

EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION POLICY STATEMENT AND PLAN



MERRIMACK VALLEY PLANNING COMMISSION STATE FISCAL YEAR 2020

As Approved by the Commission - February 18, 2016

Updated – May 18, 2017
Updated – May 17, 2018
Updated – May 16, 2019
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I have received, reviewed, and understood the MVPC's Equal Employment Opportunity/Affirmative Action Policy Statement and Plan.

Employee Signature: _____

Date: _____

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Disclaimer

The MVPC reserves the right to amend this document without prior notice.

**MVPC/MVMPO List of Commonly Used Acronyms
Updated August 2015**

Massachusetts Executive Orders

EO	418	Production of affordable housing across a broad range of incomes
EO	526	Nondiscrimination, Diversity, Equal Employment Opportunity and Affirmative Action
EO	12898	Environmental Justice in Minority and Low Income Populations, February 1994
EO	13166	Improving Access to Programs (and Services) for persons with limited English Proficiency

Massachusetts General Laws

M.G.L.	21E	Environmental Site Assessments
M.G.L.	30B	Uniform Procurement Law for Municipal Governments
M.G.L.	40A	Zoning Enabling Act
	40B	Planning/Comprehensive Permits
M.G.L.	40R	Smart Growth Zoning and Housing Production
M.G.L.	40S	Smart Growth School Cost Reimbursement
M.G.L.	41, Sections 81 K-8 1	Subdivision Controls
M.G.L.	43D	Expedited Permitting
M.G.L.	90, Section 34	Local Aid to Massachusetts Municipalities
M.G.L.	161B	Authorization for the Establishment of Regional Transit Authorities

1. Policy Statement

It is a Merrimack Valley Planning Commission (MVPC) policy to not discriminate against any employee or applicant for employment because of age, children, citizenship, color, creed, disability, gender identity or expression, genetics, marital status, military status (including active, reserve, veteran), national origin, race, receipt of public assistance, religion or sexual orientation.

Accordingly, the MVPC shall:

- promote Equal Employment Opportunity ("EEO") among those who seek employment with MVPC
- provide equal advancement opportunity for MVPC employees, to promote from within whenever possible
- make concerted efforts to ensure that MVPC staffing is representative of the region's racial and ethnic diversity
- take steps to ensure realization of equal employment opportunity in all of MVPC's affairs and in those organizations doing business with the MVPC
- comply with all Commonwealth and Federal Laws relating to EEO and Affirmative Action ("AA").

The MVPC is committed to the practice of equal employment opportunity in all personnel matters, including, but not limited to: recruitment, hiring, training, promotion, demotion or transfer, termination, disciplinary actions, compensation, benefits and layoffs.

Any contracts that the MVPC enters into shall include an article prohibiting discriminatory employment practices by contractors, subcontractors and suppliers of goods or services based on race, creed, sex, age, color, religion, national origin, sexual orientation, genetics, marital status, veterans status, military status or disability. The non-discrimination article shall include a provision requiring contractors and suppliers of goods or services to give written notice of their commitments under this article to any labor union, association, or brotherhood with which they have collective bargaining or other agreement. Such notice shall also be given to minority, disabled, and women contractors and minority, women and disabled contractor associations. The MVPC shall make every effort to solicit goods and services from minority and women-owned business enterprises directly and shall require contractors

and subcontractors to do the same. Such solicitation shall refer to and utilize an appropriate listing of minority business enterprises.

The MVPC shall make a good faith effort to amend or alter existing or future MVPC contractors' collective bargaining agreements if any to include provisions necessary to carry out, pursuant to Federal and State Law regulations, affirmative action mechanisms for equal employment, and the elimination of discrimination.

Under federal law, companies (or agencies) with fifteen (15) or more employees are covered by Title VII, the primary law prohibiting employment discrimination, the Americans with Disabilities Act, which prohibits discrimination on the basis of disability, and the Genetic Information Nondiscrimination Act, which prohibits discrimination based on genetic information. In Massachusetts, any company (or agency) with six or more employees is subject to the state's antidiscrimination law (M.G.L. Chapter 151B).

2. Plan Implementation

The MVPC Executive Director is responsible for ensuring that the MVPC complies with Federal and Commonwealth equal employment opportunity and affirmative action policies. Responsibilities include:

- directing agency-wide efforts to achieve equal employment opportunities, supervising and coordinating such efforts in all departments
- communicating the MVPC EEO policy to employees, prospective employees, and the general public
- assessing the effectiveness of the MVPC's AA policies and programs, identifying obstacles to achieving employment diversity goals, and developing strategies to overcome those obstacles
- updating the MVPC AA Plan every five years
- serving as a liaison for Civil Rights Compliance activities at the appropriate Federal, Commonwealth, and municipal agencies
- assuring that adequate Notices of MVPC activities, employment opportunities and third-party contracts are distributed to the public and to representatives of minority groups and organizations in the MVPC region. Such Notices shall be given in such form and in such language, as shall assure maximum coverage across the MVPC region, and will include one or

more newspapers of general record, subject to available funding. The MVPC posts Notices in the following media:

- The Boston Globe
 - The Eagle Tribune/Daily News of Newburyport
 - Rumbo News (region's most widely circulated weekly newspaper printed in both English and Spanish)
 - Haverhill Gazette
 - American Planning Association (MA Chapter) monthly newsletter (for Professional Positions)
 - The GIS Jobs Clearinghouse
- MVPC reserves the right to amend the list without prior notice.
 - actively encouraging members of minorities and minority businesses to apply for or bid on MVPC employment opportunities and contracts (see State Office of Minority & Woman-Owned Business Assistance (SOMWBA) information)
 - assuring that appropriate language with regard to equal employment opportunity and affirmative action requirements is included in all invitations to bid and in all contracts to which MVPC is a party
 - monitoring MVPC recruitment, employment and complaint and appeal procedures.

3. Plan Dissemination

The MVPC Executive Director is responsible for the following internal dissemination efforts relative to the MVPC Equal Employment Policy/Affirmative Action Plan ("Plan").

