



U.S. Department of Justice

Office of Justice Programs

Office for Civil Rights

Washington, D.C. 20531

September 1, 2009

Lise E. Veronneau
City of Burlington
One North Avenue
Burlington, VT 05401

Re: EEOPs for the City of Burlington and Police Department

Dear Ms. Veronneau:

The Office for Civil Rights, Office of Justice Programs, has reviewed and approved the EEOP Short Forms that you submitted in accordance with the provisions of your current grant awards. The plans that you submitted conform to the online Seven-Step Guide to the Design and Development of an Equal Employment Opportunity Plan, which provides the essential information that the Department of Justice requires for our initial screening of your EEOP. The Department of Justice regulations for developing a comprehensive EEOP may be found at 28 CFR § 42.301 *et seq.* The approved plans are effective for two years from the date of this letter, and satisfies the EEOP requirement for any subsequent grant awards received during the two-year period.

If you have any questions regarding this matter, please contact the Office for Civil Rights at (202) 307-0690.

Sincerely,

Michael L. Alston, Director
Office for Civil Rights

MLA:deb

copy

EEOP Short Form



Mon Aug 24 11:58:14 EDT 2009

Step 1: Introductory Information

Grant Title:	BJA FY09 Recovery Act Edward Byrne Memorial Justice Assistance Grant Program Local Solicitation	Grant Number:	2009-SB-B9-1107
Grantee Name:	City of Burlington	Award Amount:	\$521,860.00
Grantee Type:	Local Government Agency		
Address:	149 Church Street Burlington, Vermont 05401		
Contact Person:	Lise Veronneau	Telephone #:	802-540-2153
Contact Address:	1 North Avenue Burlington, Vermont 05401		
DOJ Grant Manager:	Flora D. Lawson	DOJ Telephone #:	202-305-9216

Policy Statement:

See attachments

SECTION 2 EQUAL EMPLOYMENT OPPORTUNITY & NONDISCRIMINATION

2.1 PHILOSOPHY

The City is committed to establishing a harmonious workplace where all employees can work to their fullest potential, in an atmosphere of mutual respect.

2.2 POLICY

It is the policy of the City to ensure that all employees and candidates for employment are considered for all positions on the basis of their qualifications and abilities, without regard to political or religious affiliation, race, color, national origin, age, sex, sexual orientation, gender identity (as defined by Vermont State Law), marital status, veteran status, presence of physical or mental impairment or any other non-merit factor. The City shall recruit, hire, upgrade and train all employees in all job classifications and ensure that all personnel actions such as compensation, benefits, City-sponsored training, educational tuition assistance, and social and recreational programs are administered without regard to these differences.

Moreover, the City is committed to valuing diversity, as it is the City's firm conviction that an environment that embraces difference is critical to each employee's ability to succeed and to the overall success of the City's mission.

The City is committed to hiring and promoting the most qualified candidates, to removing barriers that could prevent the realization of each employee's full potential and to achieving and maintaining a workforce that is representative of and sensitive to the diversity of our community.

In accordance with the findings of the City's Equal Employment Action Plan (EEAP), the City will work to achieve a workforce that reflects the composition of the City's citizenry. It is the City's goal to make our workforce more diverse by working to incorporate the findings of the EEAP into the City's regular hiring practices.

Furthermore, the City recognizes that equality of opportunity must extend beyond recruitment and hiring to include employee retention, job assignments, promotions, training, and working conditions. Diversity is the focus of an ongoing process whereby the City endeavors to provide equal opportunity, equal representation, and excellent services for all its citizens.

To ensure equal employment opportunity and to achieve diversity, Department Heads will, in conjunction with the City's Human Resources Department, develop their Departments' plans to achieve equal employment opportunity, expand outreach through contacts with community organizations and recruitment sources, and periodically evaluate their Departments' recruitment and employee retention efforts, making program changes where desirable or necessary.

The Human Resources Department will provide a report outlining the demographics of the new hires to the City Council at the end of every fiscal year.

Each employee is expected and requested to report any apparent violation of this nondiscrimination policy to one of the following as appropriate: his/her supervisor, Department Head, legal counsel, or the Human Resources Director.

An employee may also contact the U.S. Equal Employment Opportunity Commission (EEOC), 1801 L Street, NW, Washington, DC 20507, or (800)669-4000 (for the hearing impaired, TTY (800)669-6820). Information for the State of Vermont Civil Rights Division is as follows: The Office of the Vermont Attorney General, 109 State St., Montpelier, VT 05609-1001, (802) 828-3171 (for the hearing impaired, TTY (802) 828-3665).

