

# City of Santa Cruz Equal Employment Opportunity Committee 2016 Annual Report

February 9, 2017

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## **Section 2:** Statement of EEO Committee 2017 Goals & Objectives

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**Goal #1:** The EEOC will be more vigilant and committed to a non-discriminatory and respectful work environment.

**Objective(s):**

- Review and make recommendations from City's Discrimination/Harassment Complaint logs to address recurring issues.
- Maintain a full membership and attendance of the Committee.
- Remain current in knowing EEO-related city, state, and federal laws and policies.
- Complete implementation of the new Respectful Workplace Conduct policy.

**Goal #2:** The EEOC will be visible and raise awareness about the Committee in the City of Santa Cruz workplace and with vendors and partnering agencies.

**Objective(s):**

- Be creative and innovative in posting EEO-related information and updates to the City's Intranet, social media, and public website to share such things as the EEOC annual goals, objectives and planned activities, as well as the planned Annual Report and other actions taken by the EEOC.
- Reach out to departments at departmental staff meetings and at quarterly Supervisors/Managers meetings at least once annually to determine if any EEO-related issues of concern have arisen, and to provide state and/or federal updates of relevance as well as EEOC updates.
- Provide workshops, speakers, and other media at Committee meetings and other City events to provide state and/or federal updates of relevance as well as EEOC updates.
- Work more intentionally with vendors and partnering agencies to ensure they support the City's Equal Employment Opportunity policies
- Send out periodic announcements and content changes made to the EEOC web page.

**Goal #3:** The EEOC will help the City ensure pay equity is realized for all its employees.

**Objective(s):**

- Continue to refine the analysis of, and develop a research methodology for pay equity data including the factors of sex, age, race and ethnicity, and accounting for starting pay and length of time in position.
- Make recommendations to the City Council on addressing pay equity issues.
- Continue to monitor State and Federal legislation on Pay Equity.

## Activities Planned in Support of Goals & Objectives

<b>ACTIONS</b>	<b>WHO</b>	<b>TIMELINE</b>
E-mail complaint logs to Committee members with Agendas. ( <u>Goal #1</u> )	Staff	Two weeks prior to regular Committee meetings
Discuss issues on Complaint Logs. ( <u>Goal #1</u> )	All	At regular Committee meetings
Meet deadline to fill any Committee vacancy. ( <u>Goal #1</u> )	All	By subsequent meeting held
Provide EEOC update at Supervisors/Managers quarterly meeting. ( <u>Goal #2</u> )	Rotating	At least once a year
Select Subcommittee members and develop Annual Report. ( <u>Goal #2</u> )	Annual Report Ad Hoc Subcommittee	Draft to Committee in November; Final approval by Committee in February; FYI to City Council in March
Offer resources to present at EEOC meetings. ( <u>Goals #1 &amp; #2</u> )	All	Ongoing
Inform members of updated EEO laws, support members in educating City leaders where appropriate. ( <u>Goals #1 &amp; #2</u> )	Staff	Ongoing
Review Committee's Goals and Action Items. ( <u>Goals #1, #2, &amp; #3</u> )	All	September and November meetings
Recommend adoption of changes to Council Policy 25.2 about Respectful Workplace Conduct. ( <u>Goals #1 &amp; #2</u> )	All	City Council meeting
Explore methods of educating vendors and City staff about new policies. ( <u>Goals #1, #2, &amp; #3</u> )	All	Following final approval of new Respectful Workplace Conduct policy
Update vendor contract as needed to reflect new policies. ( <u>Goals #1 &amp; #2</u> )	All	Following final approval of new Respectful Workplace Conduct policy
Review contents of Respectful Workplace Conduct policy. ( <u>Goal #1</u> )	All	One year from date of adoption