- the Plan is provided to all existing and new employees in electronic format. In addition, the Plan is made available to all employees on MVPC's intranet site
- a copy of the updated Plan is provided to all employees on an annual basis
- an Equal Employment Opportunity (EEO) Poster is prominently displayed at the MVPC Office

The MVPC Executive Director will also ensure:

- the posting of the Plan on the MVPC website and the provision of Plans in hard copy format to anyone who requests it
- the inclusion of an equal employment opportunity “tag line” on all job announcements and media announcements for employment, and
- the dissemination of information on job openings to women and minority audiences through the appropriate placement of notices of job openings in the locations and media sources listed

Theresa Park

Signature of Chief Executive

Theresa Park, Executive Director
Title of Chief Executive

April 2, 2020
Date

4. Workforce Utilization and Analysis

MVPC is a region-wide planning agency created to carry out comprehensive regional planning in fifteen contiguous communities. The MVPC relies on an interdisciplinary staff to undertake its planning activities. Planning activities include transit, transportation, land use, zoning, environmental, housing, community development, energy, economic development, and Geographic Information Systems. Consequently, a majority of the MVPC's positions are filled by individuals with highly specialized knowledge and skills.

Definitions relevant to the MVPC workforce:

1. Affirmation Action ("AA") – a comprehensive effort to:
 - a. identify all barriers in the hiring process that impact on the ability of applicants and employees to reach their full employment potential without regard to race, color, religion, national origin, gender identity or expression, age, disability, military or veteran's status or other extraneous, non-job-related factors
 - b. eliminate all such barriers in a timely manner
 - c. undertake whatever special efforts and programs are needed to accelerate the process of barrier removal
2. Bona Fide Occupational Qualifications – an exception contained in Title VII of the Civil Rights Act of 1965 that permits an employer to hire on the basis of religion, sex or national origin (and by extension, physical or mental capacity) "where religion, sex or national origin is reasonably necessary to the normal operation of the particular business or enterprise" (e.g. hiring an actress to play a female role).
3. Equal Employment Opportunity ("EEO") – the right of all persons to compete for work and advancement on the basis of individual merit, fitness and potential.
4. Labor Area – "The geographical area from which MVPC may reasonably expect to recruit new workers. In the past, this area was referred to as the Lawrence-Haverhill Primary Metropolitan Statistical Area. At present, the U.S. Census includes the communities of the MVPC region in two divisions of the *Boston-Cambridge-Nashua, MA-NH Metropolitan New England City and Town Area (NECTA)*:

- Haverhill-Newburyport-Amesbury, MA-NH NECTA Division (Merrimack Valley Region)
- Lawrence-Methuen-Salem, MA-NH NECTA Division (part of Merrimack Valley Region)”

5. Labor Market – The work force within the Labor Area. In a compliance sense, this Labor Market contains submarkets comprised of persons with varying qualifications, requisite skills, experience, etc. to fill given jobs.
6. Minority Group – a group of persons who may have historically been barred from participating in Program activities, benefits or services because of race, color, national origin, religion, gender identity or expression, age, disability, military or veteran’s status.
7. Underutilization – regularly having fewer minorities or women in a job category than would be expected by their availability.

4.1 Job Group Analysis

The U.S. Bureau of the Census produces indicators of equal opportunity from data it compiles for its five-year American Communities Survey. The Census updates this set of five-year estimates annually, i.e. 2009-2013, 2010-2014, etc. In particular, the ACS file includes labor force data sorted by race and gender. For the purposes of this Plan, the MVPC staff first reviewed and selected the following Census occupational categories for appropriateness to the MVPC’s operations:

1. Officials and Administrators: occupations that set broad policies and/or direct areas of the Department’s operation (e.g. directors, bureau chiefs, managers and comparable positions)
2. Professionals – occupations requiring specialized and theoretical knowledge usually acquired through college or work experience (e.g. engineers, environmental specialists, geologists)
3. Technicians – occupations requiring a combination of basic scientific or technical knowledge and manual skill obtained through post-secondary training or education (e.g. lab technicians, engineering technicians)
4. Administrative Support – occupations responsible for internal and external communication, recoding, and retrieval of data and/or information and other paperwork (e.g. administrative assistants, secretaries)

As of May 1, 2020, the MVPC staff consisted of fourteen individuals: One Executive Director and four department heads or Officials and Administrators (36%); eight Professionals (57%) and one Administrative Support staff (7%). Eleven staff are full-time employees and three staff are part-time employees.

Staff then organized MVPC staff job titles/positions among the above three EEO groups as shown in Table 4.1 below:

Table 4.1: Classification of MVPC Agency Job Titles according to Federal Equal Employment Opportunity Job Categories	
MVPC Job Titles	Federal Equal Employment Opportunity Job Category
Executive Director	1 Officials and Administrators
Transportation Program Manager	1 Officials and Administrators
Environmental Program Manager	1 Officials and Administrators
GIS Program Manager	1 Officials and Administrators
Finance Administrator	1 Officials and Administrators
Coastal Coordinator	1 Professionals
Sr. Transportation Planner	3 Professionals
Field Services Specialist	1 Professionals
Senior GIS Analyst	1 Professionals
Community & Economic Development Planner	1 Professionals
GIS Analyst	1 Professionals
Executive Assistant/Office Administrator	1 Administrative Support

