underutilization of women and members of any racial and ethnic group in this plan at all levels of employment.
2. Establish realistic policies and practices to achieve the goal of full utilization of women and minorities, if appropriate.
3. Take prompt good-faith efforts to meet the goal of full utilization.
4. Provide data collection, evaluation, and reporting systems to evaluate the effectiveness of this Affirmative Action Plan.

II. EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENTS:

1. *Equal Employment Opportunity Statement:*

Wood County shall not discriminate against any employee or applicant for employment because of race, color, religion, ethnic or national origin, sex, age, disability, sexual orientation, status as a veteran or military reservist, or any other characteristic protected by law. This policy shall include, but not be limited to, the following: recruitment and employment, promotion, demotion, transfer, compensation, selection for training including apprenticeship, layoff, and termination. Wood County continually promotes the principles and practices of equal employment opportunity. Wood County also seeks to provide a work environment free of any type of harassment (please refer to the Wood County Discrimination/ Harassment Policy).

2. *American with Disabilities Statement:*

Wood County recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendment Act of 2008 (ADAAA), and similar state laws, hereafter referred to as "the

applicable laws”, which are designed to eliminate discrimination against qualified individuals with disabilities.

3. *Disabled and Vietnam Era Veterans Policy Statement:*

Section 402 of the Vietnam Era Veterans Readjustment Assistance Act prohibits discrimination against any employee or applicant for employment because he or she is a Disabled Veteran or Vietnam Era Veteran with regard to any position, for which the employer or applicant for employment is qualified.

4. *Anti-Harassment Statement:*

Wood County is unequivocally committed to providing a professional work environment. This means that the County will not tolerate harassment directed at an employee, customer, or vendor, whether sexual harassment or harassment because of his/her gender, race, color, national origin, age, ancestry, disability, creed, use of statutory family/medical leave, or other legally protected characteristic.

III. AFFIRMATIVE ACTION PLAN

Title VII of the Civil Rights act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Presidential executive Order #11246; Revised Order #4; OFCC Affirmative Action Guidelines; and Title XXIX, Chapter 1607 of the Code of Federal Regulations, the Age Discrimination in Employment Act, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991, establishing in substance the elimination of discriminatory employment practices based upon race, color, national origin, religion, sex and age and conferring on the Justice Department and Equal Opportunity Commission the responsibility for elimination of discrimination on State and local levels, are adopted by reference and incorporated as though set forth in full in the Wood County Human Resources Employee Policy Handbook.

The County also subscribes to the non-discrimination laws and regulations passed by Federal and State Governments. Therefore, all County policies, procedures, rules and regulations of all departments, agencies, facilities, and the provisions of labor contracts are required to be in compliance with the above laws and orders. The County will take affirmative action, when necessary, to achieve handicapped accessibility, and nondiscrimination in contract compliance or employment practices, in accordance with Federal and State laws and the ordinances, resolutions and policies of the County.

The Human Resources Director shall be responsible for initiating and coordinating all recruitment activities necessary to meet current and projected staffing needs. The recruitment program shall be tailored to number and types of positions to be filled and to labor market conditions. Special emphasis shall be placed on recruitment efforts to attract minorities, women and other groups that are under-represented in the work force.

The following constitutes Wood County's Affirmative Action Program:

A. Policy

Wood County will recruit and hire employees based on merit and achievement, and treat all employees in regard to compensation, training, and opportunities for advancement, including promotion, and transfer in a non-discriminatory manner. Wood County will continue to give preference to present employees who are qualified for vacant positions.

B. Goals

The goals of the county are to insure equal employment opportunity for ethnic minority groups and the employment disadvantaged, disabled, and women. Also to encourage their advancement on the basis of merit and achievement. These goals will be based on one of two factors:

1. Making the workforce representative of the population being served by a particular agency, or
2. Making the workforce representative of the County's population mix. Action will be taken to assure that all these goals are achieved as soon as possible. The employment functions which shall be reviewed and addressed where necessary to meet these goals are:
 - a. Recruitment;
 - b. Testing, Selection and placement;
 - c. Training programs;
 - d. Promotions;
 - e. Transfers;
 - f. Compensation;
 - g. Facilities;
 - h. Lay-off;
 - i. Recall;
 - j. Disciplinary;
 - k. Creation of a productive harassment-free atmosphere for minority group members and women.

C. Implementation

Wood County will continue administering its Affirmative Action Program by informing the community that employment opportunities are available on the basis of individual merit and educational achievement. Wood County will encourage all its employees to strive for advancement on the basis of merit and achievement. Wood County will seek and maintain communication avenues with potential minority applicants through such sources as State Employment Services, schools and colleges, community agencies,

community leaders, minority organizations, publications and other referral sources. Wood County will also determine the extent by which minorities, disabled, and women have been referred by those sources in the past and discuss with those referral sources that do not send minority applicants as requested why the use of other sources is preferred.

