

METROPOLITAN EXPOSITION-RECREATION COMMISSION

RESOLUTION NO. 95-3

Whereas, the Metropolitan Exposition-Recreation Commission adopted an Affirmative Action Plan and program on July 8, 1992; and

Whereas, substantial progress has been made in terms of overall employment of minorities and women, particularly at the entry levels; and

Whereas, accomplishment of affirmative action goals is needed at all levels of the organization; and

Whereas, the Affirmative Action Plan suggests the Commission set up additional programs and processes that will enhance the Plan; and

Whereas, the Commission desires a work environment that is fair to all employees, respects diversity, and encourages upward mobility; now, therefore,

BE IT RESOLVED,

That an Affirmative Action Enhancement Project be adopted. The project will enhance efforts in the Affirmative Action Plan and will have the following elements:

1. Personnel Rule changes will be proposed by separate resolution that will facilitate upward mobility for the significant pool of minority employees in part-time and entry level positions as well as all other employees. The Rule changes will also require qualified minority and females candidates to be granted an interview when they apply for vacant positions.

2. Prior to any promotion or hiring decision when underutilization of minorities or women exists, the facility director will discuss the proposed hiring decision with the General Manager. This is designed to give the General Manager more direct responsibility for achieving affirmative action goals. The General Manager will be responsible for implementation.

3. A minimal training budget of \$15,000 has been established in the proposed FY 95-96 budget. Funds in this budget will be used to accomplish affirmative action priorities in the following estimated amounts:

Sexual Harassment Training	\$3,500
Valuing Diversity	\$4,000
Career Development Program	\$7,500

It is recognized that this budget is inadequate to meet the need. Attempts will be made to locate additional funds in the near future and in subsequent years.

4. A Career Development Program will be created as described in Exhibit A. The program is designed to invest in employees and encourage their upward mobility. It will be developed with the input and involvement of employees and is designed to begin implementation on July 1, 1995.

Passed by the Commission on January 11, 1995.



Chairman



Secretary-Treasurer

APPROVED AS TO FORM:
Daniel B. Cooper, General Counsel

By: 
Mark B. Williams
Senior Assistant Counsel

MERC CAREER DEVELOPMENT PROGRAM SUMMARY

PURPOSE

Employees are the key to accomplishing MERC's mission. Therefore, investment in their skill development, promotion and growth is vital. To get the best from its employees MERC needs an environment that encourages development and upward mobility, is fair to all employees, and respects diversity.

RESOURCES

Financial resources are limited. However, a small training budget has been proposed for Fiscal Year 1995-96. There are also community resources that can be tapped for education, training, mentoring, and other types of assistance.

EMPLOYEE RESPONSIBILITIES

The program will be available for employees who desire advancement and/or development and are willing to do what is needed to gain the necessary education, skills and experience.

PROGRAM DEVELOPMENT PROCESS

MERC management will seek employee input to develop a program that meets the needs of employees in the various facilities. Various career development mechanisms will be considered such as a mentoring program, trainee program/positions, job rotation, education and training. Expertise from Metro Personnel will be available.

TIMETABLE

Jan.--MERC adopts Affirmative Action Enhancement Program

Feb/Mar.--Management seeks employee input and expertise from Personnel to develop program

Apr/May--review and revision

June--adoption

July--program begins

STAFF REPORT

CONSIDERATION OF RESOLUTION NO. 95-3 FOR THE PURPOSE OF ESTABLISHING AN AFFIRMATIVE ACTION ENHANCEMENT PROJECT.

Date: January 6, 1995

Presented by: Pamela Erickson
Paula Paris

BACKGROUND: On July 8, 1992, the Commission approved an Affirmative Action Plan. Since that time substantial progress has been made in hiring of women and minorities. As of July 1, 1994 MERC's percentage of female and minority employees were as follows:

	Female	Minority
Full-time Regular Employees	33%	34%
Part-time Regular Employees	33%	15%
Total	33%	18%

The "first opportunity hiring process" has resulted in a substantial pool of minority employees at the entry levels. The need now is to ensure that MERC has a diverse work force at all levels of the organization. One of the ways to accomplish this is through a program which fosters upward mobility. Such a program will not achieve instantaneous results because it will depend on the amount of turn-over and the readiness of candidates for promotion. However, it is a good policy for the organization because it invests in its people. Such investment usually pays off in increased productivity and morale in addition to facilitating upward mobility.

The project proposed by this resolution is designed to foster upward mobility within MERC as well as to strengthen affirmative action efforts. It has four elements.

The first is a change to Personnel Rules which allows current employees to be considered first when filling vacancies. If no internal candidate is selected the recruitment then goes to the first opportunity area and then general recruitment. In addition, all internal and first opportunity candidates that meet the minimum qualifications and pass the supplemental screening requirements will be granted an interview. This gives these candidates additional opportunities to display their skills. The Personnel Rule changes will be implemented by separate resolution.

The second element requires that the General Manager be more directly involved in hiring decisions for positions where there is female and minority underutilization. Prior to making a hiring decision, the facility director must discuss the decision with the General Manager.

Third, a training budget has been established with some estimated amounts to address training priorities of Sexual Harassment, Valuing Diversity and Career Development. It is recognized that this is a small budget that will only begin to address the needs. However, it is what MERC can afford at this time. Over the next four to five months and in subsequent years, attempts will be made to locate additional funds to amend this budget to more fully address these training needs.

The final element is a Career Development Program designed to encourage and assist upward mobility. The program is outlined in Exhibit A, but will actually be developed with involvement of the MERC employees. The timetable calls for program development to occur over the next four months and be implemented in July.

FISCAL IMPACT: The immediate fiscal impact is \$15,000. But it is recognized that this amount does not meet all the training needs. Attempts will be made to locate additional funds.

RECOMMENDATION: We believe that this project will complement and enhance current affirmative action efforts. It is necessary to achieve diversity throughout the organization and represents a wise investment in employees. It is, therefore, recommended that Resolution 95-3 be approved.