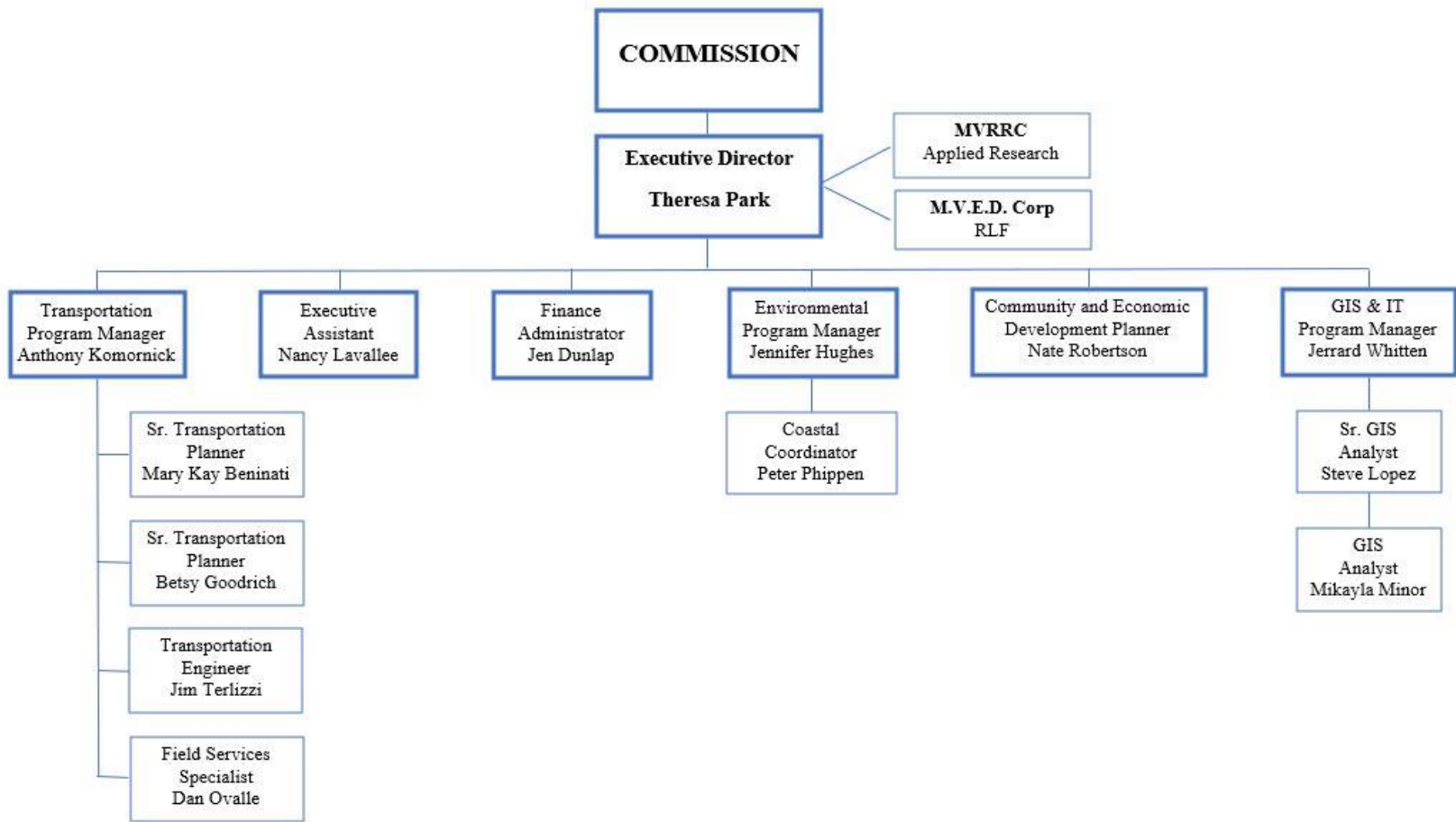
An MVPC Organizational Chart illustrating the hierarchy of positions and staff persons is shown in Figure 1 on the following page:

Figure 4.1: MVPC Organizational Chart

May 2020

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Merrimack Valley Planning Commission
Organizational Chart



As of 2016, the MVPC employs the following race and ethnic descriptors in its tables in accordance with U.S. Census 2010 definitions:

Race

- American Indian or Alaskan Native (AI/AN): persons having origins in any of the original people of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- Asian (As): persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent.
- Black or African American, not of Hispanic Origin (B/AfAm): persons having origins in any of the black racial groups of Africa.
- Native Hawaiian or Pacific Islander(NHPI): a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Other Race (O): Includes all other responses not included in the 'White', 'Black or African American', 'American Indian and Alaska Native', 'Asian' and 'Native Hawaiian and Other Pacific Islander' race categories described above. Respondents providing write-in entries such as multiracial, mixed, interracial, [We-Sort](#), or a Hispanic/Latino group (for example, Mexican, Puerto Rican, or Cuban) in the "Some other race" category are included here.
- TOMR - Two or More Races: individuals may provide two or more races either by checking two or more race response check boxes, by providing multiple write-in responses, or by some combination of check boxes and write-in response.

White (W): persons having origins in any of the original peoples of Europe, North Africa, and/or the Middle East.

Ethnicity

- HLO - Hispanic, Latino or Spanish Origin: a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin regardless of race.

In addition, the MVPC is employing the following employment category abbreviations for use in this Plan:

- O/A – Officials/Administrators
- P – Professionals
- T - Technicians
- AS - Administrative Support

Gender and Job Group

The composition of the MVPC workforce by *gender* and employment category is shown in Table 2 below:

Table 4.2: Number and Proportion of MVPC Employees by Gender and Employment Category					
Employment Category	Male		Female		All
	Number	Percent	Number	Percent	Total
O/A	2	40%	3	60%	5
P	4	57%	3	43%	7
T	0	0%	0	0%	0
AS	0	0%	1	100%	1
Total	6	46%	7	54%	13

Females comprise 54% of the total staff, including 60% of the officials and administrators, 43% of the professional staff and 100% of the administrative support staff. It should be noted that one of the professional staff did not identify (DNR).

Race, Ethnicity, and MVPC Job Group

The composition of the MVPC workforce by race (White or Non-White only) and employment category is depicted in Table 4.3 below:

Table 4.3: Number and Proportion of MVPC Employees by White/Non White and Employment Category					
Employment Category	White (W)		Non-White (N/W)		All
	Number	Percent	Number	Percent	Total
O/A	4	80%	1	20%	5
P	7	100%	0	0%	7
T	0	100%	0	0%	0
AS	1	100%	0	0%	1
Subtotal	12	92%	0	8%	13
DNR	1				
Total	14				

As shown above, persons identifying themselves as White constitute 92% of the current staff. Persons identifying themselves as Non-White represent 8% of the current staff and 20% of the officials and administrative staff. It should be noted that one of the professional staff did not identify (DNR).

Table 4.4 below shows a distribution of MVPC employees by employment category and by race or Hispanic or Latino Origin (if self-reported):

Table 4.4: Number of MVPC Employees by Race, Hispanic or Latino Origin, and Employment Category					
Race or Origin	Employment Category				
	O/A	Professionals	Technicians	Administrative Support	Total
W	4	7	0	1	12
B/AfAm	0	0	0	0	0
NH/PI	0	0	0	0	0
Asian	1	0	0	0	1
AI/AN	0	0	0	0	0
TOMR	0	0	0	0	0
Subtotal	5	7	0	1	13
DNR	0	1	0	0	1
Total	5	8	0	1	14
HLO	0	0	0	0	0

Regional Labor Force Comparison by Gender and Race

The MVPC's reasonable recruitment area is the MVPC region. MVPC communities comprise (80%) of what was formerly Essex County, Commonwealth of Massachusetts. The Commonwealth continues to produce labor market data for each the geographic areas that constituted its former counties, and accordingly, MVPC uses this 'county' level data. Therefore, the MVPC's affirmative action goal is to have MVPC's workforce match the availability of females and minorities in the labor force of the region that we serve.

