

INTRODUCTION

This Affirmative Action Plan is designed to satisfy the County's Equal Employment Opportunity/Affirmative Action responsibilities under Title VII of the Civil Rights Act of 1964, Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, Section 402 of the Vietnam Veterans Readjustment Assistance Act of 1974, the Americans with Disabilities Act, and the various implementing rules and regulations.

In developing and implementing this plan, Racine County has undertaken an analysis of its policies and practices with a view toward enhancing equal employment opportunity without regard to sex, race, national origin, religion, color, age, marital status, disability, sexual orientation, special disabled veteran, Vietnam era or other covered veteran status, or any other protected class protected by federal and/or state law. Racine County is an equal opportunity employer and will not engage in any unlawful practices in employment.

This plan is adopted in reliance on the Equal Employment Opportunity Commission's Affirmative Action Guidelines as well as those of the Office of Federal Contract Compliance Programs. This Affirmative Action Plan does not create any rights for any person or entity and is not developed nor intended to be used as a vehicle to sanction the unlawful discriminatory treatment of any group or individual.

The Affirmative Action Plan for Racine County identifies by department those areas which indicate the underutilization of minorities and women in the various equal employment opportunity job categories. Based on the findings of this plan, goals have been established to address the departments evidencing underutilization.

Plan Terminology

The terms "utilization analysis," "underutilization," "problem area," "goal," "deficiency" and other similar terms appearing in this Affirmative Action Plan are terms the County is required to use by Federal regulations.

Although the terms are used in good faith in connection with the Plan, these terms have no independent legal or factual significance whatsoever. The usage of these terms does not constitute an admission by the County that it agrees these terms were properly applied to any particular factual situation; nor does it constitute an admission by the County that it has engaged in any prohibited conduct or practice with regard to employment.

Whenever the term “goal” is used, the term is expressly intended not to be used to discriminate against any applicant or employee because of race, color, religion, sex or national origin as stated in 1 C.F.R., Section 60-2.30. Goals are not intended as rigid, inflexible quotas, but rather as targets that the County intends to make good faith efforts to attain.

The Equal Employment Opportunity Commission’s definitions for the terms to be used in this document are as follows:

Deficiency: A shortage expressed as both a number and percentage.

Goal: A target expressed as both a number and percentage for placing protected group members in a job group for which underutilization exists.

Problem Area: Impediments to equal employment opportunity in specific areas, i.e., personnel activity (applicant flow, hires, terminations, promotions), compensation, selection, recruitment, referral, and other personnel procedures, underutilization of minorities and females in job groups/workforce, etc.

Underutilization: A condition where the percentage of representation of a protected group in the workforce, occupational category, job group classes is less than the percentage of such persons in the availability base.

Utilization Analysis: Protected group availability compared to current workforce for the purpose of determining representation of protected groups.

Disabled: The Americans with Disabilities Act defines a person with a qualified disability as someone who has a physical or mental impairment that substantially limits one or more major life activities, has a history of having such impairment, or is perceived as having such impairment.

The Wisconsin Fair Employment Act defines a person with a qualified disability as someone who has a real or perceived impairment that makes (or is perceived to make) achievement unusually difficult, or limits (or is perceived to limit) their capacity to work.

Special disabled veteran: A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability.

OVERVIEW OF RACINE COUNTY

Racine County is located in Southeastern Wisconsin. Racine County is bordered by the shores of Lake Michigan on the east, Kenosha County on the south, Walworth County on the west and Milwaukee County on the north. It has a geographic area of 333.1 square miles and a resident population of 195,867.

Source: Wisconsin Department of Workforce Development, Office of Economic Advisors, dwd.state.wi.us/oea/affirmative_action.htm.

The racial breakdown of Racine County, according to this data, is 151,582 whites (77%) and 44,285 minorities (23%).

The following chart compares Racine County to the state of Wisconsin in several areas. Racine County surpasses the state’s homeownership, household income, minority owned firms, language other than English spoken in home, and population growth; it lags the state in women owned firms. Racine County has experienced moderate population growth during the last several years.

	Racine County	Wisconsin
Population, percent change 2000 – 2010	3.5%	6%
Homeownership rate, 2005 - 2009	70.9%	69.9%
Median household income, 2009	\$52,063	\$49,994
Minority-owned firms, percent of total, 2007	7.6%	5.8%
Women-owned firms, percent of total, 2007	26.2%	25.9%
Language other than English spoken at home, percent age 5+, 2005 - 2009	9.4%	8.2%

Source: U.S. Census Bureau: State and County QuickFacts, quickfacts.census.gov/qfd/states/55/55101.html

Racine County has an Executive/County Board system of government. The County Board consists of 23 Supervisors headed by a Chairperson elected by the Supervisors, during this plan year (January 1, 2010 – January 1, 2011). The County Executive is elected at large by the voters in Racine County. Racine County has 18 municipalities: Seven townships, nine villages and two cities.

Local government in Racine County is recognized as being efficient, and has been challenged with budget issues over the past several years. County Executive James Ladwig, in his State of the County address to the Racine County Board of Supervisors on May 10, 2011, made this statement: “...Racine County must continue to be an active participant in a community-wide endeavor to ensure that our people have the skills they need for the jobs of today and tomorrow, and that our employers have the workforces they need to compete in a global economy.”

Racine County employs individuals in a wide range of occupations, which include social workers, nurses, nurse aides, mechanics, deputies, correction officers, accountants, managers, attorneys, etc.

EEO/AFFIRMATIVE ACTION POLICY STATEMENT

TO: All Employees and Applicants for Employment

Racine County is committed to equal employment opportunity for all employees. It is Racine County's policy to seek and employ the best qualified individuals without regard to race, creed, color, religion, sex, age, national origin, disability, special disabled veteran, Vietnam Era, other covered veteran status or other protected status. To this end, we support and will cooperate fully with all applicable laws, regulations and executive orders in all of our employment policies, practices and decisions. We will take affirmative action to assure that equal opportunity for employment is provided with regard to all personnel actions, including but not limited to:

All recruiting, hiring, and promotion programs in all job categories;

Decisions regarding employment; and

All personnel actions such as compensation, benefits, transfers, training, social and recreational programs, job opportunities, layoffs, recalls, education and other terms and conditions of employment.