Referral sources will be informed about employee recruitment and selection procedures, provided with complete and accurate job descriptions, and of the requirements of the positions being recruited. Employment advertisements will be placed with the State Employment Service, in newspapers, professional publications, and such other appropriate recruitment media. All recruitment materials will include the statement "Equal Opportunity Employer" in a noticeable place.

Requirements of each job will be reviewed to assure that selection criteria such as education, experience, aptitude, and physical demands, are essential to the needs of the job. Careful attention will be given to proper selection techniques, and any improper practices will be discontinued. All position descriptions will accurately reflect the position's essential functions and all specifications shall be consistent with job performance criteria. All applicants will be informed about the nature of the selection process when requested.

IV. PROGRAM RESPONSIBILITY

The Affirmative Action (AA) Officer for Wood County shall be the County Human Resources Director. Wood County encourages reporting of any perceived incidents of discrimination. All complaints will be investigated and appropriate action will be taken as a result. Further, Wood County prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

1. Reporting Violations:

Anyone who believes that he or she has been subjected to any action, decision or harassment in violation of this policy, or who witnesses others being subjected to improper conduct, is urged to promptly report the incident(s) to his or her department head, supervisor, human resources, or directly to the AA Officer. Department heads, supervisors, or human resources personnel who receive AA complaints, or who otherwise become aware of any improper discrimination, must notify the AA officer. Department heads, supervisors and managers should also encourage individuals who believe that the County AA policy has been violated to consult with the AA Officer.

An individual who believes that this policy has been violated may report the incident orally or in writing. Where the complaint is taken orally, the department head, supervisor, or AA Officer shall document the complaint. Once notified of

the complaint, the AA officer will conduct an investigation of the complaint.

Persons who wish to discuss a possible violation of this policy without revealing their identity may do so by telephoning or writing the AA officer. In such cases, the AA Officer will provide counseling and take such follow-up action as may be appropriate and possible, given the restraints of anonymity.

If any employee knowingly makes a false accusation of discrimination or knowingly provides false information in the course of an investigation of a complaint, such conduct may be grounds for discipline. A complaint made in good faith, even if found to be unsubstantiated, will not be considered a false accusation.

2. *Withdrawing Complaints:*

A complaint of discrimination may be withdrawn at any time by the person who filed the complaint. In some instances, the AA Officer will find it appropriate to end the investigation when the complaint is withdrawn. Prior to ending the investigation, the AA Officer must determine whether the agency should take corrective action to address inappropriate conduct. If the AA Officer determines that corrective action is required, it may be necessary for the AA Officer to continue the investigation or recommend action to remedy inappropriate behavior.

V. DISSEMINATION OF THE EEO/AA PROGRAM

- A. Dissemination of policy with the County: The Affirmative Action Plan is posted on the Internet and Intranet under the Wood County Employee Resources Department page: www.co.wood.wi.us and available to the public and employees. In addition, various posters, such as "Equal Opportunity is the Law" and the Wisconsin Fair Employment Act are displayed at County facility locations.

The Affirmative Action Plan is reviewed periodically, along with instruction on the laws and regulations regarding Equal Employment Opportunity and Affirmative Action. The Affirmative Action Plan is communicated to employees periodically by written and oral communication to all departments. New employees are informed of the policy as part of the orientation program.

- B. Dissemination of policy outside Wood County: All recruiting sources for County employment will be informed of the County's intent to abide by Equal Opportunity law and such recruiting sources will be expected to refer candidates for job openings without discrimination against properly qualified individuals solely because of their race, religion, pregnancy, color, national origin, ancestry, disability, military or veterans status, sexual orientation, sex,

age (except where sex or age is a bona fide occupational qualification), Genetic Information and Testing, Family & Medical Leave status, arrest and conviction records, or any other characteristic protected by law. All recruitment ads will include the phrase "AA/EEO" and the job postings and the application will include the County's equal employment opportunity policy statement. Individuals requesting the Affirmative Action Plan will be directed to the County's website. If they request a paper copy, one will be provided free of charge.

- C. General: The Affirmative Action Plan is written in English. In specific cases where another language is needed or for persons who are visually impaired, readers, translators, and/or interpreters are available upon request free of charge.

VI. WORKFORCE ANALYSIS

The Workforce Analysis is attached in the following exhibits. This data shows relations between the County's workforce and that of the relevant labor market for Wood County. The data reported for Wood County is taken from payroll records in conformance with the federal EEO-4 report. The Affirmative Action Plan will be updated bi-annually.