Gender

Table 4.5 below compares the proportion of females in MVPC's workforce with the proportion of females in the labor force of the MVPC region by employment category:

Table 4.5: Labor Force Comparison by Gender¹			
Employment Category	Number of MVPC Employees	Percent Female	
		MVPC	MVPC Region
O/A	5	60%	43.5%
P	8	37.5%	59.3%
T	0	0%	63.6%
AS	1	100%	64.4%

¹ 2006-2010 American Community Survey (ACS) – "EEO Tabulation"

Females comprise 54% of MVPC's 'workforce'. The percentage of females participating in the MVPC's 'workforce' is lower than the percentage of females participating in the MVPC region's overall workforce - in the Professionals and Technicians category. The percentage of females participating in the MVPC's overall 'workforce' in the Officials and Administrative and the Administrative Support category is higher at MVPC than for the MVPC region. It should be noted that one of the professional staff did not identify (DNR). MVPC will continue its workforce diversity efforts, particular to our four labor force categories, as positions become available - in accordance with the goals described in Section 3 of this Plan.

Race and Hispanic Origin

Table 4.6 below shows proportions of employees by race and Hispanic origin in two groups: a) the MVPC staff* and b) in the MVPC region

Table 4.6: Race and Hispanic Origin by Employment Category																
			Race												Origin	
Employment Category	# of MVPC Employees	# of MVPC Employees Responded	W		B/AfAm		TOMR		AI/AN		NH/PI		ASIAN		HLO	
			MVPC %	Merrimack Valley Region %	MVPC %	Merrimack Valley Region %	MVPC %	Merrimack Valley Region %	MVPC %	Merrimack Valley Region %	MVPC %	Merrimack Valley Region %	MVPC %	Merrimack Valley Region %	MVPC %	Merrimack Valley Region %
O/A	5	5	80	90.7	0	2.1	0	.6	0	.2	0	0	20	3.3	0	3
P	8	7	100	87	0	2.4	0	.4	0	.1	0	0	0	6.1	0	3.5
T	0	0	100	83.2	0	5.4	0	.1	0	0.3	0	0	0	3.7	0	6.8
AS	1	1	100	88.1	0	2.6	0	.9	0	.1	0	.1	0	1.6	0	6.3

*employees who self-reported

¹ 2006-2010 American Community Survey (ACS) – “EEO Tabulation”

The following conclusions may be drawn from this comparison:

In the Officials and Administrators category, the proportion of nonwhites in the MVPC workforce is less than the proportion of minorities in the corresponding labor forces in the Merrimack Valley Regions in all races except Asian and Native Hawaiian or Pacific Islander. The proportion of whites in the MVPC Officials and Administrative category is 80% compared with 97% in the corresponding labor forces in the Merrimack Valley Region. In the Professionals category, the proportion of nonwhites in the MVPC workforce is less than the proportion of minorities in the corresponding labor forces in the Merrimack Valley Region in all races except Native Hawaiian or Pacific Islander. In the Administrative Support category, the proportion of nonwhites in the MVPC workforce is less than the proportion of minorities in all races in the corresponding labor forces in the MVPC region.

In general, the MVPC has yet to reach the level of nonwhite participation in all job categories as evidenced in the region. VPC will continue to enhance its activities towards achieving a diverse workforce by continuing the implementation of the following goals.

5. Workforce Diversity Goals

A goal is a way to measure success in attracting and employing under-represented groups. When we know a specific number in an equal employment opportunity category under-represents a certain group, we then decide where to direct our recruitment efforts. Based upon the workforce analysis of the region, the following describes the Commission's workforce diversity goals and describes activities that the MVPC will undertake to reach those goals.

6. Employment Diversity Goals

With respect to female employment, it is the MVPC's goal to increase female participation in the MVPC's workforce that closely mirrors the corresponding labor forces of the Merrimack Valley Region particularly in the categories of officials and managers, professionals and technicians.

With respect to nonwhite employment in all job categories, it is the MVPC's goal to increase the current proportion of non-white participation in the

MVPC's workforce so that it more closely approaches such participation in the corresponding labor force of the MVPC region.

Activities to Increase Employment Diversity

The MVPC undertakes the following activities to meet the above-mentioned Employment Diversity Goals particularly with respect to the minority workforce in all MVPC job categories and the female workforce in the officials and managers, professionals and technicians categories.

Minority Participation

As jobs become available, the MVPC will distribute notices of job openings to all of the media and organizations. It will continue to provide Notices of job openings to a list of minority groups and organizations in the Region and beyond. The MVPC will continue to strengthen its relationships with minority job placement professionals and staff will work with those professionals to see that job notices reach the minority workforce.

Female Participation

As jobs become available, the MVPC will distribute notices of job openings to all of the media and organizations noted earlier in the Plan. It will also continue to provide Notices of job openings to a list of female organizations in the Region and beyond. The MVPC will continue to strengthen its relationship with female organizations to recruit qualified applicants.

7. Employment Policies and Practices

Recruitment

Methods of outreach and recruitment are reviewed annually to broaden the scope of the search for qualified candidates. Good faith affirmative action efforts shall be undertaken to recruit applicants for those job groups and units where underutilization has been determined to exist as identified in this Plan.

