

City of Wasco	Human Resources Policies and Procedures	
	ORIGINAL DATE 06/05/07	REVISED DATE
POLICY NUMBER	SUBJECT Equal Employment Opportunity	PAGE NUMBER 1 of 1
		City Council Approval 06/05/07
		City Manager Approval 06/05/07

I. PURPOSE

To create a positive and nurturing work environment where the only limitations to success are your abilities and motivation to achieve

II. SCOPE

This policy applies to all employees, applicants, contracted staff and elected or appointed officials

III. POLICY

The City of Wasco believes a strong commitment to Equal Employment Opportunity is more than a legal and moral obligation. It is sound business practice to realize the potential of every individual. In order to provide equal employment and advancement opportunities to all individuals, decisions are based upon (1) individual merit, qualifications, and competence as they relate to the particular position, and (2) promotion of the principle of equal employment opportunity. Employment practices will not be influenced or affected by an applicant's or employee's race, ancestry, color, religion, sex, sexual orientation, national origin, age, disability, marital status, political affiliation, veterans' status, disabilities (physical or mental), medical condition or any characteristic protected by law. This policy governs all aspects of employment, including selection, job assignment, compensation, counseling, discipline, termination, access to benefits and training. The City will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

The City is committed to a results oriented management program aimed at achieving equal employment opportunity in all occupational levels of the City service. The Human Resources Manager is the designated Equal Employment Opportunity Officer and is vested with responsibility and authority for the implementation and enforcement of this policy with Department Heads sharing the responsibility. The City of Wasco will update and reaffirm this policy annually.

Any employee with questions and concerns about any type of unlawful discrimination in the workplace are strongly encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Manager. Employees can raise concerns and make a report without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to corrective action, up to and including termination of employment.