We firmly believe that equal employment opportunity can only be achieved through demonstrated leadership and implementation of a viable affirmative action plan. Our Plan sets forth specific affirmative action and equal opportunity responsibilities for managers, supervisors and all of our employees. All employees are expected to comply with this policy and our Affirmative Action Plan. We expect all employees to demonstrate respect for all other employees. It is imperative that all employees make personnel and employment decisions in accordance with the County's policies, practices and procedures.

We encourage employees to assist the County in meeting its goals by referring any qualified minorities, females, disabled, special disabled veterans, veterans of the Vietnam Era or other covered veterans to us as applicants for employment. April Dyess serves as the County's Affirmative Action Officer and has the responsibility of assuring compliance with the Plan. Please communicate any questions or concerns that you have to her. A copy of the Plan is available for inspection at the Human Resources Department, 1717 Taylor Avenue or the County Clerk's Office, 730 Wisconsin Avenue, during normal business hours from 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays, or on the HR website at www.goracine.org/hr.

DISSEMINATION OF THE POLICY

A. Internal

1. The Policy is permanently posted on major bulletin boards where employees and applicants can view it, as well as on the HR website.
2. Periodically, the policy is communicated to executive, managerial and supervisory personnel along with instructions on the laws and regulations concerning equal opportunity and affirmative action.
3. New employees are informed of the policy as part of our orientation program.
4. The following Equal Opportunity posters are permanently and prominently displayed:
 - a. Equal Employment Opportunity Poster; and
 - b. Wisconsin Equal Rights Division
5. If and when employees are featured in advertising, handbooks or similar publications, an effort is made to include both minorities and women along with white males.
6. At least once a year, the EEO policy will be published in the County newsletter and/or submitted with paychecks, intended for the general reading of management and employees.
7. Non-discrimination clauses will be included in all labor contracts and a regular review of contractual provisions will be conducted to monitor and ensure non-discrimination.

B. External

Potential recruiting resources such as minority and women's organizations, community agencies, community leaders, secondary schools and colleges, are asked to refer qualified minorities, disabled persons and females for all available positions. Positions are also listed online on Wisconsin Jobnet.

1. Through our postings, prospective employees are made aware of the existence of our Affirmative Action Plan and Policy.
2. When employees are pictured in consumer advertising, help-wanted advertising or County publications, reasonable steps will be taken to depict minorities and females along with white males.

3. All help-wanted advertising contains a designation that the County is an "Equal Opportunity Employer" (EOE).
4. Our employment application notes our commitment to equal opportunity principles.
5. The Equal Opportunity clause will be incorporated in all purchase orders, leases and contracts covered by Executive Order 11246.
6. Written notification of our policy will be incorporated in all specifications and contracts in excess of \$50,000.
7. Minority and community organizations who are interested in receiving external job announcements by email will be sent them when they occur. The Human Resources Department also maintains a current listing of minority and community recruitment agencies who receive such external job announcements.

RESPONSIBILITY FOR IMPLEMENTATION

A. Affirmative Action Officer

The Affirmative Action Officer (AAO) has overall responsibility for implementation of this Affirmative Action Plan. She has been given top management support to execute this assignment and her responsibilities include, but are not limited to:

1. Modifying policies and procedures to conform to the provisions of the Civil Rights Act of 1964, Executive Order 11246, and all other applicable State and Federal directives.
2. Developing policy statements, affirmative action plans, programs and internal and external communication techniques.
3. Assisting in the identification of problem areas.
4. Investigating employee complaints and recommending solutions.
5. Determining the effectiveness of the Affirmative Action Program.
6. Serving as a consultant on equal opportunity issues.
7. Identifying resources and coordinating employee training and education programs, which serve to promote and enhance staff awareness on issues related to diversity and equal employment opportunity.

B. Management Personnel

Management responsibilities include, but are not limited to:

1. Assisting the AAO in identifying problem areas and establishing goals and objectives to correct their problem areas.
2. Assisting the AAO, as appropriate, in being actively involved with community organizations concerned with employment of protected class members.
3. Periodically assisting the AAO in auditing training programs and hiring and promotion patterns to remove impediments to the attainment of goals and objectives.
4. Assisting the AAO in holding regular discussions with appropriate managers, supervisors and employees to be certain Equal Opportunity/Affirmative Action policies are being followed.
5. Reviewing all job qualifications to ensure they are consistent with the job to be performed to ensure that protected class members are given full opportunities for transfers and promotions.
6. Periodically auditing facilities to ensure posters are properly displayed, and that minorities and females are given full opportunity to participate in all County sponsored educational, training and social programs.
7. Ensuring that supervisors understand that their job duties include cooperating in efforts to comply with the EEO laws and the Affirmative Action Plan.
8. Ensuring that supervisors take action to prevent harassment of employees, including those placed through affirmative action efforts.
9. Coordinating with others in management to fully implement this plan.

EQUAL OPPORTUNITY COMPLAINT PROCEDURE

Employees, applicants, clients, customers, or citizens who wish to file a complaint regarding unfair treatment may contact the Affirmative Action Officer to initiate a complaint. The County has implemented a complaint procedure to be used by the general public and employees. The equal opportunity complaint procedure is to be used in the following types of circumstances:

- Any complaint that an employee, applicant, client, customer or citizen is not receiving equal treatment under County personnel policies and regulations based on race, color, national origin, religion, ancestry, age, gender, disability, veteran status, marital status, sexual orientation, arrest and/or conviction record, or any other protected status.
- Any act by supervisors or co-workers which constitutes harassment or is demeaning to the employee based on race, color, national origin, religion, ancestry, age, gender, disability, veteran status, marital status, sexual orientation, arrest and/or conviction record, or any other protected status.
- Any act of discrimination or denying services based on a disability or a request for reasonable accommodations.

HOW TO MAKE A COMPLAINT

Any employee or citizen wishing to make an EEO complaint may make a written or verbal complaint to the County's Affirmative Action Officer. The Affirmative Action Officer can be reached at (262) 638-6687 to make a verbal complaint or request the Equal Employment Opportunity Complaint form to fill out and return to the AAO at 1717 Taylor Avenue, 3rd floor N, Racine, WI 53403.

The employee or citizen shall contact the AAO and/or complete the Equal Employment Opportunity form within 15 days of the alleged occurrence. (See Appendix for a copy of the form)

In the event that an employee within the Human Resources Department is named in the complaint, said complaint shall be filed with the County Executive.