To ensure an active recruitment program, MVPC does the following:

- includes the phrase "Equal Opportunity/Affirmative Employer" in all printed employment advertisements

- advertises in newspapers
- advertises on The GIS Jobs Clearinghouse
- advertises on MVPC's website
- disseminates information on job opportunities to organizations representing minorities, women, and employment development agencies when job opportunities occur
- encourages all employees to refer qualified applicants
- advertises professional positions on the American Planning Association Website (Massachusetts Chapter)
- actively recruits at secondary schools, junior colleges, colleges and universities with predominantly minority or female enrollments, and
- maintains information on minority professional organizations in order to contact those that may be able to assist us in recruiting targeting categories

Interviewing/Selection Process

MVPC comprehensively evaluates the employee selection process to ensure freedom from bias by:

- reviewing job applications and other pre-employment forms to ensure information requested is job related
- evaluating selection methods that may have a disparate impact to ensure that they are job-related and consistent with business necessity
- training personnel and management staff on proper interview techniques and
- training in EEO for management and supervisory staff

No applicant may be denied employment, nor shall any applicant be selected for employment in preference to an equally or more qualified candidate, on the basis of race, creed, sex, age, color, religion, national origin, sexual orientation or expression, genetics, marital status, veteran status, military status or disability.

Job Specifications and Examinations

MVPC takes actions to eliminate potential problem areas and to help achieve specific affirmative goals. These actions include:

- conducting an annual analysis of job descriptions to ensure they actually reflect job functions

- reviewing job descriptions by department and job title using job performance criteria and
- making job descriptions available to recruiting sources and available to all members of management involved in the recruiting, screening, selection and promotion processes

Promotions

Opportunity for promotion shall be available equally to all eligible employees without regard to race, national origin religion, ethnicity, color, sex, genetics, disability, or status as a covered veteran. No employee may be denied a promotion, nor shall any employee be selected for a promotion in preference to an equally or more qualified applicant, on the basis of race, creed, sex, age, color, religion, national origin, sexual orientation, genetics, marital status, veterans status, military status or disability.

Reasonable Accommodation to Limitations Due to Disability

MVPC commits to making reasonable accommodation to the known physical or mental limitations of qualified individuals with disabilities and qualified disabled veterans, unless such accommodation would impose an undue hardship on the conduct of its business. MVPC also commits to engaging in an interactive process with the person requesting the accommodation (or their representative), as needed, to determine an appropriate accommodation. Undue hardship will be determined by assessing whether the requested accommodation would cause significant difficulty or expense, as provided for in the federal Section 503 regulations.

Training

Employee training and development opportunities provided for employees shall be made available without regard to race, creed, sex, age, color, religion, national origin, sexual orientation, genetics, marital status, veterans' status, military status or disability.

Training will be provided to all personnel involved in the recruitment, screening, hiring, promotion, disciplinary and related employment processes, to ensure that the commitments made in MVPC's Affirmative Action Plan are implemented.

Grievance Procedures

Employees and applicants of MVPC will not be subject to harassment because of disability or their status as a protected veteran. If an employee or applicant believes that he/she has been subject to harassment, he/she may file a written complaint with the Executive Director. Any employee or applicant who believes that they have been subject to harassment because of their disability or status as a protected veteran should promptly contact the Executive Director and file a written complaint.

Retaliation, including intimidation, threat or coercion, against an employee or applicant because they have objected to discrimination, engaged or may engage in filing a complaint, assisted in a review, investigation or hearing or have otherwise sought to obtain their legal right under any Federal, State or local EEO law regarding individuals with disabilities or protected veterans is prohibited. Any employee or applicant who believes they have been subject to retaliation because of their disability or status as a protected veteran should also contact the Executive Director. The Executive Director shall respond in writing no more than five working days after the receipt of the written complaint. Shall the matter be unresolved at that time, the aggrieved and or the Executive Director may, within two working days request a meeting with MVPC's Personnel Committee. The meeting shall take place no later than thirty (30) working days after the submission of this request.

The MVMPO's complaint procedure is somewhat different. Complaints involving the MVMPO's activities are received by the MVMPO Title VI Coordinator; referred to the Executive Director, and then forwarded to MassDOT's Office of Diversity and Civil Rights (ODCR). This is a requirement if the complaint involves persons working on an activity funded through FHWA, and the MVMPO also applies this procedure to FTA-funded activities.

The MVPC's Personnel Committee shall respond in writing no more than three working days after the meeting. Should the MVPC's Personnel Committee determine that is a proper matter for the Commission, the matter shall be scheduled for the next regular Planning Commission meeting which shall not occur not sooner than fourteen days after the Personnel Committee Meeting.

Implementation, Support Data/Record Keeping

As noted earlier in this document, the MVPC has designated its Executive Director as the individual primarily responsible for administering the Commission's equal employment opportunity policies and action program. Toward this end, the Executive Director is charged with maintaining appropriate files relating to the affirmative action plan including logs pertaining to job applicants, hiring, promotions and terminations. The Executive Director will monitor job applicant flow by gender and racial status. The Executive Director will maintain a log of personnel activity by race and gender for each position on a yearly basis.

This Plan will be updated in July of each calendar year. This will consist of an update of the workforce analysis, together with comments relating to progress in reaching the Commission's diversity employment goals, changes in those goals as may be appropriate and any modifications to activities.

Personnel Activity May 17, 2019 – May 16, 2020

Table 7 on the following pages summarizes all MVPC personnel activities during this reporting period.

The employee in the GIS Technician position advanced to GIS Analyst, adding to the Professionals category and leaving the Technician category with zero staff.

The MVPC Executive Director (a white female) resigned in December 2019 and was replaced in February 2020 with a new hire (a white female). The Transportation Program Manager (a white male) assumed Acting Executive Director duties until a replacement was hired.

Table 7.1: Summary of MVPC Employment Activities During 2019

OFCCP CATEGORY Officials and Managers Job Group	External Hires		External Applicants		Promotion Into Job Group		Promotions Within Job Group	
	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES
W								
B/AfAm								
NH/PI								
As		1						
AI/AN								
TOMR								
DNR			22					
Total (count each person only once)	0	1	22		0		0	0
HLO								
	Voluntary Terminations		Involuntary Terminations		Layoffs			
	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES		
W		1						
B/AfAm								
NH/PI								
As								
AI/AN								
TOMR								
DNR								
Total (count each person only once)		1	0	0	0	0	0	0
HLO								

Table 7.2: Summary of MVPC Employment Activities During 2019

OFCCP CATEGORY Professionals Job Group:	External Hires		External Applicants		Promotion Into Job Group		Promotions Within Job Group	
	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES
W						1		
B/AfAm								
NHPI								
As								
AI/AN								
TOMR								
DNR								
Total	0	0	0		0	1	0	0
HLO								
	Voluntary Terminations		Involuntary Terminations		Layoffs			
	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES		
W		0						
B/AfAm								
NHPI								
As								
AI/AN								
TOMR								
DNR								
Total	0	0	0	0	0	0		
HLO								