VII. GOALS

- A. Identification of Problem Areas: In reviewing the County's workforce statistics, there continues to be a slightly higher percentage of women than men in Wood County employment. There are some employment classes and departments, which are over represented by one gender. The number of full-time and part-time minorities employed by Wood County slightly lags the Wood County labor force data.
- B. Goal Statement: In order to broaden the base of applicants to increase minority applications, Wood County has utilized Wisconsin Job Center as a source to advertise our vacancies. Many applicants register at Job Center, including those minorities with statistically high unemployment rates. Because this program has been responsive, Wood County will continue to utilize Wisconsin Job Service. Wood County has a website, www.co.wood.wi.us, which can be utilized to view all current vacancies by any person with computer access. Wood County utilizes an applicant tracking system, Cyber Recruiter, in which applicants can create an account and apply for any positions they are interested in. They will be directed automatically once they visit our website, then search Employment Opportunities. Wood County will make an effort to hire males/females in non-

traditional areas of employment. Weekly vacancy announcements are also shared with Mid-State Technical College, Ho-Chunk Nation and the Department of Workforce Development. The vacancy announcement is also placed in a locked bulletin board outside of the Human Resources Department located on the second floor of the Wood County Courthouse, 400 Market Street, Wisconsin Rapids, WI 54495.

- C. Action Plan and Timetable: Hiring goals will be targeted but are subject to position openings, job related testing requirements, licenses, and required job related qualifications. Underrepresented segments of the Wood County workforce will receive special attention with the goal of increasing employment of these groups.
- D. Evaluation: The Wood County Affirmative Action Plan will be reviewed, at least bi-annually, and County employment and new hires will be reviewed based upon EEO-4 report information from which employment data is drawn, to determine status and degree of change in the makeup of County employment.

The attainment of Action Plan goals and evaluation of this Affirmative Action Plan is the responsibility of the Affirmative Action Officer, which is the Human Resources Director of Wood County.

Prepared by:

Angel Meddaugh, Human Resources Generalist

Approved by:

Kimberly McGrath, Human Resources Director/Affirmative Action Officer

Dated: January 3, 2022

		Wood County Workforce Analysis As of 1/3/2022										
		Labor Force Analysis (1)		Regular Full & Part Time Employees			Casual Employees			Regular & Casual Employees		
		Number	Percent	Number	Percent	% Difference	Number	Percent	% Difference	Number	Percent	% Difference
Total Labor Force		59,130	100.00%	582	100.00%	0.00%	189	100.00%	0.00%	771	100.00%	0.00%
	Male	28,890	48.86%	195	33.51%	-15.35%	90	47.62%	-1.24%	285	36.96%	-11.89%
	Female	30,240	51.14%	387	66.49%	15.35%	99	52.38%	1.24%	486	63.04%	11.89%
Total Minority M/F		3,533	5.97%	26	4.47%	-1.51%	15	7.94%	1.96%	41	5.32%	-0.66%
	Black or African American	291	0.49%	4	0.69%	0.20%	2	1.06%	0.57%	6	0.78%	0.29%
	Hispanic or Latino	1,302	2.20%	7	1.20%	-1.00%	6	3.17%	0.97%	13	1.69%	-0.52%
	Asian	980	1.66%	10	1.72%	0.06%	6	3.17%	1.52%	16	2.08%	0.42%
	Native Hawaiian or Other Pacific Islander	14	0.02%	0	0.00%	-0.02%	0	0.00%	-0.02%	0	0.00%	-0.02%
	American Indian or Alaskan Native	287	0.49%	1	0.17%	-0.31%	1	0.53%	0.04%	2	0.26%	-0.23%
	Two or More Races (Non Hispanic or Latino)	659	1.11%	4	0.69%	-0.43%	0	0.00%	-1.11%	4	0.52%	-0.60%

(1) Labor Force Analysis Source: US Census Bureau, American Community Survey (ACS) 2006-2010 5-Year Estimate (Table EEO-ALL03R) Compiled by the Wisconsin Dept of Workforce Development Office of Economic Advisors

