

	<i>Administrative Regulation</i>	
	Policy#	16.1
	Effective:	10/28/2013
	Revised:	06/30/2025
Equal Employment Opportunity		Owner: Human Resources

Note: Terms in **bold** and *italics* throughout this policy are defined below.

PURPOSE:

To provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, genetic information, or any other category protected under state or federal law.

SCOPE:

No changes needed (already third person and clear).

POLICY:

The City provides equal employment opportunities to all employees and applicants without regard to race, religion, sex (including pregnancy, childbirth, and related medical conditions), gender identity, sexual orientation, national origin, ethnicity, mental or physical disability, age (18 or older), status as a parent with a court-imposed medical support order, domestic violence victim status, genetic information, citizenship status, military status, marital status, or any other status or activity protected by law.

Equal Employment Opportunity is, and will continue to be, a fundamental principle at the City. Employment decisions are based on individual capabilities and qualifications. Any employee who willfully violates this policy may be subject to disciplinary action, up to and including termination.

PROCEDURE:

1. Notice

- 1.1. Applicable federal and state government posters will be displayed in conspicuous locations where notices to employees and applicants for employment are customarily placed.

2. Recruitment

- 2.1. Recruitment sources authorized to refer applicants will be advised of the City's commitment to Equal Employment Opportunity.

- 2.2. Notices, advertisements, forms, and employment applications must not indicate any preference, limitation, or discrimination based on protected status, except when a ***bona fide occupational qualification (BFOQ)*** applies. All recruitment advertisements will include the phrase “An Equal Opportunity Employer” or “EOE.”

3. Employee Responsibility

- 3.1. Employees are responsible for promptly reporting any evidence of discrimination to their manager or the Human Resources Department. The City will investigate all reports and take appropriate action.

4. No Retaliation

- 4.1. The City will take appropriate action to ensure that individuals who file complaints, provide information, or participate in investigations, public hearings, or other activities related to Equal Employment Opportunity laws are protected from retaliation.

DEFINITIONS:

1. ***“Bona fide occupational qualifications (BFOQ)”*** is quality or attribute that an employer is legally allowed to consider when making hiring or retention decisions, even though it would typically be considered discriminatory under civil rights employment laws.

RESOURCES:

Administrative Regulations:

1. [Disability Accommodations](#)
2. [Investigations](#)
3. [Recruitment and Selection](#)
4. [No Harassment & Discrimination](#)
5. [Reporting Improper or Unlawful Conduct](#)