Table 7.3: Summary of MVPC Employment Activities During 2019

OFCCP CATEGORY Technicians Job Group:	External Hires		External Applicants		Promotion Into Job Group		Promotions Within Job Group	
	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES
W								
B/AfAm								
NH/PI								
As								
AI/AN								
TOMR								
DNR								
Total (count each person once)	0	0	0		0	0	0	0
HLO								
	Voluntary Terminations		Involuntary Terminations		Layoffs			
	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES		
W								
B/AfAm								
NH/PI								
As								
AI/AN								
TOMR								
DNR								
Total (count each person only once)	0	0	0	0	0	0	0	0
HLO								

Table 7.4: Summary of MVPC Employment Activities During 2019

OFCCP CATEGORY Administrative Support Job Group:	External Hires		External Applicants		Promotion Into Job Group		Promotions Within Job Group	
	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES
W								
B/AfAm								
NH/PI								
As								
AI/AN								
TOMR								
DNR								
Total (count each person only once)	0	0	0	0	0	0	0	0
HLO								
	Voluntary Terminations		Involuntary Terminations		Layoffs			
	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES		
W								
B/AfAm								
NH/PI								
As								
AI/AN								
TOMR								
DNR								
Total (count each person only once)	0	0	0	0	0	0	0	0
HLO								

EQUAL OPPORTUNITY VOLUNTARY SELF-IDENTIFICATION FORM

Anti-Discrimination Notice: In accordance with laws enforced by the U.S. Equal Employment Opportunity Commission, it is an unlawful employment practice for an employer to fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to that individual's terms and conditions of employment, because of such individual's age, disability, genetic information, race/color/national origin, religion, and sex. Further, in accordance with Chapter 151B of the Massachusetts General Laws and Commonwealth of Massachusetts Executive Order 526, anti-discrimination protections also include an individual's military or veterans' status, gender identity, and ancestry.

The Merrimack Valley Planning Commission (MVPC) is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, MVPC invites job applicants and employees to voluntarily self-identify their race and ethnicity, gender, and whether or not they have a disability.

Submission of this information is voluntary and will not subject you to any adverse treatment. This information will be kept confidential and may only be used in accordance with the provisions of applicable laws and regulations, including those that require the information be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual. This information will be kept separate from all other personnel records and will be accessible only to the MVPC Title VI/Nondiscrimination Coordinator and the MVPC Finance Administrator.

Please return completed forms to the MVPC Title VI/Nondiscrimination Coordinator.

Name: _____

VOLUNTARY SELF-IDENTIFICATION OF GENDER, RACE/ETHNICITY

☐ I don't wish to answer.

GENDER:(Please check one of the options below)

_____ Male_____ Female

RACE/ETHNICITY:

(Please check one description below corresponding to the group with which you identify.)

____ American Indian or Alaska Native (Not Hispanic or Latino): a person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.

____ Asian (Not Hispanic or Latino): a person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

____ Black or African American (Not Hispanic or Latino): a person having origins in any of the black racial groups of Africa.

____ Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino): a person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

____ White (Not Hispanic or Latino): a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

____ Two or More Races (Not Hispanic or Latino): all persons who identify with more than one of the above five races.

In addition, check the following category if this group applies to you:

____ Hispanic or Latino: a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

VOLUNTARY SELF-IDENTIFICATION OF DISABILITY

☐ I don't wish to answer.

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medication condition.

Disabilities include, but are not limited to:

- *Autism*
- *Blindness*
- *Bipolar Disorder*
- *Cancer*
- *Cerebral palsy*
- *Deafness*
- *Diabetes*
- *Epilepsy*
- *HIV/AIDS*
- *Impairments requiring the use of a wheelchair*
- *Intellectual disability*
- *Major Depression*
- *Missing Limbs*
- *Muscular Dystrophy*
- *Multiple Sclerosis Impairments*
- *Obsessive Compulsive Disorder*
- *Post-traumatic stress disorder (PTSD)*
- *Schizophrenia*

☐ Yes, I have a disability (or previously had a disability)

☐ No, I don't have a disability

Date completed: _____

Thank you for your participation.

MVPC/MVMPO List of Commonly Used Acronyms
Updated August 2015

A	AA	Affirmative Action
	AADT	Average Annual Daily Traffic
	AASHTO	American Association of State Highway Transportation Officials
	ABP	MassDOT Accelerated Bridge Program
	AC	Advance Construction
	ACS	American Community Survey
	ACEC	Area of Critical Environmental Concern (MA)
	ADA	Americans with Disabilities Act (1990)
	ADT	Average Daily Traffic
	AFV	Alternative Fuel Vehicle
	AHRI	American Heritage Rivers Initiative
	AMPO	Association of Metropolitan Planning Organizations
	ANR	Approval Not Required
	ANPR	Advance Notice of Proposed Rulemaking (Federal Register)
	APA	American Planning Association
	APD	Aquifer Protection District
	ARRA	American Recovery and Reinvestment Act (of 2009)
	ATR	Automatic Traffic Recorder
	AQI	Air Quality Index
	ASL	American Sign Language
	AUL	Activity and Use Limitation
	AVR	Average Vehicle Ridership
B	B/C	Benefit-Cost Ratio
	BRPC	Berkshire Regional Planning Commission
	BID	Business Improvement District
	BLoS	Bicycle Level of Service
	BMP	Best Management Practice
	BR, BR-On, BR-Off	Bridge Rehabilitation or Replacement (On- or Off-National Highway System)
C	3c	Continuing, Comprehensive and Coordinated (Transportation Planning)
	CAAA	Clean Air Act Amendments of 1990
	CAD	Computer-Assisted Design