The AAO or designee shall investigate the complaint in a timely and confidential manner.

Following the completion of the investigation, a written report shall be prepared outlining the complaint, the validity of the complaint and resolution, if any, shall be issued by the AAO or designee. All findings shall be presented for approval to the Human Resources Director or County Executive before being released to the complainant.

The report shall be filed with the Human Resources Director and the department head. It shall be the responsibility of the department head to take corrective action when necessary. The complainant shall receive written notice regarding the outcome of the investigation.

It is the complainant's right to also file a claim with the Equal Rights Division of the Department of Workforce Development, and/or with the Equal Employment Opportunity Commission.

CONSIDERATION OF MINORITIES/WOMEN NOT IN THE WORKFORCE

Racine County will consider for employment minorities and females not currently in the workforce who have the requisite skills outlined in the job posting and job description. The following are some methods by which Racine County will recruit minority and female applicants:

RECRUITMENT

Racine County directs its Workforce Development Center to seek out and refer qualified minority, female and W-2 participants. Employees currently in the workforce are requested to refer qualified minorities and females and encourage them to apply for job openings. In addition, vocational schools and organizations promoting the interests of minorities and females are notified when the County is recruiting applicants for employment opportunities.

The recruitment area for Racine County government is primarily Racine and Kenosha Counties. The Human Resources Department has identified community organizations, agencies and leaders promoting the interest of minorities and women who may be contacted to seek applicants from individuals not currently represented in the workforce. A listing of recruiting sources is maintained and audited annually. County job announcements are forwarded to minority and community agencies for all County positions that become available to external applicants. Job announcements are also available online on Wisconsin Jobnet.

Advertisement is also placed in media capable of attracting members of the identified minority groups and women. A current listing of these sources is maintained and reviewed annually.

Recruitment efforts will not be limited to the use of organizations and the printed media but will also include the use of fliers, outreach in the community and other methods of disseminating information in a manner that would attract qualified minorities and women.

PROMOTIONS AND TRANSFERS

The Human Resources Department posts all internal vacancies for a period of five (5) working days, on designated bulletin boards throughout the County, in an effort to make County employees aware of promotional opportunities. The Human Resources Department encourages all qualified employees to seek advancement opportunities. All position vacancies and necessary qualifications are posted on bulletin boards, emailed to all County employees who have access to email and are posted on the HR website. Internal candidates are able to access the transfer slip on the Human Resources forms section of the Infonet.

RETENTION

Retaining members of under-represented groups is an essential component of any affirmative action effort seeking to increase and maintain a diverse workforce. Racine County will continue to examine its employment practices and general work atmosphere in order to develop initiatives to retain its minority and female workforce.

SUPPORT OF COMMUNITY ORGANIZATIONS

Racine County welcomes the assistance from community-based organizations, service agencies and leaders who promote the interests of minorities and females when seeking applicants from among those not in the workforce. The County has established a practice of regularly emailing external job postings to these organizations, agencies and leaders who request such postings.

The AAO participates in community functions such as the Hispanic Roundtable and MLK Jr. celebration at Gateway Technical College, and is a member of various community organizations.

AFFIRMATIVE ACTION PROGRAM FOR DISABLED WORKERS AND COVERED VETERANS

Racine County will take affirmative action to employ, and advance in employment, all qualified disabled individuals and covered veterans at all levels of employment. Such action shall apply to all employment practices, including, but not limited to, the following: hiring, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, benefits, selection for training, tuition assistance and social and recreational programs. Racine County lists with the Workforce Development Center employment openings to be externally filled and will request that the agency refer qualified disabled and covered veteran individuals for consideration under this Plan.

The County invites all applicants and employees who believe they are covered by the Rehabilitation Act of 1973 and/or the Vietnam Era Veterans Readjustment Assistance Act of 1974, and who wish to be considered under this Plan to voluntarily identify themselves during new hire orientation or at any time to the Human Resources Department. The information requested is voluntary and will be kept confidential. Refusal to provide the information will not subject the applicant or employee to any adverse treatment and will be used only in accordance with the guidelines set forth in this plan. If an applicant or employee identifies him/herself as disabled, we will seek input from the applicant or employee regarding proper placement and appropriate accommodations.

THE AMERICANS WITH DISABILITIES ACT REQUIREMENTS

The Americans with Disabilities Act of 1990 was signed on July 26, 1990, and took full effect on July 26, 1992, for employers with twenty-five (25) or more employees. On September 25, 2008 the President signed the Americans with Disabilities Act Amendments Act (ADAAA), and it became effective January 1, 2009. The ADAAA prohibits discrimination against disabled individuals in employment as well as in public services, public accommodations and in public transportation. The ADAAA further requires that substantial accommodations be made for the disabled in telecommunications services.

The employment provisions (Title I) of the ADAAA prohibit employers from discrimination against qualified applicants or employees with disabilities in all aspects of employment practices including application procedures, hiring, compensation, training, advancement and discharge. A “qualified individual with a disability” is an individual with a disability who meets the skill, experience, education and other job-related requirements of a position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of the job.

Reasonable accommodation is that effort made by the employer to change or adjust the job or work environment or hours of work in a manner that will enable a qualified disabled individual to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities.

This law seeks to eliminate any artificial barriers for the employment and promotion of the disabled or those perceived to be disabled. The following types of discrimination are prohibited under the Americans with Disabilities Act:

1. Limiting, segregating or classifying a disabled applicant or employee in a way that adversely affects his/her employment opportunities or status because of his/her disability.
2. Entering into a contract with a third party that results in discrimination against a qualified disabled employee or applicant.
3. Failing to accommodate those disabled individuals who need accommodations when taking employment tests.
4. Using employment tests that result in discrimination because they measure impaired sensory, manual or speaking skills of an applicant or employee rather than the actual skills, aptitude or other factors which are job-related.
5. Using qualification standards that screen out individuals with a disability unless the accommodation would pose an undue hardship on the business.

6. Not making reasonable accommodations to qualified individuals with a disability unless the accommodation would pose an undue hardship on the business.
7. Excluding or denying equal job opportunities or benefits to a qualified individual because of his/her association with an individual with a known disability.
8. Discriminating against an individual who has filed a complaint, testified or participated in an investigation or hearing to enforce the law.

