

# CITY OF GEORGETOWN POLICIES AND PROCEDURES

*Issued:*

*Updated and Issued:*

## Calendar of Observances

### Purpose

The increasingly pluralistic population of the United States, and specifically Georgetown, Texas, creates diverse employees, communities, and customers. To enhance mutual understanding and respect among the various ethnic, and cultural groups, the City of Georgetown created this Calendar of Observances as a tool to increase awareness and sensitivity about colleagues, customers, and communities who are conspicuously absent or underrepresented. Observances were selected solely based on their federal designation as Special Emphasis Program Observances (defined below). These designations reflect both the City of Georgetown's values as an employer and as a local government organization and are significant to communities that have been historically marginalized, underrepresented, or have federal protections.

This calendar reflects the City of Georgetown's commitment not only to its residents, but also to its employees, all of whom represent a diverse population. The diversity of our community and employees provides us with new perspectives, making us stronger as a city and as a country, and should be recognized and celebrated. Observing these events is one step the City takes to recognize the value our diverse communities bring us.

This policy and calendar of observances does not detail the days the City has identified as employment holidays, during which time City offices are closed. For events and holidays involving City office closures, the City will publish notifications in advance of City closures. These notifications also will include information about any related programming corresponding with the event or holiday, including events and programming provided by the City's partner agencies.

### Definitions

#### Special Emphasis Program Observances (SEP)

All items included in this calendar are Special Emphasis Program Observances. Special Emphasis Programs refer specifically to employment-related programs that focus special attention on groups that are conspicuously absent or underrepresented in a specific occupational category or grade level in our workforce. These programs are identified by the Equal Employment Opportunity and Civil Rights Program, and SEP Observances are implemented by Presidential Proclamation, Executive Orders, and Public Law.

The City will observe each of these federally recognized observances in a similar manner. At minimum, City observances will include the following:

- Library programming, including collection emphasis and a display.
- News release about related City programming and events coordinated by community partners.
- Biweekly social media posts to raise awareness and encourage community involvement.

The City will work to identify community partners to expand awareness programming around these SEP observances. When such partnerships are identified, the City will offer additional activities, such as advertisements, banners, and community conversations.

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#### JANUARY

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**Third Monday**

**Dr. Martin Luther King, Jr., Day**

Martin Luther King Jr. Day commemorates the birth of Martin Luther King Jr., the recipient of the 1964 Nobel Peace Prize and an activist for nonviolent social change until his assassination in 1968.

#### **FEBRUARY**

**Month**

**Black History Month**

February is Black History Month in the United States and Canada. Since 1976, the month has been designated to remember the contributions of people of the African diaspora.

#### **MARCH**

**Month**

**Women's History Month**

March is Women's History Month. Started in 1987, Women's History Month recognizes all women for their valuable contributions to history and society.

#### **MAY**

**Month**

**Asian Pacific American Heritage Month**

May is Asian Pacific American Heritage Month in the United States. The month of May was chosen to commemorate the immigration of the first Japanese to the United States on May 7, 1843, and to mark the anniversary of the completion of the transcontinental railroad on May 10, 1869. The majority of the workers who laid the tracks on the project were Chinese immigrants.

#### **JUNE**

**Month**

**LGBTQIA+ Pride Month (national observance)**

June is Lesbian, Gay, Bisexual, Transgender, Queer, Intersexed, Agender, Asexual, and Ally Pride Month, established to recognize the impact that gay, lesbian, bisexual and transgender individuals have had on the world. LGBT groups celebrate this special time with pride parades, picnics, parties, memorials for those lost to hate crimes and HIV/AIDS, and other group gatherings. The last Sunday in June is Gay Pride Day.

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#### SEPTEMBER

**Sept. 15-Oct. 15**      **National Hispanic Heritage Month**  
Celebrates the contributions, heritage, and culture of Hispanic and Latino Americans

#### OCTOBER

**Month**      **National Disability Employment Awareness Month**  
Congress, with the aim of helping disabled veterans, designated the first week of October as National Employ the Physically Handicapped Week in 1945. Seventeen years later, the word "physically" was removed from the phrase in order to recognize the needs and contributions of individuals with all types of disabilities. In the 1970s, a shift in disability public policy led to further amendments. For the first time, it was viewed as discriminatory to exclude or segregate people because of a disability, and activists were fighting strongly for legal revisions. As a result, the U.S. saw changes such as the passage of the Americans with Disabilities Act in 1990 and the designation, by presidential proclamation, of a full month to increase public awareness of those with disabilities and appreciate the capabilities of the 30 million people in the U.S. of working-age who are disabled. Various programs throughout the month headed by The Office of Disability Employment Policy emphasize specific employment barriers that still need to be addressed and eliminated.

#### NOVEMBER

**Month**      **National American Indian Heritage Month**  
November is National American Indian Heritage Month, which celebrates the history and contributions of Native Americans.

#### Sources

This policy was informed by several sources of information:

- [Equal Employment Opportunity and Civil Rights Program](#)
- [Library of Congress](#)
- [Texas Comptroller](#)
- [City of Georgetown](#)
- [Diversity Best Practices](#)
- [Diversity Central: Resources for Cultural Diversity at Work](#)
- [City of Portland, Maine](#)

#### Review

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This policy will be reviewed and updated at least every three years by the Communications and Public Engagement Department (CAPE).