

Township of Upper St. Clair Diversity Plan

Statement of Principle

The Township of Upper St. Clair is a Home Rule Community and operates under the Commissioner/Manager form of government. There are seven (7) elected Commissioners who meet twice monthly at 7:30 PM in the Board of Commissioners meeting room, located at 1820 McLaughlin Run Road. Each elected Commissioner serves a four-year (4) term. The Board of Commissioners is responsible for establishing policy within the Township. The Manager, appointed by the Board, serves as Chief Administrative Officer and is responsible for implementing the policies of the Board of Commissioners. The Township engages a CPA firm to conduct an annual audit to ensure compliance with all Federal, State and Township financial requirements.

The Township operates in such a way that anyone may apply for employment, participate in purchasing and contracting, volunteer services and grant programs. This is the spirit and intent of an open and equal access government and commitment of the Township Board of Commissioners and Township Staff.

To achieve its full mission while continuing to give full access to its services, the Township of Upper St. Clair commits to the following **Diversity Plan**:

Goal 1: Adhere to strong values that drive business strategies on issues from workforce diversity to environmental protection.

Strategies:

1. Township's Diversity Plan is part of the overall strategic vision, mission and purpose of the Township.
2. Offer Diversity training and education periodically.
3. Post Township Procurement Procedures on the Township website.
4. Post all Township opportunities on the Township website.
5. Advertise opportunities in newspapers as well as targeted media.
6. Participant of the Pennsylvania Diversity Council.

Goal 2: Communication with and among employees is timely, open and supportive.

Strategies:

1. Provide information sessions with all Departments.
2. Open door policy with Department Managers for employees.
3. Diversity message in Township's employee newsletter.

4. Notices posted on Department bulletin boards.
5. Committed to creating a supportive flexible and fair work environment.
6. Training the workforce about Diversity.

Goal 3: Opportunities for growth exist equitably for all employees

Strategies:

1. Courses, resources and training are made available to ensure that each employee has the opportunity to reach his/her maximum potential.
2. Schedule meetings/training/webinars.
3. Promote and expand mentoring opportunities in all Departments.
4. Create a climate that provides all employees the opportunity to grow and perform.
5. Open to suggestions for future training sessions.
6. Better understanding of the employees' needs.

Goal 4: Promote diversity on the Township's Boards

Strategies:

1. Post Board openings on Township website.
2. Run ad for Board openings on local Public Access television station.
3. All applications for Board openings are considered in the nomination pool.
4. Township Code requires Board members be residents of the Township of Upper St. Clair.

Goal 5: Employment Opportunities with the Township of Upper St. Clair

Strategies:

1. Post all Township opportunities on the Township website as they become available.
2. Permanently post the Township's Non-Discrimination Clause on Township website.
3. Permanently post the Township's Procurement Procedures on Township website.
4. Advertise posting in newspapers as positions become available.
5. Contact agencies offering employment referral services to diverse populations about employment opportunities when they become available.
6. Increase the diversity of the workforce when possible to help foster more creative and innovative ways of thinking.