Racine County will make an effort to make job postings more accessible for citizens with disabilities. The County will explore different viable alternatives to disseminating job announcements in order to make them available to all individuals.

Section 504 of the Rehabilitation Act of 1973, which became effective on October 17, 1983 further prohibits discrimination based on physical or mental disability and provides for all government buildings and programs to be accessible to the disabled. Racine County will continue to assess its facilities and make the necessary accommodations in order to comply with Section 504 of the Rehabilitation Act of 1973.

All County-owned buildings will be monitored to ensure that buildings have an accessible entrance for the disabled and that proper signage is in place, wherever needed.

Requests for reasonable accommodations are made verbally or in writing to the Human Resources Department on the form found in the Appendix section of this Plan. If the request is determined to be necessary and reasonable, the County will approve and make the requested accommodation.

SUMMARY OF PRIOR YEAR RESULTS, DEVELOPMENTS AND PROGRAM EVALUATION

MANAGEMENT RESPONSIBILITY

We realize that the ultimate success of affirmative action efforts will depend upon the degree of commitment of management at all levels to achieving objectives in this area. Managers at all levels should be aware their job duties include cooperating in efforts to comply with the EEO laws and the Affirmative Action Plan. Supervisory practices such as employee evaluations, counseling, and discipline will be reviewed periodically to assure the practices are being administered properly and on a non-discriminatory basis. Supervisors are encouraged to seek the input of the AAO with any questions regarding job-related personnel practices.

Racine County's rules and policies will be reviewed to ensure that they do not inadvertently discriminate against qualified persons on any prohibited basis.

EMPLOYMENT PROCEDURES ANALYSIS

Racine County will continue to review its employment process to ensure that any one, or combination of more than one, policy, practice or procedure does not have a disparate impact upon minority or female candidates, or given the absence of a disparate impact, might individually or negatively influence an individual minority's or female's opportunity for employment as compared to a non-minority's or non-female's opportunity. This review is the responsibility of the AAO. It will include but not be limited to the following:

1. A random analysis of requirements for positions to ensure their job relatedness.
2. Analysis of recruitment and selection procedures.
3. Auditing of the hires and promotions of minorities and women to determine compliance with the objective of the Affirmative Action Plan.

In 2010, the County hired 135 new employees (63 females and 72 males, 37 (27%) minorities) and 119 employees separated employment with the County (80 females and 39 males, 41 (34%) minorities). These numbers do not include seasonal employees.

RECRUITING

In an effort to generate greater minority and female referrals, the following organizations will be considered for use:

- UW Parkside Cultural Diversity Division
- Gateway Technical College
- Hispanic Roundtable
- NAACP
- Urban League

All referral sources used will receive the Equal Employment Opportunity Policy and a letter encouraging their adherence to this policy in their referrals.

TRAINING

All employees, temporary and contracted staff received training on diversity and sexual harassment, and new employees receive training as part of New Employee AA/EEO/Harassment Orientation. The training will be on-going and repeated in departments that request it. The Human Resources Department has purchased additional DVD's on harassment and customer service, and has made the DVD's available to departments.

PROMOTIONS, TRANSFERS, RECLASSIFICATIONS AND DEMOTIONS

In 2010, fourteen employees were promoted; twelve transferred from one position or department to another; three positions were recommended for reclassification by the Finance and Human Resources Committee, effective January 1, 2011; two positions was reclassified from Social Worker II to Social Worker III, after completing the required training in accordance with contract guidelines, and no employee was voluntarily demoted. The transfers do not include transfers within the Sheriff's Department from jail deputy to road deputy, internal transfers at Ridgewood Care Center or transfers within the Public Works Department.

In order to increase the opportunities of minorities and females for promotion and transfer, we encourage supervisors and managers to consider qualified minority and female employees for promotional opportunities.

In the case of bargaining unit positions that are awarded by seniority pursuant to the collectively bargained job posting and bidding procedures, Racine County makes efforts to identify and encourage females and minorities to post for openings in the underutilized job groups.

EEO JOB CATEGORIES

Racine County's workforce is grouped into the eight Equal Employment Opportunity (EEO-4) job categories for public sector employers as described by the Equal Employment Opportunity Commission as follows:

1. Officials/Administrators

Employees in this category are senior administrators and directors and/or assistant directors. These occupations include all persons whose work assignments require primary (and major) responsibility for management of an institution or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department or subdivision.

2. Professionals

Employees in this category are diversified and generally require specific theoretical or specialized knowledge or skills for the jobs that they perform. These occupations generally require either a college degree or work experience of such kind and amount as to provide a comparable background.

3. Technicians

Employees in this category perform tasks that are technical or semi-professional in nature. These kinds of occupations generally require a combination of basic scientific knowledge and manual skill which can generally be obtained through two years of post-high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training.

4. Protective Services

Employees in this category are entrusted with public safety, security and protection from destructive forces.

5. Para-professionals

Occupations that require workers to perform some of the duties of a professional or technician in a supportive role which usually requires less formal training and/or experience normally required for professional or technical status. These occupations include persons whose assignments require specialized knowledge which may be acquired through either experience or academic work such as is offered in many two year technical institutes, junior colleges or through equivalent on-the-job training.

6. Office/Clerical

The employees in this category perform a wide range of office and clerical skills. They are occupations which include all persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. These personnel are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other general paperwork required in an office setting.

7. Skilled Craft

Occupations in this job category include manual workers of relatively high skill level having a thorough and comprehensive knowledge of processes involved in their work, which is acquired through on-the-job training and work experience or through apprenticeship or other formal training programs.

8. Service/Maintenance

Occupations which include persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties which result in or contribute to the comfort, convenience and hygiene of the general staff. These occupations contribute to the upkeep and care of buildings, facilities or grounds of public property.

UNAVAILABLE DATA

The workforce analysis data used in updating the Plan is compiled using DWD labor statistics, which gets its information from the Census website. The EEOC is proposing legislation to change the EEO-4 Job Categories by deleting Paraprofessionals, changing Protective Services to Protective Services, Sworn, and adding Protective Services, Non-Sworn. Although the proposed legislation is not finalized, the Census data is reflecting these changes; therefore, for the purposes of updating this Plan, the Paraprofessional workforce analysis data is not included, and no comparison can be done with this group.

