

# CITY OF FRAMINGHAM



## Diversity in Hiring

### Policy Number: 44

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#### Policy Statement:

The City of Framingham is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. The City values and celebrates the diversity of the community, recognizing the contributions from all of our employees and citizens. This has enriched the character and quality of life in Framingham. Therefore, to best serve all residents, the government of the City will promote, as well as respect and accommodate, diversity in its workforce.

#### Policy Description:

This policy applies to all City department's hiring managers when filling full-time, part-time, seasonal, or temporary positions. Employees whose positions are governed by collective bargaining agreements are subject only to those portions of this policy that are not specifically regulated by agreement. Positions governed by G.L. c. 31, the Civil Service Law, will be hired pursuant to the requirements of the Civil Service Law.

The existence of this policy does not represent a "contract" for employment between the employee and the City.

The goal of the City during the hiring process is to fill vacancies with the most diverse candidate with the appropriate skill set and motivation available from all candidates. The City will adhere to the principles of Affirmative Action and Equal Employment Opportunity. It is the City's policy to comply with the Americans with Disabilities Act and all State and Federal laws in all phases of the hiring process, including making reasonable accommodations.

Hiring managers will work with the Human Resources Department to advertise the vacant position to intentionally attract a larger, more diverse pool of qualified candidates. The City will actively seek a culturally and linguistically diverse candidate pool. It is the policy of the City of Framingham not to discriminate against any employee or applicant for employment because of age, race, color, religion, sex, marital status, sexual orientation, gender identity, national origin, disability, or Veteran status.

The Human Resources Department, in conjunction with the hiring manager and division head, shall use both traditional and non-traditional sources and methods of recruiting applicants for employment as may be deemed effective in affirming the City's commitment to equal employment opportunities for all individuals regardless of protected status. The City shall also provide reasonable accommodations to job applicants with disabilities when necessary to enable such applicants to complete the job application process, and if hired, to enable them to perform the essential functions of the job. The Human Resources Department shall review job descriptions and job postings to ensure that job specifications and qualification standards accurately reflect essential requirements for the position. The Human Resources Department shall ensure that all interviews and background investigations are conducted consistently and in accordance with Federal and State laws, the City's Discriminatory Harassment Policy, and other applicable laws.