

RESOLUTION NO. 2016-004

EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY

PURPOSE

To provide equal employment opportunity in direct employment with City of Polson.

POLICY

It is the policy of City of Polson to provide equal opportunity to all of its employees and applicants for employment and to assure that there shall be no discrimination against any person on the basis of race, color, religion, creed, national origin, sex, age, physical or mental handicap, marital status or political beliefs unless related to a bona fide occupational requirement.

The City of Polson will not refuse employment to a person, to bar a person from employment, or to discriminate against a person in compensation or in a term, condition, or privilege of employment because of race, creed, religion, color, or national origin or because of age, physical or mental disability, marital status, or sex when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or sex distinction;

The City of Polson recognizes an obligation to make reasonable accommodation to the known physical or mental limitations of an otherwise qualified handicapped applicant or employee unless the accommodation imposes an undue hardship.

All applicants for employment with City of Polson will be recruited from the reasonably available labor market and evaluated on each person's individual qualifications and abilities.

All City of Polson employees shall be afforded equal employment opportunity during their terms of employment, and are guaranteed protection against retaliation for exercising any legal or administrative procedures to secure rights to equal employment opportunity or testifying on behalf of someone else doing so.

Adoption of this document reaffirms City of Polson's policy of nondiscrimination in employment, including but not limited to the following:

- | | |
|---------------|--------------------------|
| • recruitment | • promotion |
| • selection | • transfer |
| • placement | • discipline |
| • testing | • demotion |
| • training | • layoff and termination |

All supervisory personnel are responsible for and shall be committed to achieving and promoting equal employment opportunity with City of Polson and for implementing this equal employment opportunity policy.

ASSIGNMENT OF RESPONSIBILITY

Primary responsibility for the development, implementation and maintenance of procedures in accordance with this equal employment opportunity policy will be assigned to an individual appointed by the City Manager who will serve as the equal opportunity officer and will conduct periodic reviews of City of Polson's personnel action to ensure that the policy of equal opportunity is being adhered to and will hold equal opportunity meetings, as needed, with the City Manager and all supervisors to apprise them of progress and of any developing problems for which remedial action would be appropriate.

The City Commission hereby directs the City Manager to ensure all employees of City of Polson engaged in any phase of employment, including but not limited to the following:

- recruitment
- selection
- placement
- testing
- training
- promotion
- transfer
- discipline
- demotion
- layoff and termination

to take appropriate steps to ensure that employment opportunities with City of Polson are offered on an equal basis to all without regard to race, color, sex, creed, religion, national origin, age, physical or mental handicap, marital status, or political beliefs unless such distinction is a bona fide occupational qualification.

IMPLEMENTATION

The City of Polson will implement this policy and Title VII of the Civil Rights Act of 1964, by means of the Equal Employment Program outlined below. This program is drawn to the specifications and standards established by Presidential Executive Orders 11246 and 11375, which are described in Part 60-2 of the *Code of Federal Regulations* (issued by the Office of Federal Contract Compliance, U.S. Department of Labor) and the *Montana Human Rights Act* (Title 49 MCA).

This policy shall be comprehensive in its range. City of Polson shall make good faith efforts to implement this policy. Procedures adopted will include, at a minimum:

- evaluate all current employment practices for evidence of discriminatory effect. Where such practices are found to be discriminatory in their effect, they shall be modified so as to excise any discriminatory effect;
- remedy any unwarranted instances of under-utilization of women, minorities, and other individuals who have traditionally been the victims of discrimination;
- disseminate the substance of this policy on a continual basis through written notice to all employees, recruitment sources and other interested persons and organizations;
- provide equal pay for equal work;
- apprise all contractors and subcontractors of their affirmative action responsibilities in all contracts awarded by this jurisdiction;

- ensure compliance with all applicable federal and state equal employment requirements;
- include the following clause in all vacancy announcements:

“We are an Equal Opportunity Employer.”

- apprise all employment referral agencies of the substance of this policy in order to facilitate referral of qualified minorities, women and handicapped individuals;
- post EEO posters in conspicuous places on City of Polson premises;
- instruct all supervisory personnel in the required procedures following an EEO complaint;
- inform all supervisory personnel of their duties and responsibilities with respect to equal employment opportunity; and
- inform all employees of City of Polson’s commitment to equal employment opportunity and of their rights and remedies under the law.

EFFECTIVE DATE

This policy shall supersede all previous declarations of equal employment opportunity and will take effect immediately upon passage.

PASSED AND APPROVED this 17th day of February, 2016.

Heather Knutson, Mayor

ATTEST:

Cora E. Pritt, City Clerk