EXPLANATION OF PROTECTIVE SERVICES DATA

The DWD labor statistics do not show the category of Protected Services, and the Census 2000 EEO Data tool shows Protective Service and Protective Service, Non-Sworn, which are proposed changes but have not yet been implemented. For the purposes of updating this Plan, the occupational data of Protective Service Workers from the Census 2000 EEO Data Tool is being used.

IDENTIFICATION OF RACIAL/ETHNIC GROUPS

It is also necessary to identify the workforce by race/ethnic background or other protected status. For affirmative action purposes, employees may be included in the group he/she self-identifies with, appears to belong, or is regarded in the community as belonging. In accordance with EEOC guidelines, the following race/ethnic categories will be used for identification purposes.

1. White (Not of Hispanic Origin)

All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

2. Black (Not of Hispanic Origin)

All persons having origins in any of the Black racial groups of Africa. This includes, for example, Jamaicans, Trinidadians and West Indians.

3. Hispanic

All persons having origins in Mexico, Puerto Rico, Cuba, Central or South America or other Spanish culture or origin, regardless of race.

4. Asian or Pacific Islander

All persons having origins in any of the original peoples of the Far East, Southeast, Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, Thailand and Samoa.

5. American Indian or Alaskan Native

All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. This includes Aleuts, Eskimos and Native Americans.

Each applicant for employment is given the opportunity to provide the County with the racial/ethnic group with which he/she identifies. A copy of the form used for this purpose is located in the Appendix section.

DISABLED

The Americans with Disabilities Act defines a person with a qualified disability as someone who has a physical or mental impairment that substantially limits one or more major life activities, has a history of having such impairment, or is perceived as having such impairment. The Wisconsin Fair Employment Act defines a person with a qualified disability as someone who has a real or perceived impairment that makes (or is perceived to make) achievement unusually difficult, or limits (or is perceived to limit) their capacity to work.

There is no mandate at this time to conduct an underutilization analysis for the disabled or a legal requirement to set specific goals by department for the equal employment opportunity job categories. County employees and applicants may voluntarily self-identify themselves as being disabled.

2010 – 2011 AFFIRMATIVE ACTION ACHIEVEMENTS:

In the current Plan, information from the Department of Workforce Development (DWD) labor statistics provided the basis for measuring our Affirmative Action Plan achievements. The data used for this report is from the 2010-2011 DWD and 2000 census. According to the 2010-2011 census figures provided by the Department of Workforce Development for the Racine County area, the total available minority work force is **19%**, while the female workforce availability is **47%**. It is the goal of Racine County to have its workforce meet or exceed the benchmark percentages provided by the DWD. As of January 1, 2011, Racine County's workforce was **27% minorities** (7% males and 19% females) and **58% females**, both of which are above the DWD benchmarks.

The following table summarizes the minority and female availability within Racine County based on EEO job categories contained in the Occupational Distribution,

2000 Census and Census 2000 EEO Data Tool charts, located in the Appendix. The percentages in parentheses represent Racine County's workforce as of January 1, 2011.

EEO Categories	Minority	Female
Officials/Administrators	7% (10%)	38% (35%)
Professionals	9% (21%)	60% (69%)
Technicians	8% (21%)	60% (69%)
Protective Services	18.4% (14%)	21.7% (20%)
Para-Professionals	N/A* (25%)	N/A* (57%)
Administrative Support	13% (22%)	79% (93%)
Skilled Craft	8% (10%)	5% (10%)
Service/Maintenance	25% (56%)	64% (65%)

2010-2011 DWD BENCHMARKS: 19% Minorities; 47% Females

RACINE COUNTY WORKFORCE 1/1/11: 27% Minorities; 58% Females

*N/A - Not available, per the information given on page 17, under Unavailable Data.

SUMMARY OF RACINE COUNTY WORKFORCE ANALYSIS

When comparing the Racine County government workforce with the DWD figures, the general benchmark (goal) for minority employment in Racine County is **19%** and **47%** for females. Racine County surpassed the DWD benchmarks in seven of the eight job categories for minorities and six of the eight categories for female representation. Racine County had a lower minority rating in the protective services category and lower female ratings in the officials/administrators and protected services categories.

The following table represents the female and minority workforce by EEO job categories for January 1, 2010, compared to January 1, 2011, for Racine County.

EEO CATEGORIES	2010 Minority	2011 Minority	2010 Female	2011 Female
Officials/Administrators	8%	10%	37%	35%
Professionals	20%	21%	72%	69%
Technicians	26%	21%	80%	69%
Protective Services	13%	14%	20%	20%
Para-Professionals	28%	25%	58%	57%
Administrative Support	22%	22%	93%	93%
Skilled Craft	10%	10%	10%	10%
Service Maintenance	58%	56%	66%	65%

NARRATIVE OF PROGRESS DURING 2010-2011

The eight major service areas within Racine County government are: Administrative Services, Community Services, Criminal Justice & Courts, Governmental Services, Human Services, Planning & Development, Public Works, and Ridgewood Care Center. The following organizational analysis is based on the staffing levels as of January 1, 2011.

ADMINISTRATIVE SERVICES

The Administrative Services category includes the following departments: Child Support, Corporation Counsel, Finance, Purchasing, Human Resources, Information Systems and Mail and Print Services. This area had a total of 55 employees on January 1, 2011, the same as in 2010. There are 6 minorities (11%) and 42 females (76%). This area exceeds the benchmark for female representation, but falls short of the benchmark for minority representation.

COMMUNITY SERVICES

The Community Services category encompasses the Emergency Management Office and Medical Examiner's Office. This area had a total of 11 employees on January 1, 2011, compared to 9 in 2010. There are no minorities and one female (9%). Both female and minority representation fall short of DWD's benchmarks.

CRIMINAL JUSTICE & COURTS

The Criminal Justice & Courts area includes the Clerk of Courts, support staff in the District Attorney's Office, Sheriff's Office, Jail and the Family Court Commissioner's Office (attorneys in the District Attorney's Office are State employees). This area had a total of 303 employees on January 1, 2011, compared to 297 employees in 2010. There are 42 minorities (14%) and 123 females (41%). Both female and minority representation still fall short of DWD's benchmarks.

GOVERNMENT SERVICES

Government Services encompasses all County elected officials and their staff, which includes the County Board, County Clerk, County Executive, County Treasurer, and Register of Deeds. This area had a total of 42 employees on January 1, 2011, compared to 41 in 2010. There are 7 minorities (17%) and 19 females (45%). This area falls short of DWD's benchmarks for both minority and female representation.

