

**COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY
AND AFFIRMATIVE ACTION**

It is and will continue to be the policy of the City of Bowling Green to be an equal opportunity employer. As Mayor of the City of Bowling Green, I wish to emphasize my commitment and the commitment of the City of Bowling Green's administration to maintaining the principle of equal employment opportunity and achieving affirmative action progress. This policy and the procedures and actions for implementation of the City's affirmative action plan are fully supported by the City administration, and resources will be made available to effectuate the AAP's goals and objectives.

In furtherance of the City's EEO policy, the City of Bowling Green will continue to recruit, hire, train, and promote into all job categories the most qualified persons without regard to race, color, religion, age, gender/sex, pregnancy, national origin, marital status, sexual orientation, creed, ancestry, disability, political ideology, veteran status, military status, gender expression, gender identity, family status, physical characteristics, HIV-status, or genetic information. In addition, the City of Bowling Green will continue to administer all personnel matters, including compensation, benefits, transfers, layoffs, City-sponsored training and education, and any other social or recreational programs in accordance with the City's EEO policy.

The City of Bowling Green is committed to basing all employment and personnel decisions on objective, performance-related criteria and to eliminating any inadvertent underutilization of qualified minorities and women.

The City's personnel office, under the direction of Barbara A. Ford, is responsible for implementing, monitoring, and reporting on the progress of the City's AAP. Specifically, the personnel division is charged with responsibility for:

- establishing job descriptions and selection criteria that reflect actual job needs and are tailored to job performance;
- reviewing and revising, if necessary, the City's employment practices to improve any inadvertent underutilization of qualified minorities and women;
- actively recruiting qualified minority and female candidates for openings in City employment; and
- creating and implementing developmental opportunities to improve any inadvertent underutilization of qualified minorities and women.

The City of Bowling Green is also committed to the following specific steps designed to foster utilization of qualified minorities and women through affirmative action:

- workforce analysis and internal review of all personnel activity to identify any areas of inadvertent underutilization;
- creation and implementation of hiring and promotion goals in any areas of inadvertent underutilization; and
- creation and implementation of internal procedures to monitor, measure, and report on affirmative action progress to top-level City administrators.



Mike Aspacher, Mayor

1.9.2020

Date