

## MEMORANDUM

TO: Personnel, Legislative and Public Affairs Subcommittee

SUBJECT: District Affirmative Action Policy for 2020

DATE: January 3, 2020

FROM: Tracy Thompson, District Secretary/HR Assistant

---

In December of 2019, Baird Holm reviewed the District's Affirmative Action program. The District currently employs 49 full-time, 1 temporary full-time, 2 permanent part-time and 2 seasonal employees. The District receives more than 50,000 in Federal dollars, which requires the District to have an Affirmative Action Policy (AAP) in place. A copy of the AAP, which includes the Affirmative Action Program for the Disabled and Veterans, and the Affirmative Action Program for Women and Minorities is attached for your review.

Actions that have taken place during the 2019 calendar year regarding implementation of the District's Affirmative Action Policy that meet the requirements set forth by the Office of Federal Contract Compliance Programs (OFCCP) include:

1. The Subcontractors and Suppliers Memorandums were mailed in May of 2019. Memo emphasizes that, if applicable, the contractor or subcontractor will abide by the requirements of 41 CFR § 60-1.4(a), § 60-300.5(a) and § 60-741.5(a). The regulations prohibit discrimination against qualified individuals based on race, color, religion, sex, national origin, sexual orientation, gender identity, protected veteran status or disability.
2. The Equal Employment Opportunity and Employee Rights posters are displayed in all District Offices.
3. The Semi-Annual Letter to Management Regarding Affirmative Action Obligations was sent to all District Managers in January 2019 and June 2019.
4. The Vets-4212 Federal Contractor Veterans' Employment Report was filed for 2019.
5. The biennial EEO-4 Survey certification was filed for 2019.
6. The District continues to advertise all position openings at NE Works, Nebraska Vocational Rehabilitation Office, the District website, the Nebraska Association of Natural Resource Districts (NARD) website and in the local newspaper of the servicing community where the position is being filled, to ensure our AAP obligations are being met.

The following personnel actions occurred during Calendar Year 2019:

- P-MRNRD Accounting Assistant retired from full-time work on March 1, 2019 from the Omaha Office.
- P-MRNRD Accounting Assistant hired for part time work on February 19, 2019 for the Omaha Office.
- P-MRNRD Water System Superintendent retired from full-time work on March 5, 2019 from the Blair Office.
- P-MRNRD Water Supply Operator (II) promoted to Water System Superintendent on March 5, 2019 for the Blair Office. Both positions are full-time.
- P-MRNRD Water Supply Operator (II) hired for full-time work on March 4, 2019 for the Blair Office.
- P-MRNRD Conservation Program Support Specialist hired August 13, 2019 for the Blair Office. This is a 2-year, temporary full-time National Association of Conservation Districts (NACD) Grant-sponsored position.
- P-MRNRD Water Supply Operator/District Maintenance Technician resigned from full-time work on September 18, 2019 from the Walthill office.

**Staff recommends that the Subcommittee recommends to the Board of Directors that the Papio-Missouri River NRD's Affirmative Action Policy for 2020, be adopted and incorporated into the District Policy Manual.**