EEOC INFORMATION AS OF 1/3/2022 FOR WOOD COUNTY

Regular Employees

EEOC Category	White						Black or African American						Hispanic or Latino						Asian						Native Hawaiian or Other Pacific Islander						American Indian or Alaska Native						Two or More Races											
	M	%	F	%	Total	%	M	%	F	%	Total	%	M	%	F	%	Total	%	M	%	F	%	Total	%	M	%	F	%	Total	%	M	%	F	%	Total	%	M	%	F	%	Total	%						
Officials/Administrator	22	3.78%	32	5.50%	54	9.28%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	0.17%	1	0.17%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	2	0.34%	0	0.00%	2	0.34%
First/Mid Officials & M	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Professionals	31	5.33%	121	20.79%	152	26.12%	0	0.00%	3	0.52%	3	0.52%	0	0.00%	2	0.34%	2	0.34%	1	0.17%	4	0.69%	5	0.86%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	0.17%	1	0.17%						
Technicians	9	1.55%	10	1.72%	19	3.26%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	2	0.34%	2	0.34%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%						
Paraprofessionals	5	0.86%	56	9.62%	61	10.48%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	3	0.52%	3	0.52%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%						
Administrative Support	18	3.09%	129	22.16%	147	25.26%	0	0.00%	1	0.17%	1	0.17%	0	0.00%	1	0.17%	1	0.17%	0	0.00%	2	0.34%	2	0.34%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	0.17%	0	0.00%	1	0.17%						
Skilled Craft Workers	35	6.01%	1	0.17%	36	6.19%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%						
Laborers & Helpers	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%						
Protective Service Work	52	8.93%	15	2.58%	67	11.51%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	0.17%	0	0.00%	1	0.17%	0	0.00%	0	0.00%	0	0.00%	1	0.17%	0	0.00%	1	0.17%	0	0.00%	0	0.00%	0	0.00%						
Service Maintenance	17	2.92%	3	0.52%	20	3.44%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%						
Totals	189	32.47%	367	63.06%	556	95.53%	0	0.00%	4	0.69%	4	0.69%	0	0.00%	7	1.20%	7	1.20%	2	0.34%	8	1.37%	10	1.72%	0	0.00%	0	0.00%	0	0.00%	1	0.17%	0	0.00%	1	0.17%	3	0.52%	1	0.17%	4	0.69%						

GRAND TOTAL 582

Casual

EEOC Category	White						Black or African American						Hispanic or Latino						Asian						Native Hawaiian or Other Pacific Islander						American Indian or Alaska Native						Two or More Races					
	M	%	F	%	Total	%	M	%	F	%	Total	%	M	%	F	%	Total	%	M	%	F	%	Total	%	M	%	F	%	Total	%	M	%	F	%	Total	%	M	%	F	%	Total	%
Officials/Administrator	31	16.40%	9	4.76%	40	21.16%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	0.53%	1	0.53%	1	0.53%	0	0.00%	1	0.53%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Professionals	1	0.53%	25	13.23%	26	13.76%	0	0.00%	1	0.53%	1	0.53%	0	0.00%	3	1.59%	3	1.59%	0	0.00%	5	2.65%	5	2.65%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	0.53%	1	0.53%	0	0.00%	0	0.00%	0	0.00%
Technicians	3	1.59%	7	3.70%	10	5.29%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	0.53%	1	0.53%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Paraprofessionals	5	2.65%	21	11.11%	26	13.76%	0	0.00%	1	0.53%	1	0.53%	0	0.00%	1	0.53%	1	0.53%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Administrative Support	0	0.00%	16	8.47%	16	8.47%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Skilled Craft Workers	2	1.06%	1	0.53%	3	1.59%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Laborers & Helpers	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Protective Service Work	30	15.87%	4	2.12%	34	17.99%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Service Maintenance	17	8.99%	2	1.06%	19	10.05%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Totals	89	47.09%	85	44.97%	174	92.06%	0	0.00%	2	1.06%	2	1.06%	0	0.00%	6	3.17%	6	3.17%	1	0.53%	5	2.65%	6	3.17%	0	0.00%	0	0.00%	0	0.00%	1	0.53%	1	0.53%	2	1.06%	0	0.00%	0	0.00%	0	0.00%

GRAND TOTAL 189

Total Workforce (Regular and Casual Employees)

EEOC Category	White						Black or African American						Hispanic or Latino						Asian						Native Hawaiian or Other Pacific Islander						American Indian or Alaska Native						Two or More Races					
	M	%	F	%	Total	%	M	%	F	%	Total	%	M	%	F	%	Total	%	M	%	F	%	Total	%	M	%	F	%	Total	%	M	%	F	%	Total	%	M	%	F	%	Total	%
Totals	278	36.06%	452	58.63%	730	94.68%	0	0.00%	6	0.78%	6	0.78%	0	0.00%	13	1.69%	13	1.69%	3	0.39%	13	1.69%	16	2.08%	0	0.00%	0	0.00%	0	0.00%	1	0.13%	1	0.13%	2	0.26%	3	0.39%	1	0.13%	4	0.52%

GRAND TOTAL 771