

## **BILLERICA HOUSING AUTHORITY**

### **AFFIRMATIVE ACTION PLAN**

The purpose of this Plan is to set forth Affirmative Action guidelines, standards and criteria of the Billerica Housing Authority (BHA) in promoting equal opportunity employment and housing opportunities within the Authority.

Nondiscrimination and equal opportunity are the policy of the BHA, and affirmative steps will be pursued to ensure the prevention of discrimination and to promote equal opportunity in its operations. Where there has been discrimination, Affirmative Action shall include efforts necessary or appropriate to remedy the effects of such discrimination.

All actions concerning Employment and Housing shall be based solely on merit, ability and equity. The BHA shall not discriminate against any applicant, employee or resident on account of race, creed, ancestral origin, sex, age, marital status, presence of children, veteran status, membership in the armed services, welfare status, political or union affiliation, sexual orientation, disability or handicap.

The BHA shall affirmatively outreach to minorities regarding employment and tenant selection in both its State-Aided and Federally assisted housing programs.

All advertisements and outreach efforts shall carry the "Equal Opportunity Affirmative Action Employer" in matters of employment, and "Equal Housing Opportunity" for housing-related media.

The BHA recognizes its responsibility to provide a reasonable accommodation, in accordance with the American's with Disabilities Act, to any known person with a disability, provided that the BHA has not demonstrated that such accommodation would impose an undue hardship on the operations of its programs. The BHA will not limit, segregate, or classify applicants for employment or employees in any way that adversely affects their opportunities or status due to a disability.

## WORK FORCE ANALYSIS

The BHA currently employs eight (8) individuals in managerial and maintenance positions. There are six (6) full time positions and two (2) part time positions. The following are the current positions:

Managerial (4)	Executive Director
	Administrative Assistant
	Tenant Selection Coordinator
	Office Clerk (Part time)
Maintenance (4)	Maintenance Mechanic I
	Maintenance Mechanic I
	Maintenance Mechanic I
	Laborer (Part time)

The following is a breakdown of employees by minority, sex, Vietnam-era Veteran and Disability.

DEPARTMENT	TOTAL	MALE	FEMALE	NON-MINORITY	MINORITY	DISABLED
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Managerial	4	1	4	7	1	1
Maintenance	4	4	0	0	0	0
Total	8	5	4	7	1	1

## CURRENT YEAR HIRING ACTIVITIES

No hiring activity is anticipated for the current fiscal year.

## CURRENT POPULATION STATISTICS

AREA	TOTAL	NON-MINORITY	MINORITY	WITHA DISABILITY	VETERANS	DISABLED VETERANS	FEMALE
Billerica	43,784	83.5%	12.6%	5.6%	2,494		49.5%
MA	6,892,503	71.1%	31.8%	7.9%	315,859		51.5%

## **AFFIRMATIVE ACTION PLACEMENT GOALS**

Pursuant to 760 CMR 4.07, the BHA has established the following Affirmative Action Goals for placement of distinct minority groups. The following goals represent the higher percentage of each population group within the Town of Billerica and the Commonwealth of Massachusetts.

Female	50%
Minority	10%
Veteran	10%
Disabled	10%

It is the BHA's intent to have its work force represent the above goals. The BHA has determined that it has reached its Affirmative Action Goal in the following categories:

Female	50%
Minority	12.5%
Disabled	12.5%

The BHA did not meet its goal for Veterans.

## **HIRING AMONG QUALIFIED CANDIDATES**

In accordance with 760 CMR 4.07, until the BHA has reached its Affirmative Action Goals when it has a choice between candidates, whom the BHA has determined equally qualified, if one or more are tenants, such tenant candidates shall be deemed more qualified than the non-tenant candidates. If, notwithstanding the preference for tenants in hiring, there remain equally qualified candidates, the order of future consideration as to which candidate to hire shall be as follows:

- a. Where the BHA has not reached a goal for employment of Veterans, a qualified Veteran candidate will be hired;
- b. Where a candidate qualifies in more than one category, that candidate shall receive the BHA's further consideration before other candidates in the highest category for which they qualify.

## **RESIDENCY AS A CRITERIA**

The BHA does not require residency within the Town of Billerica for employment except that Maintenance employees need to live within a reasonable proximity of the BHA as they are required to be on 24-hour Emergency On Call Status.

## **AMENDMENTS**

The Affirmative Action Plan shall be reviewed, amended, or updated by the Billerica Housing Authority Board of Commissioners subject to appropriate Federal and/or State requirements.