

TOWN OF PRESCOTT VALLEY
POLICIES AND PROCEDURES

Subject:

EQUAL EMPLOYMENT OPPORTUNITY

File under Section:

PERSONNEL

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Approved By:


Larry Tarkowski
Town Manager

Date: **8/11/05/S**

1.0 POLICY

1.1 It is the policy of the Town of Prescott Valley to provide equal opportunity in employment to all qualified employees, volunteers and applicants for employment. No person is to be discriminated against in employment because of race, color, religion, sex, age, marital status, national origin, disability, military status or any other legally protected status.

2.0 PURPOSE

2.1 The purpose of this policy is to establish guidelines for implementation, maintenance and enforcement.

2.2 For purposes of this policy, the EEO Officer is the human resources manager.

3.0 APPLICABILITY

3.1 All Town of Prescott Valley employees.

4.0 REFERENCE

4.1 Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972

4.2 Section 504 of the Rehabilitation Act of 1973, as amended.

5.0 REAFFIRMATION OF COMMITMENT

5.1 The Town of Prescott Valley will employ those applicants who possess the necessary skills, education, and experience without regard to race, color, religion,

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sex, age, national origin, disability, marital status, or other basis prohibited by state or federal law, when filling employment vacancies.

- 5.2 The Town of Prescott Valley will retain, promote, upgrade, transfer, demote, recruit, advertise, and/or solicit for employment without regard to race, color, religion, sex, age, national origin, disability, marital status, or other basis prohibited by state or federal law.
- 5.3 The Town of Prescott Valley will train personnel during employment and select personnel for training programs without regard to race, color, religion, sex, age, national origin, disability, marital status, or other basis prohibited by state or federal law.
- 5.4 The Town of Prescott Valley will consider for employment or retention applicants or employees with a sensory, physical, or mental impairment, unless the impairment cannot be reasonably accommodated and prevents proper performance of a bona fide occupational qualification of the job.
- 5.5 Employees are prohibited from aiding, abetting, compelling, coercing, conspiring to discharge or cause another employee to resign because of race, color, religion, sex, age, national origin, disability, marital status, or other basis prohibited by state or federal law. Employees violating this policy are subject to the full range of discipline up to and including discharge.
- 5.6 Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited.
- 5.7 The Town of Prescott Valley will establish rates of pay and terms, conditions, or privileges of employment without regard to race, color, religion, age, sex, national origin, disability, marital status, or other basis prohibited by state or federal law.
- 5.8 The Town of Prescott Valley, when utilizing employment agencies for job referral purposes, will, to the best of its knowledge, use only those employment agencies that do not discriminate on the basis of race, color, religion, age, sex, national origin, disability, marital status, or other basis prohibited by state or federal law, in making referrals.
- 5.9 In compliance with Equal Employment Opportunity regulations, the Town of Prescott Valley will work to preserve the safety of all of its employees and reserves the right to reassign employees or take other job actions when there is a safety risk to fellow employees or to the public.

6.0 GRIEVANCE PROCEDURE

- 6.1 In as much as the success of Equal Employment Opportunity depends largely upon the attitude of the community as well as of the employees, opinion as to what constitutes fair and equal opportunity and treatment may vary widely and grievances may result. The following steps shall be taken for any grievance arising from the implementation of this program so as to maintain the best possible employee/supervisor and Town/community relationships:

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- 6.1.1 Employees shall bring their grievance to the attention of their immediate supervisor or department head who will investigate as necessary to determine the cause of the complaint and work with the employee to effect an equitable solution. Every effort shall be made to resolve the difficulty at this level.
- 6.1.2 At the option of either party, the services of the Equal Opportunity Officer may be requested. The Equal Opportunity Officer shall interview both parties, conduct additional investigation as necessary, and recommend appropriate corrective action and settlement conditions.
- 6.1.3 In the event mutual agreement cannot be achieved and resolution is required by the Town Manager, signed statements detailing the grievance and specific investigative action shall be obtained by the Equal Opportunity Officer from the employee and his/her supervisor. The Officer may draw upon all resources at his/her disposal to arrive at recommended corrective action and settlement conditions.
- 6.1.4 The Town Manager may elect as deemed necessary and as circumstances dictate to refer the grievance to the Personnel Board. The Equal Opportunity Officer and those directly involved in the grievance shall not be voting members of the Personnel Board. Proceedings of the Personnel Board shall be documented and its decision shall be in the form of a recommendation to the Town Manager who may accept, reject or modify the decision subject to review only by the judicial system. All reports, decisions and other documentation generated by the grievance procedure shall be maintained by the Equal Opportunity Officer as a matter of permanent record.