



Administrative Policy Manual

Policy No: A-1

Revision Date: 5-31-18

Approved: Mark Scott

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY

PURPOSE: In accordance with Resolution #5245 adopted by the City Council in January 1989, all employees, officers, candidates for employment and appointment to boards, commissions and committees are afforded equal employment in hiring, promotions, training, appointments and any other similar actions.

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GENERAL POLICY:

The City of Indio shall ensure fair and equitable treatment and non-discrimination in hiring and promotions, serving on boards, commissions, or committees. The City shall comply with all State and Federal regulations. Similarly, equal treatment and services shall be provided to all employees and citizens regardless of race, religion, color, creed, national origin, gender, sexual orientation, marital status, age or disability, unless the disability precludes the performance of the essential functions of a position, and cannot be reasonably accommodated.

PROVISIONS:

1. The Personnel Officer shall serve as the Equal Opportunity Officer to carry out the Equal Employment Opportunity Policy. The Officer shall advise and assist staff in all matters regarding implementation of and compliance with this policy. He/she will periodically review and revise policies and procedures to ensure that there are no barriers in implementation of the Equal Employment Opportunity Policy.
2. The Personnel Officer shall periodically review or cause to be reviewed, the qualifications and job descriptions for all classification to ensure they are relevant to the tasks to be performed.
3. The Personnel Officer shall administer a classification and compensation plan on a non-discriminatory basis.
4. The Personnel Officer shall ensure that all applications for selection, promotion and termination are considered based on merit without discrimination and are given equal opportunity.

1. The Personnel Officer shall ensure that full-time and part-time jobs are posted and advertised on appropriate forums for a sufficient amount of time to obtain enough qualified candidates to constitute a competitive pool. The City reserves the right to accelerate or extend the "Closing Date" of open positions at any time, dependent upon the number of applications received.
2. The Personnel Officer shall ensure that all new employees are oriented to the city's policies, practices and procedures.
3. The Personnel Officer shall ensure that a statement of Equal Employment Opportunity is included in recruitment materials.
4. The Personnel Officer shall encourage employees to increase their skills and job potential through training and educational opportunities.
5. The Personnel Officer shall report or cause to be reported any complaints received from an applicant or employee, cooperate in compliance review or investigations, and furnish information required under Executive Order No. 11246 (i.e. the EEO 4 report) and make same available to any requesting agency.
6. The Personnel Officer shall ensure that employees covered under a labor agreement that contains a grievance procedure have the ability to exercise their rights under that procedure when filing a complaint of discrimination.
7. The Personnel Officer shall ensure that complaints submitted by employees who are not covered under a labor agreement are investigated and that every effort is made to resolve the complaint.
8. Regardless of whether an employee is covered under a labor agreement when a complaint is filed, either the complainant or the person against whom the complaint is filed may request intervention by the Personnel Officer. In such case, the Personnel Officer or his/her representative shall interview both parties and any witness(s) and recommend any corrective or settlement actions.
9. In the event mutual agreement cannot be achieved and resolution is required by the City Manager, the Personnel Officer shall obtain signed statements detailing the grievance and specific investigative materials from the employee and his/her supervisor. The Personnel Officer may draw on all resources at his/her disposal to arrive at recommended corrective action and settlement conditions. The action of the City Manager shall be final.