2.3 GRIEVANCE POLICY FOR COMPLAINTS REGARDING CLAIMS OF ALLEGED DISCRIMINATION IN ACCESS TO SERVICES, FACILITIES OR EMPLOYMENT OPPORTUNITIES

The following grievance procedure is hereby established and adopted by the City as a means for addressing complaints from a person alleging that the City has not provided proper access to services, facilities or employment opportunities to an individual with a disability. Any person who has such a complaint may have such grievance addressed in the following procedure:

The City has designated an Americans with Disabilities Act (ADA) Coordinator to assist a grievant in following the procedures set forth in this grievance policy. The ADA Coordinator may be reached at telephone number (802) 865-7145 (TTY 865-7142).

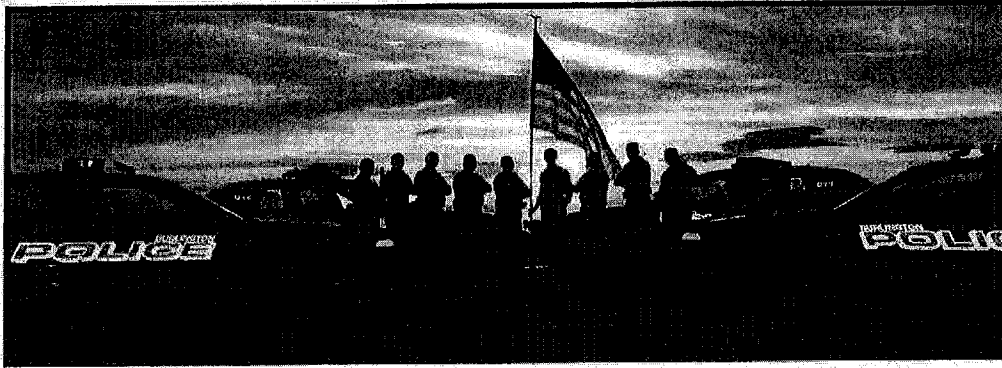
a. Any person with a disability who believes that the City has failed to provide access to a service, facility or employment opportunity may file a written complaint with the ADA Coordinator. Such complaint shall be addressed to the ADA Coordinator at the Human Resources Department and shall state in as much detail as possible the basis for the person's belief that the City is failing to provide proper access to its services.

b. Upon receipt of such a complaint, the ADA Coordinator shall investigate the facts as alleged and shall attempt to resolve the grievance to the mutual satisfaction of the grievant and other parties involved. Should the ADA Coordinator be unable to resolve the matter to the satisfaction of all parties within ten (10) working days following receipt of the complaint, the ADA Coordinator shall prepare findings and make a determination relevant to the matter and submit the findings and decision to the Institutions and Human Resources Policy Committee.



c. Upon receipt of the decision from the ADA Coordinator, the Institutions and Human Resources Policy Committee shall provide notice to the grievant of an opportunity to present testimony relative to the complaint. The Institutions and Human Resources Policy Committee shall render a decision within thirty (30) calendar days following the completion of the hearing. The Institutions & Human Resource Policy Committee's decision shall be the final administrative remedy available to the grievant.

d. This administrative grievance procedure is not a prerequisite to the pursuit of other legal remedies, including the pursuit of a grievance with the appropriate federal ADA enforcement agency.



The Burlington Police Department

1 North Avenue
Burlington Vermont 05401
802-540-2119
www.BPDVT.org

Join the Burlington Police Department and be a part of the exciting and promising future of Burlington, one of the most livable cities in America. We offer exceptional careers for those seeking a challenging profession where you can truly make a difference.

Benefits of becoming a Burlington Police Officer

- Starting salary is **\$41,503 - \$49,269** per year depending upon experience
- Signing bonus of **\$5000 for full-time certified law enforcement applicants**
- Signing bonus of **\$2000 for non-certified applicants**
- **Education incentives:** annual bonus of \$400 for an Associate's Degree, \$800 for a Bachelor's Degree, and \$1200 for a Master's Degree
- Work schedule that consists of 10 hour days-- 4 days on and 3 days off with weekends off every other month
- Specialty assignments include: Canine, School Resource Officer, Detectives, In-house Instructors, Identification Tech/Forensics, Bike Patrol, Motor Unit, etc.
- Training and equipment costs paid by the Department
- Three weeks of time off per year which increases by one week every 5 years up to 15 years of service
- Family health and dental insurance
- Sick time and non-use bonus
- Shift differential and overtime for court appearances
- City retirement system: 48% base salary at age 45 & 20 years of service or an increased percentage at age 45 and greater than 20 years of service

The Burlington Police Department is committed to diversifying its work force and encourages women and men with diverse racial, cultural and ethnic backgrounds to apply. We are a progressive organization that values and respects diversity among our employees and within our community.

We are an equal opportunity employer and do not discriminate on the basis of political or religious affiliation, race, color, national origin, age, sex, sexual orientation, gender expression, marital status, veteran status or disability. Please visit our Web site at www.BPDVT.org for more information. Our Recruitment Officer, Corporal John Federico, can be reached at 802-540-2119 or jfederico@bpdvt.org.