



## Equal Employment Opportunity Policy

It shall be the policy of the City to provide equal employment opportunities to all persons regardless of race, gender, color, age, national origin, religion, sexual orientation, marital status, disability, or gender identity, except as may otherwise be required by law. Included in this policy are the goals. The Equal Opportunity Director or designee shall be responsible for proposing and presenting amendments to this policy and for establishing written procedures to implement this policy and its goals.

- A. Policy. All actions related to recruitment will be in accordance with equal employment laws, policies, and procedures.
- Goal. Ensure that the City does a thorough job in its recruiting efforts and has a process for capturing the diversity of its applicant pool, specifically the race and gender, and whether applicants meet the minimum requirements of the job in question.
- B. Policy. All actions related to interviewing and selection will be in accordance with equal employment, laws, policies, and procedures.
- Goal. Ensure that the City has a process that does not discriminate, preclude or have an adverse affect on any protected group by ensuring that there is no inappropriate or unlawful criteria used in the interview and selection process.
- C. Policy. All actions related to hiring will be in accordance with equal employment laws, policies, and procedures.
- Goal. Ensure that each hiring decision is reviewed before final approval to ensure it is fair, appropriate, and non-discriminatory.
- D. Policy. All actions related to promotions will be in accordance with equal employment laws, policies, and procedures.
- Goal. Ensure that each promotion decision is reviewed before final approval to ensure it is fair, appropriate, and non-discriminatory and in compliance with equal employment laws, policies, and procedures.

- E. Policy. All actions related to transfers will be in accordance with equal employment laws, policies, and procedures.  
  
Goal. Ensure that each transfer decision is reviewed before final approval to ensure it is fair, appropriate, and non-discriminatory and in compliance with equal employment laws, policies, and procedures.
  
- F. Policy. All actions related to demotions will be in accordance with equal employment laws, policies, and procedures.  
  
Goal. Ensure that each demotion is reviewed before final approval to ensure it is fair, appropriate, and non-discriminatory and in compliance with equal employment laws, policies, and procedures.
  
- G. Policy. Training programs shall have established criteria for employee participation that are non-discriminatory.  
  
Goal. Ensure the participation of and facilitate the upward mobility of a diverse group of employees within the City's employment system.
  
- H. Policy. All employees, applicants, and citizens utilizing City services will be given the opportunity to voice complaints of discrimination and/or harassment.  
  
Goal. Ensure there is an avenue to receive and resolve complaints internally and give the City a mechanism for addressing concerns of discrimination and/or harassment.

Effective Date: 08/28/00  
Revised: 03/28/08  
Revised: 09/04/08