



CITY OF VISALIA PERSONNEL POLICY
Policy #101
Equal Employment Opportunity

I. PURPOSE

The City of Visalia is committed to ensuring equal employment opportunities for all individuals.

II. POLICY

The City of Visalia prohibits discrimination against employees or applicants for employment on the basis of race, color, creed, religion, sex, gender identity, gender expression, genetic information, national origin, ancestry, citizenship status, age, marital status, physical or mental disability, legally protected medical conditions, sexual orientation, veteran status, or any other category or basis protected by law.

The City affords equal employment opportunity to all qualified employees and applicants as to all terms and conditions of employment including hiring, training, promotion, transfer, discipline, and termination. Employees who believe they have experienced any form of employment discrimination are encouraged to report this immediately, using the complaint procedure provided in Section V of this policy.

III. PROCEDURE

- A. The City hires and promotes only persons who have the qualifications needed to perform the job successfully. Hiring, promotion and transfer is based on measured job-related indicators and factors affecting job success.
- B. The City emphasizes adherence to the Federal and State guidelines prohibiting discrimination in employment practices. To accomplish this, the City conducts targeted recruitment of candidates who represent the City's diversity; reviews policies and procedures to ensure elimination of discriminatory terms; ensures equal employment benefits; ensures equal wages and salaries for employees who perform jobs of the same content and responsibility without regard to protected classification; and monitors transfer and promotion policies to ensure equal employment opportunities for all employees.
- C. The City prohibits retaliation against any employee for making a good-faith complaint of discrimination or for participating in an investigation of a discrimination complaint.

IV. RESPONSIBILITY

The Human Resources Division, with the support of the City Manager and all City employees, is responsible for the City's equal employment opportunity efforts. It has the responsibility of ensuring all phases of personnel administration are in compliance with this policy. It is the Human Resources Division's responsibility to coordinate the development of appropriate programs; communicate these programs to concerned individuals; review and analyze these programs for problem areas; and to take corrective action, as necessary, to resolve any problem areas.

The responsibility for administering and complying with this policy is assigned to the department heads with respect to employees within their department.



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V. COMPLAINT PROCEDURES

The City of Visalia adheres to the principle of equal opportunity for all individuals. The City has adopted an internal complaint procedure in order to provide for prompt and equitable resolution of complaints alleging any employment discrimination. Complaints may be made by employees and/or applicants.

A. Filing of Complaint

1. Complaints may be made verbally or in writing to the Human Resources Division.
2. The complaint should include the following:
 - Complainant's name, home address and telephone number.
 - Brief description and date of alleged discriminatory action.
 - Relief or resolution desired.
3. A complaint should be filed in a timely manner and individuals are encouraged to file complaints as soon as possible after becoming aware of the occurrence.
4. The right of a person to a prompt and equitable resolution of the complaint filed under this policy shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Equal Employment Opportunity Commission or the Department of Fair Employment and Housing. Use of this Complaint Procedure is not a prerequisite to other remedies.

B. Processing Complaints

1. The Human Resources Division will conduct a timely and objective investigation, as may be appropriate, of the complaint.
2. Interested persons and their representatives may submit evidence relevant to the complaint.
3. A written determination as to the validity of the complaint and description of the resolution, if any, shall be issued by the Human Resources Division and forwarded to the complainant.
4. Based on the findings of the investigation and consistent with the provisions outlined in City Policy #116 – Discipline and any other identified City policies, the City shall take appropriate action up to and including termination of employment.
5. The Human Resources Division shall maintain all records and files relating to discrimination complaints filed pursuant to the City's records retention policy and as required by law.

Applicable Laws: Title VII, Equal Pay Act, ADEA, ADA, FEHA, Rehabilitation Act, GINA