HUMAN SERVICES

The divisions within this department are Aging and Disability Services, Mental Health Services, Financial Assistance, Youth & Family Services, Fiscal, Workforce Development, Juvenile Detention, Veterans Services and Operations (IS). This department had a total of 167 employees on January 1, 2011, compared to 179 in 2010. There are 48 minorities (29%) and 130 females (78%). Overall, this department's minority and female representation exceed DWD benchmarks and have done so for several years.

Human Services also encompasses non-Racine County employees, the staff of the Workforce Development Center, which includes members of the Resource Room/Career Development Team, Specialized Services, Specialized Employment Support for W2 Participants, Business Services Team, Youth Services Team, Educational Services Team, On-Site Child Care Staff, Job Readiness Team, Division of Vocational Rehabilitation, and Aging and Disability Resource Center. Non-Racine County employees working within the Workforce Development Center also exceed the minority and female benchmarks with 36% and 80%, respectively.

PLANNING & DEVELOPMENT DEPARTMENT

The Planning and Development category includes the following departments: Planning and Development, Real Estate Description, Code Administration and Land Conservation. This department had a total of 8 employees on January 1, 2011, same as in 2010. There are no minorities and 5 females (63%). This department continues to fall short of DWD benchmarks for minority representation, but did exceed the benchmarks for female representation.

PUBLIC WORKS

This department had a total of 88 employees on January 1, 2011, same as in 2010. There are 9 minorities (10%) and 8 females (9%). This department continues to fall short of DWD benchmarks for minority and female representation.

RIDGEWOOD CARE CENTER

This department had a total of 204 employees on January 1, 2011, compared to 221 in 2010. There are 120 minorities (59%) and 181 females (89%). This department continues to exceed the DWD benchmarks for female and minority representation.

COUNTYWIDE WORKFORCE

Racine County government has been successful in exceeding the Department of Workforce Development's benchmarks for overall representation of minorities and females within its workforce. Of the 878 employees as of January 1, 2011, 238 were minority, for a representation of **27%**, which is the same as 2010. Female employees totaled 511, making up **58%**, which is down from 59% in 2010. It should be mentioned that minority females are included in the count for both minority and the female groups.

COUNTY SHORTFALLS

Overall, Racine County is comprised of a diverse workforce and continues to exceed affirmative action goals. However, there is under-representation of minorities in the protective service category, and under-representation of females in the officials/administrators protective service categories. These shortfalls will require concentrated recruitment efforts by the County. For the purposes of this Plan, it is unknown if there is under-representation at this time in the para-professionals category, due to unavailable data.

The County is striving to meet the DWD goal in 2011 through aggressive recruitment efforts when vacancies for the job categories present themselves. Opportunities to improve diversity in the Racine County workforce have decreased due to the elimination of positions. There are fewer opportunities to attract and retain qualified individuals, including minorities and females.

Minorities and females are well represented overall in Racine County. Once again, Racine County will strive to improve recruitment efforts in hopes of increasing the pool of minority and female applicants in the under-represented categories.

SUMMARY OF WORKFORCE ANALYSIS

Racine County's Affirmative Action Plan has continued to make strides toward reaching DWD benchmarks by exceeding both minority and female percentages. Minorities accounted for **27%** of Racine County's workforce and females made up **58%** of the workforce on January 1, 2011. Racine County will continue to demonstrate its commitment to equal opportunity and attainment of the affirmative action objectives through the continued efforts outlined in this Affirmative Action Plan.

Racine County will develop any additional action-oriented programs that are necessary to correct any problems that arise to deter the attainment of our goals and objectives. We plan to make every good faith effort to make the Affirmative Action Plan successful.

RACINE COUNTY WORKFORCE ANALYSIS

2010-2011 Affirmative Action Report

Racine County Workforce Distribution by EEO-4 Job Categories 2010 & 2011

Racine County Workforce Distribution by Department

Racine County Workforce by Departments

----Administrative Services

----Community Services

----Criminal Justice & Courts

----Government Services

----Human Services Department

----Workforce Development Center Staff (Non-County Employees)

----Planning & Development

----Public Works

----Ridgewood Care Center

Racine County EEO Applicant Data Record Form

Racine County Accommodation Request Form

Racine County EEO Complaint Form

Racine County EEO Voluntary Self-Identification Post-Offer Survey

Racine County Population & Labor Force (DWD)

Racine County Combined Occupation Distribution: 2000 Census (DWD)

**RACINE COUNTY WORKFORCE
JANUARY 1, 2010**

JOB CATEGORY	TOTAL	MALES						FEMALES					
		W	B	H	A	AI	O	W	B	H	A	AI	O
OFFICIALS/ ADMINISTRATORS	75	45	2					24	4				
PROFESSIONALS	148	33	5	3	1			85	11	5	4	1	
TECHNICIANS	35	7						19	9				
PROTECTIVE SERVICES	191	134	8	11				32	3	3			
PARA- PROFESSIONALS	53	14	4	4				24	5	1		1	
ADMINISTRATIVE SUPPORT	179	6	1	4	1			134	16	5	2		
SKILLED CRAFT	21	18		1				1	1				
SERVICE/ MAINTENANCE	194	46	13	5	1			36	76	16	1		
TOTAL	896	303	33	28	3			355	125	40	7	2	
MINORITIES	238		33	28	3				125	40	7	2	

MINORITY 27%

FEMALE 59%

**RACINE COUNTY WORKFORCE
JANUARY 1, 2011**

JOB CATEGORY	TOTAL	MALES						FEMALES					
		W	B	H	A	AI	O	W	B	H	A	AI	O
OFFICIALS/ ADMINISTRATORS	69	42	3					20	4				
PROFESSIONALS	141	35	5	3	1			76	12	4	4	1	
TECHNICIANS	29	9						14	6				
PROTECTIVE SERVICES	184	131	9	10				31	3	3			
PARA- PROFESSIONALS	51	16	3	3				22	5	1		1	
ADMINISTRATIVE SUPPORT	186	7	1	4	1			139	14	18	2		
SKILLED CRAFT	20	17		1				1	1				
SERVICE/ MAINTENANCE	198	51	13	5				37	76	15	1		
TOTAL	878	308	34	26	2			340	121	41	7	2	
MINORITIES	238		34	26	2				121	41	7	2	