MVPC/MVMPO List of Commonly Used Acronyms
Updated August 2015

	CART	Computer-Aided Real-Time Translation
	CBD	Central Business District
	CBO	Community-Based Organization
	CCC	Cape Cod Commission
	CD	Community Development
	CDAG	Community Development Action Grant
	CDC	Community Development Corporation
	CEDS	Comprehensive Economic Development Strategy
	CFR	Code of Federal Regulations
	CHAPA	Citizens' Housing and Planning Association
	CHDOs	Community Housing Development Organizations
	CIC	MA Community Innovation Challenge Grant
	CIP	Capital Improvements Plan (or Program)
	CLF	Conservation Law Foundation
	CMAQ	Congestion Mitigation and Air Quality Improvement Program
	CMMS	Computerized Maintenance Management System
	CMP	Congestion Management Process
	CMR	Code of Massachusetts Regulations
	CMRPC	Central Massachusetts Regional Planning Commission
	CNG	Compressed Natural Gas
	CO	Carbon Monoxide
	COG	Council of Governments
	Comm-PASS	Commonwealth Procurement Access and Solicitation System
	CPA	Community Preservation Act
	CPTC	Citizen Planner Training Collaborative
	CSBG	Community Service Block Grant
	CSO	Combined Sewer Overflow
	CTC	Coastal Trails Coalition
	CTF	Commonwealth Transportation Fund
	CTPS	Central Transportation Planning Staff of the Boston MPO
	CURP	Center for Urban and Regional Policy (Northeastern University)
	CZM	MA Office of Coastal Zone Management

MVPC/MVMPO List of Commonly Used Acronyms
Updated August 2015

D	DCR	Department of Conservation and Recreation
	DBE	Disadvantaged Business Enterprise
	DEIS	Draft Environmental Impact Statement
	DEIR	Draft Environmental Impact Report
	DEP	Department of Environmental Protection
	DET	Division of Employment and Training
	DHCD	Department of Housing and Community Development
	DIF	District Increment Financing
	DLTA	District Local Technical Assistance
	DMS	Dynamic Message Sign
	DOER	Department of Energy Resources
	DOJ	Department of Justice
	DOR	Department of Revenue
	DOT	Department of Transportation
	DPH	Massachusetts Department of Public Health
	DPW	Department of Public Works
	DRI	Developments of Regional Impact
E	EA	Environmental Assessment
	EACC	Economic Assistance Coordinating Council
	EB	Eastbound
	EDA	Economic Development Administration
	EDC	Economic Development Council
	EDD	Economic Development District
	EDIC	Economic Development and Industrial Corporation
	EEO	Equal Employment Opportunity
	EIR	Environmental Impact Report
	EIS	Environmental Impact Statement
	EJ	Environmental Justice
	ENF	Environmental Notification Form
	ENHA	Essex National Heritage Area
	E.O.	Executive Order (of the Governor of the Commonwealth)
	EOA	Economic Opportunity Area
	EOAF	Executive Office of Administration and Finance
	EOHED	Executive Office of Housing and Economic Development
	EOEA	Executive Office of Elder Affairs

MVPC/MVMPO List of Commonly Used Acronyms
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	EOEEA	Executive Office of Energy and Environmental Affairs
	EOLWD	Executive Office of Labor and Workforce Development
	ENF	Environmental Notification Form
	EPA	U.S. Environmental Protection Agency
	ESA	Environmental Site Assessment under M.G.L. Ch. 21e
	ESCO	Energy Services Contracting
	ETA	Economic Target Area
F	FA	Federal-Aid
	FAR	Floor-Area Ratio
	FEMA	Federal Emergency Management Agency
	FC	Functional Classification (of roadways)
	FHA	Federal Housing Administration
	FHWA	Federal Highway Administration
	FIRM	Flood Insurance Rate Map
	FOIA	Freedom of Information Act
	FONSI	Finding of No Significant Impact
	FONSEI	Finding of No Significant Environmental Impact
	FRA	Federal Railroad Administration
	FRCOG	Franklin Regional Council of Governments
	FTA	Federal Transit Administration
	FTE	Full-Time Equivalent (Employee)
	FY	(State) Fiscal Year
	FFY	Federal Fiscal Year
G	GANs	Grant Anticipation Notes
	GARVees	Grant Anticipation Revenue Vehicles
	GIS	Geographic Information System
	GHG	Greenhouse Gases
	GPS	Global Positioning System
	GWL	Groundwork Lawrence
H	HAC	Housing Appeals Committee
	HASP	Health and Safety Plan
	HOD	Historic Overlay District
	HOP	Homeownership Opportunity Program
	HOV	High-Occupancy Vehicle

MVPC/MVMPO List of Commonly Used Acronyms
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	HPG	Housing Preservation Grant
	HPP	Housing Production Plan
	HPP	USDOT High Priority Project
	HSIP	Highway Safety Improvement Program
	HUD	U.S. Department of Housing and Urban Development
I	IFB	Invitation for Bids
	IFR	Invitation for Responses
	IM	Interstate Maintenance
	IT	Information Technology
	ITS	Intelligent Transportation System
	ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
J	JARC	Jobs Access Reverse Commute
	JTMO	The Junction Transportation Management Organization
L	LAP	Language Access Plan
	LBGT	Lesbian, Bisexual, Gay and Transgender
	LCW	Lawrence Community Works
	LEP	Limited English Proficiency
	LHA	Local Housing Authority
	LID	Low-Impact Development
	LIHEAP	Low Income Home Energy Assistance Program
	LIHTC	Low Income Housing Tax Credit
	LoS	Level of Service
	LPMS	Local Pavement Management System
	LRV	Light Rail Vehicle
	LRTA	Lowell Regional Transit Authority
	LSP	Licensed Site Professional
	LTA	Local Technical Assistance
M	MAAB	Massachusetts Architectural Access Board
	MAPC	Metropolitan Area Planning Council
	MARPA	Massachusetts Association of Regional Planning Agencies
	MARTA	Massachusetts Association of Regional Transit Authorities

MVPC/MVMPO List of Commonly Used Acronyms
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	MassDOT	Massachusetts Department of Transportation
	MassGIS	Massachusetts Geographic Information System
	MBTA	Massachusetts Bay Transportation Authority
	MBE	Minority Business Enterprise
	MBP	Massachusetts Bays Program
	MCAD	Massachusetts Commission Against Discrimination
	MCP	Massachusetts Contingency Plan
	MEPA	Massachusetts Environmental Policy Act
	MGIC	Massachusetts Geographic Information Council
	M.G.L.	Massachusetts General Laws
	MHC	Massachusetts Historical Commission
	MHP	Massachusetts Housing Partnership
	MIFA	Massachusetts Industrial Finance Agency
	MIG	Municipal Incentive Grant
	MIMAP	Municipal Information Mapping Access Program
	MMA	Massachusetts Municipal Association
	MOA	Memorandum of Agreement
	MOBD	Massachusetts Office of Business Development
	MOD	Massachusetts Office on Disabilities
	MOU	Memorandum of Understanding
	MPO	Metropolitan Planning Organization
	MRPC	Montachusett Regional Planning Commission
	MSA	Metropolitan Statistical Area
	MSL	Mean Sea Level
	MTTF	Massachusetts Transportation Trust Fund
	MVC	Martha's Vineyard Commission
	MVED	Merrimack Valley Economic Development Corporation
	MVEDC	Merrimack Valley Economic Development Council
	MVMPO	Merrimack Valley Metropolitan Planning Organization
	MVMCMC	Merrimack Valley Mayors' and Managers' Coalition

