

STOCKBRIDGE HOUSING AUTHORITY

EQUAL OPPORTUNITY and AFFIRMATIVE ACTION PLAN

I. Purpose

The purpose of this plan is to promote equality of opportunity and to prevent discrimination based on race, creed, color, gender, sexual orientation, handicap, or national origin in all aspects of the Stockbridge Housing Authority programs, activities, and employment practices. The plan contains both Policies and Procedures.

II. Equal Opportunity/Affirmative Action Policy

The Stockbridge Housing Authority (hereafter referred to as the Authority) promotes equal opportunity for all and does not discriminate against any employee, tenant, or applicant for employment or tenancy because of race, creed, color, gender, sexual orientation, handicap, or national origin. Procedures to ensure compliance with this Policy address the following: employment, compensation, and benefits; tenant selection, unit assignment, and occupancy standards.

The Authority names the Executive Director as its Equal Opportunity Officer, with responsibility for implementing this Policy and Procedures.

III. Implementation Procedures

A. Employment (Also, see Personnel Policies)

1. The phrase "Equal Opportunity/Affirmative Action Employer" is used in recruiting, employment publications, and all other advertisements.
2. All recruitment sources are advised in writing of the Authority's commitment to equal opportunity.
3. Newspapers, such as the *Berkshire Eagle*, which serve the county's metropolitan area, are used in all recruitment.
4. When the Authority participates in work/study programs or internship programs, the equal opportunity employment goals are clearly stated.
5. All employment applicants are treated equally in the application process and are given assistance as necessary, including assistance necessitated by language barriers.
6. Specific goals for minority representation in each employment category are impossible to establish due to the small number of employees in each category, (2 maintenance; 1 clerical; 1 professional) and the area's low concentration of minorities (1.37% minority; 1.15% Vietnam Vet; 4.54% disabled, per 1990 Census.)
7. If there are no current employees representing minority, Vietnam Vet, or disabled categories, every effort is made to hire a qualified candidate from one of these categories for the next available opening.
8. All employees are treated equally, in compliance with the requirements of the specific position and the Personnel Policies.

B. Compensation

1. All employees are compensated appropriately according to the Personnel Policies without regard to race, creed, color, gender, sexual orientation, handicap, or national origin.

C. Benefits

1. All employees are granted benefits appropriately according to the Personnel Policies without regard to race, creed, color, gender, sexual orientation, handicap or national origin.
2. Employees may use Personal Leave to celebrate special religious or ethnic/cultural observances.

D. Tenant Selection

1. When and if a decline in the waiting list necessitates marketing strategies, all such efforts reflect the equal opportunity and affirmative action plan. All advertisements carry the phrase, "Equal Housing Opportunity" and are published in the *Berkshire Eagle*.
2. In order to maintain equality of opportunity, rigorous attention is given to the Eligibility and Selection Criteria, as defined in 760 CMR 5.00. When and if the percentage of units occupied by disabled persons falls below 13.5%, or seven (7) units, then one eligible and qualified disabled household is placed for each eligible and qualified elderly household placed, until such time that the number of handicapped households equals seven.
3. In order to maintain affirmative action and equality of opportunity, the Authority establishes a goal of 1.37% (as consistent with the 1990 Census for Stockbridge) or at least one (1) unit for a member of a minority. The affirmative action preference precedes all other preferences until such time that the goal is achieved. The affirmative action preference does not limit the placement of a minority household which would otherwise be due the next unit offer.

E. Unit Assignment

1. Units are assigned as they become available, without regard to race, creed, color, gender, sexual orientation, handicap, age or national origin.

F. Occupancy Standards

1. All occupancy standards in accordance with 760 CMR 6:00 are applied equally to all, without regard to race, creed, color, gender, sexual orientation, handicap, age or national origin.

Approved by Stockbridge Housing Authority Board of Commissioners on January 4, 2000.