MINORITY: 27%

FEMALE: 58%

**RACINE COUNTY WORKFORCE BY DEPARTMENT
JANUARY 1, 2011**

JOB CATEGORY	TOTAL	MALES						FEMALES					
		W	B	H	A	AI	O	W	B	H	A	AI	O
ADMINISTRATIVE SERVICES	55	13						36	4	1		1	
COMMUNITY SERVICES	11	10						1					
CRIMINAL JUSTICE&COURTS	303	156	10	13	1			105	12	6			
GOVERNMENTAL SERVICES	42	20	3					15	2	1	1		
HUMAN SERVICES	167	23	6	8				96	17	16	1		
PLANNING & DEVELOPMENT	8	3						5					
PUBLIC WORKS	88	71	7	2				8					
RIDGEWOOD CARE CENTER	204	11	8	3	1			73	87	15	5	1	
TOTAL	878	303	33	28	3			355	125	40	7	2	
MINORITIES	238		33	28	3				125	40	7	2	

MINORITY: 27%

FEMALE: 59%

**ADMINISTRATIVE SERVICES
JANUARY 1, 2011**

JOB CATEGORY	TOTAL	MALES						FEMALES					
		W	B	H	A	AI	O	W	B	H	A	AI	O
OFFICIALS/ ADMINISTRATORS	13	4						8	1				
PROFESSIONALS	10	6						4					
TECHNICIANS	1	1											
PROTECTIVE SERVICES													
PARA- PROFESSIONALS	21	2						14	3	1		1	
ADMINISTRATIVE SUPPORT	9							9					
SKILLED CRAFT													
SERVICE/ MAINTENANCE	1							1					
TOTAL	55	13						36	4	1		1	
MINORITIES	6								4	1		1	

MINORITY: 11%

FEMALE: 76%

**COMMUNITY SERVICES
JANUARY 1, 2011**

JOB CATEGORY	TOTAL	MALES						FEMALES						
		W	B	H	A	AI	O	W	B	H	A	AI	O	
OFFICIALS/ ADMINISTRATORS	3	3												
PROFESSIONALS														
TECHNICIANS														
PROTECTIVE SERVICES														
PARA- PROFESSIONALS	7	7												
ADMINISTRATIVE SUPPORT	1							1						
SKILLED CRAFT														
SERVICE/ MAINTENANCE														
TOTAL	11	10						1						
MINORITIES	0													

MINORITY: 0%

FEMALE: 9%

**CRIMINAL JUSTICE & COURTS
JANUARY 1, 2011**

JOB CATEGORY	TOTAL	MALES						FEMALES						
		W	B	H	A	AI	O	W	B	H	A	AI	O	
OFFICIALS/ ADMINISTRATORS	5	4							1					
PROFESSIONALS	16	9						6	1					
TECHNICIANS														
PROTECTIVE SERVICES	187	131	9	10				31	3	3				
PARA- PROFESSIONALS	4							3	1					
ADMINISTRATIVE SUPPORT	63	3			1			53	5	1				
SKILLED CRAFT														
SERVICE/ MAINTENANCE	28	9	1	3				12	1	2				
TOTAL	303	156	10	13	1			105	12	6				
MINORITIES	42		10	13	1				12	6				

MINORITY: 14%

FEMALE: 41%

**GOVERNMENT SERVICES
JANUARY 1, 2011**

JOB CATEGORY	TOTAL	MALES						FEMALES					
		W	B	H	A	AI	O	W	B	H	A	AI	O
OFFICIALS/ ADMINISTRATORS	27	19	3					4	1				
PROFESSIONALS	1	1											
TECHNICIANS													
PROTECTIVE SERVICES													
PARA- PROFESSIONALS													
ADMINISTRATIVE SUPPORT	14							11	1	1	1		
SKILLED CRAFT													
SERVICE/ MAINTENANCE													
TOTAL	42	20	3					15	2	1	1		
MINORITIES	7		3						2	1	1		

MINORITY: 17%

FEMALE 45%

**HUMAN SERVICES DEPARTMENT
JANUARY 1, 2011**

JOB CATEGORY	TOTAL	MALES						FEMALES					
		W	B	H	A	AI	O	W	B	H	A	AI	O
OFFICIALS/ ADMINISTRATORS	7	2						4	1				
PROFESSIONALS	68	11	3	2				42	7	3			
TECHNICIANS	2	2											
PROTECTIVE SERVICES													
PARA- PROFESSIONALS	14	5	3	2				3	1				
ADMINISTRATIVE SUPPORT	76	3		4				47	8	13	1		
SKILLED CRAFT													
SERVICE/ MAINTENANCE													
TOTAL	167	23	6	8				96	17	16	1		
MINORITIES	48		6	8					17	16	1		

MINORITY: 29%

FEMALE: 78%

**WORKFORCE DEVELOPMENT CENTER STAFF
(NON COUNTY EMPLOYEES)**

JOB CATEGORY	TOTAL	MALES						FEMALES					
		W	B	H	A	AI	O	W	B	H	A	AI	O
OFFICIALS/ ADMINISTRATORS	4	1						1	2				
PROFESSIONALS	42	5	5	2				27	2	1			
TECHNICIANS													
PROTECTIVE SERVICES													
PARA- PROFESSIONALS	10							2	6	2			
ADMINISTRATIVE SUPPORT	10							6	3	1			
SKILLED CRAFT													
SERVICE/ MAINTENANCE													
TOTAL	66	6	5	2				36	13	4			
MINORITIES	24		5	2					13	4			

MINORITY: 36%

FEMALE: 80%

**PLANNING & DEVELOPMENT
JANUARY 1, 2011**

JOB CATEGORY	TOTAL	MALES						FEMALES						
		W	B	H	A	AI	O	W	B	H	A	AI	O	
OFFICIALS/ ADMINISTRATORS	2	1						1						
PROFESSIONALS	1	1												
TECHNICIANS	2	1						1						
PROTECTIVE SERVICES														
PARA- PROFESSIONALS	1							1						
ADMINISTRATIVE SUPPORT	2							2						
SKILLED CRAFT														
SERVICE/ MAINTENANCE														
TOTAL	8	3						5						
MINORITIES	0													