MVPC/MVMPO List of Commonly Used Acronyms
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	MVPC	Merrimack Valley Planning Commission
	MVRCC	Merrimack Valley Regional Coordinating Council
	MVSMS	Merrimack Valley Safety Monitoring System
	MWRA	Massachusetts Water Resources Authority
N	NAAQS	National Ambient Air Quality Standards
	NADO	National Association of Development Organizations
	NARC	National Association of Regional Councils
	NB	Northbound
	NEARC	New England Association of Regional Councils
	NECC	Northern Essex Community College
	NEPA	National Environmental Policy Act
	NFA	Non-Federal Aid
	NHS	National Highway System
	NHTSA	National Highway Traffic Safety Administration
	NMCOG	Northern Middlesex Council of Governments
	NOAA	National Oceanographic and Atmospheric Administration
	NOFA	Notice of Final Rule (Federal Register)
	NOx	Nitrogen Oxide
	NP&EDC	Nantucket Planning & Economic Development Commission
	NPDES	National Pollutant Discharge Elimination System
	NPL	National Priorities List
	NPRM	Notice of Proposed Rulemaking (Federal Register)
	NRPC	Nashua Regional Planning Commission
	NTHP	National Trust for Historic Preservation
	NTSB	National Transportation Safety Board
O	O&M	Operations and Maintenance
	OCPI	Overall (Pavement) Condition Index
	OCPC	Old Colony Planning Council
	OSRD	Open Space Residential Development
	OSRP	Open Space and Recreational Plan

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P	PCI	Pavement Condition Index
	PDA	Priority Development Area
	PDR	Purchase of Development Rights
	PHT	Peak Hour Traffic (or Peak Hour Trips)
	PILOT	Payment in Lieu of Taxes
	PL	(Metropolitan) Planning Funds
	PMS	Pavement Management System
	PO	Purchase Order
	PPA	Priority Preservation Area
	PPP	Public Participation Plan
	PRC	(MassDOT) Project Review Committee
	PSAC	Project Selection Advisory Council
	PUD	Planned Unit Development
	PVPC	Pioneer Valley Planning Commission
	PWED	Public Works Economic Development Grant
R	REMI	Regional Economic Models, Inc.
	RFI	Request for Information
	RFP	Request for Proposals
	RFQ	Request for Qualifications or Quotations
	RFR	Request for Responses
	RGGI	Regional Greenhouse Gas Initiative
	RLF	Revolving Loan Fund
	ROW	Right-of-Way
	RPA	Regional Planning Agency
	RPC	Rockingham Planning Commission
	RPMS	Regional Pavement Management System
	RTA	Regional Transit Authority
	RTP	Regional Transit Plan
S	SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
	SB	Southbound
	SBA	Small Business Administration
	SBAB	Small Business Assistance Bureau
	SD	Structurally Deficient
	SGR	State of Good Repair
	SIP	State (Air Quality) Implementation Plan

MVPC/MVMPO List of Commonly Used Acronyms
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	SNHPC	Southern New Hampshire Planning Commission
	SOMWBA	State Office of Minority and Woman-Owned Business Assistance
	SOV	Single Occupancy Vehicle
	SOP	Standard Operating Procedure
	SP	Special Permit
	SPR	Site Plan Review
	SPR	Statewide Planning and Research Funds
	SRPEDD	Southeastern Regional Planning and Economic Development District
	SRO	Single-Room Occupancy
	STIP	Statewide Transportation Improvement Program
	STP	Surface Transportation Program
	SWOT	Strengths, Weaknesses, Opportunities and Threats Analyses
T	TAD	Transit-Adjacent Development
	TAG	Technical Assistance Grant
	TAP	Transportation Alternatives Program
	TAZ	Traffic Analysis Zone
	TCSP	Transportation and Community System Preservation Grant Program
	TDM	Transportation Demand Management
	TDR	Transfer of Development Rights
	TEA-21	Transportation Equity Act for the 21 st Century
	TEC	Transportation Project Evaluation Criteria
	TIF	Tax Increment Financing
	TIGER	Transportation Investment Generating Economic Recovery
	TIP	Transportation Improvement Program
	TMA	Transportation Management Area
	TMC	Turning Movement Count
	TOD	Transit-Oriented Development
	TRB	Transportation Research Board
U	ULI	Urban Land Institute
	UMass	University of Massachusetts
	UPWP	Unified Planning Work Program

MVPC/MVMPO List of Commonly Used Acronyms
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	USACE	U.S. Army Corps of Engineers
	USCG	U.S. Coast Guard
	USDA	U.S. Department of Agriculture
	USDI	U.S. Department of the Interior
	USDOT	U.S. Department of Transportation
	USFS	U.S. Forest Service
	USFWS	U.S. Fish and Wildlife Service
	USGS	U.S. Geological Survey
	USPLS	U.S. Public Land Survey
	UST	Underground Storage Tank
	UZA	Urbanized Zone Area
V	VA	U.S. Department of Veterans' Affairs
	V/C	Volume/Capacity Ratio
	VMS`	Variable Message Sign
	VMT	Vehicle Miles Traveled
	VOC	Volatile Organic Compound
	VOR	Vehicle Occupancy Rate
W	WAP	Weatherization Assistance Program
	WB	Westbound
	WIB	Workforce Investment Board
	WBE	Woman-owned Business Enterprise
	WHPA	Wellhead Protection Area
	WQMP	Water Quality Management Plan
	WWTP	Waste Water Treatment Plant
Z	ZBA	Zoning Board of Appeals (or Adjustment)