MINORITY: 0%

FEMALE: 63%

**PUBLIC WORKS
JANUARY 1, 2011**

JOB CATEGORY	TOTAL	MALES						FEMALES					
		W	B	H	A	AI	O	W	B	H	A	AI	O
OFFICIALS/ ADMINISTRATORS	10	9						1					
PROFESSIONALS	4	3						1					
TECHNICIANS	3	3											
PROTECTIVE SERVICES													
PARA- PROFESSIONALS	3	2		1									
ADMINISTRATIVE SUPPORT	5							5					
SKILLED CRAFT	18	17		1									
SERVICE/ MAINTENANCE	45	37	7					1					
TOTAL	88	71	7	2				8					
MINORITIES	9		7	2									

MINORITY: 10%

FEMALE: 9%

**RIDGEWOOD CARE CENTER
JANUARY 1, 2011**

JOB CATEGORY	TOTAL	MALES						FEMALES					
		W	B	H	A	AI	O	W	B	H	A	AI	O
OFFICIALS/ ADMINISTRATORS	2							2					
PROFESSIONALS	41	4	2	1	1			23	4	1	4	1	
TECHNICIANS	21	2						13	6				
PROTECTIVE SERVICES													
PARA- PROFESSIONALS	1							1					
ADMINISTRATIVE SUPPORT	10		1					8		1			
SKILLED CRAFT	2							1	1				
SERVICE/ MAINTENANCE	127	5	5	2				25	76	13	1		
TOTAL	204	11	8	3	1			73	87	15	5	1	
MINORITIES	120		8	3	1				87	15	5	1	

MINORITY: 59%

FEMALE: 89%

**RACINE COUNTY
ACCOMMODATION REQUEST FORM**

Complete items 1-5 and return to the Human Resources Department, c/o April Dyess Centeno, 1717 Taylor Avenue, Racine, WI 53403.

1. Name _____ Date _____

2. Department _____

3. Name of person initiating this form _____

4. Reason for Accommodation _____

5. Suggested Accommodation _____

6. Estimated Cost _____

7. Recommended Action: _____ Approved
 _____ Denied (see comments)
 _____ Modified (see comments)

8. Comments _____

9. Date Accommodation Completed _____

10. Signature of Human Resources Designee _____

RACINE COUNTY EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT FORM

NAME _____

ADDRESS _____

CITY/STATE/ZIP CODE _____

HOME NUMBER (_____)_____

WORK NUMBER (_____)_____

Please provide the following information regarding the individual(s) or the department against whom you are filing the complaint.

NAME _____

DEPARTMENT _____

BASIS FOR DISCRIMINATION/HARASSMENT COMPLAINT:
(Please check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> AGE | <input type="checkbox"/> NATIONAL ORIGIN OR ANCESTRY |
| <input type="checkbox"/> ARREST | <input type="checkbox"/> RACE |
| <input type="checkbox"/> COLOR | <input type="checkbox"/> SEX (including sexual harassment) |
| <input type="checkbox"/> MARITAL STATUS | <input type="checkbox"/> SEXUAL ORIENTATION |
| <input type="checkbox"/> MILITARY STATUS | <input type="checkbox"/> DISABILITY |
| <input type="checkbox"/> OTHER (explain below) | |

IN REFERENCE TO:

- | | |
|---|--|
| <input type="checkbox"/> DISCHARGE | <input type="checkbox"/> PROMOTION |
| <input type="checkbox"/> HIRE | <input type="checkbox"/> RECRUITMENT |
| <input type="checkbox"/> TRANSFER | <input type="checkbox"/> OTHER (describe below) |

Please explain below the details of the alleged act of discrimination/harassment. When and how did the alleged act of discrimination/harassment take place? How were others treated differently? If you have witnesses, document their name, address and telephone numbers, if you know them. Specify the action you are requesting to correct the situation. Submit this form to the Affirmative Action Officer for Racine County.

(Please print or type. Attach additional page(s) if necessary.)

SIGNATURE _____ DATE _____

**RACINE COUNTY
EQUAL EMPLOYMENT OPPORTUNITY VOLUNTARY SELF-IDENTIFICATION
POST-OFFER SURVEY**

Employee Name _____ Social Security No. _____

Position: _____ Date: _____

To Vietnam Era Veterans, special disabled veterans, qualified special disabled veterans, other eligible veterans, recently separated veterans and individuals with physical or mental disabilities:

If you are a veteran of the Vietnam era, special disabled veteran, qualified special disabled veteran, other eligible veteran, or recently separated veteran, we would like to include you under our affirmative action program. If you would like to be included under the affirmative action program, please tell us. You may inform us of your desire to benefit under the program at this time and/or at any time in the future. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended. The information you submit will be kept confidential, except that supervisors and managers may be informed regarding restrictions on the work or duties of special disabled veterans, and regarding necessary accommodations; first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and Government officials engaged in enforcing laws administered by OFCCP, or enforcing the Americans with Disabilities Act, may be informed.

Special Disabled Veteran

A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability; (A) Rated at 30% or more; or (B) Rated at 10% or 20% in the case of a veteran who has been determined under 38 U.S.C. 3106 to have a serious employment handicap; or a person who was discharged or released from active duty because of a service-connected disability. Serious employment handicap, as used above, means a significant impairment of a veteran's ability to prepare for, obtain, or retain employment consistent with such veteran's abilities, aptitudes and interests.

Veteran of the Vietnam Era

Served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred: in the Republic of Vietnam between 2/28/61 – 5/7/75; or between 8/5/64 – 5/7/75, in all other cases; or was discharged or released from active duty for a service-connected disability if any part of such active duty was performed; in the Republic of Vietnam between 2/28/61 – 5/7/75; or between 8/5/64 -5/7/75, in all other cases.

Other Protected Veteran

A person who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, under laws administered by the Department of Defense.

Qualified Special Disabled Veteran

A special disabled veteran who satisfies the requisite skill, experience, education and other job-related requirements of the employment position such veteran holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.

Recently Separated Veteran

Any veteran during the one-year period beginning on the date of such veteran's discharge or release from active duty.

If you are a special disabled veteran it would assist us if you tell us about any special methods, skills and procedures which qualify you for positions that you might not otherwise be able to do because of your disability so that you will be considered for any positions of that kind, and the accommodations which we could make which would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job, provision of personnel assistance services or other accommodations. This information will assist us in placing you in an appropriate position and in making accommodations for your disability.
