

<b>COUNCIL POLICY</b>			
<b>Subject:</b>	<b>Policy Number</b>	<b>Effective Date</b>	<b>Number of Pages</b>
<b>EQUAL EMPLOYMENT OPPORTUNITY POLICY</b>	<b>700-01</b>	<b>2/15/05</b>	<b>1 of 3</b>

**PURPOSE:**

In accordance with Federal and State law, the City has established an Equal Employment Opportunity Policy.

**POLICY:**

1. It is and has been the policy of the City of Santa Rosa that employment shall be based on the candidates' qualifications and competency. Employment practices shall be based on non-discrimination of the applicant's race; color; religion; national origin; age; gender; sexual orientation; gender identity, characteristics or expression; disability or any other characteristic protected by state or federal law.
2. All persons having the authority to appoint, discipline, or govern working conditions of employees, shall comply with this non-discriminatory policy.
3. In order to assure compliance with this policy, the City Manager may periodically review with the Director of Human Resources and the Personnel Board the City's policies and practices to assure compliance with Title VII of the Civil Rights Act of 1964, as amended, and the Equal Employment Opportunity Act of 1972, as amended, the Americans with Disabilities Act, the Fair Employment and Housing Act and the Federal Uniform Guidelines on Employee Selection Procedures and any other state or federal laws relating to discrimination.

**PROGRAM:**

1. Responsibility and Authority

The Equal Employment Opportunity Officer may be appointed by the City Manager, or his or her designee.

The duties of the EEO Officer are as follows:

- a. Review policies covering recruitment, placement, employment and promotion to insure compliance with the City's Equal Employment Opportunity Policy and Program.
- b. Recommend applicable City regulations, procedures and training relative to Equal Employment Opportunity.

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- c. Advise the Director of Human Resources and the City Manager on Equal Employment Opportunity matters.
- d. Perform such other duties, as assigned by the Director of Human Resources or the City Manager.

2. Education and Orientation of Department Heads and Supervisors

One of the basic concepts of an Equal Employment Opportunity Program is that it is a fundamental and continuing management responsibility. Since it is the involvement of department heads and supervisors that determines the degree of success of the City's Equal Employment Opportunity Program, activities shall be directed to the education and orientation of responsible management and supervisory personnel.

3. Job Requirements

Entry level positions shall be periodically reviewed to determine the most realistic and necessary requirements.

Medical standards shall realistically relate to position requirements. Applicants will be assessed as to whether they can perform the essential functions of the position with or without reasonable accommodation.

Classification specifications shall be periodically reviewed with appropriate department heads and supervisors to ensure that selection criteria are related to position requirements.

4. Validation of Tests

Any and all testing procedures shall be reviewed for job relatedness.

5. Recruiting, Interviews and Certifications

Those responsible for recruiting applicants shall initiate whatever contacts are necessary to assure appropriate applicant flow. An inventory of applicant flow will be maintained by the Human Resources Department. All personnel involved in recruiting, screening, selection, promotion and related processes will be instructed in methods of avoiding and/or eliminating bias in personnel actions.

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Procedures are established and necessary directives have been issued whereby interviewers and those delegated appointing authority by the City Manager shall base the selection and non-selection of any applicant upon the job performance requirements for which the applicant is being considered without regard to race; color; religion; national origin; age; gender; sexual orientation; gender identity, characteristics or expression; disability or any other characteristic protected by state or federal law.

6. Represented Personnel

Those employee organizations that are recognized representatives of employees of the City of Santa Rosa and who are responsible for meeting and conferring with regard to matters of wages, hours and working conditions shall be required to comply with the City's policy of non-discrimination.

All agreements with said organizations shall be reviewed to ensure that practices of clauses contained therein are non-discriminatory and will not have a discriminatory effect.

Modified by Resolution No. 26192  
 Modified by Resolution No. 23224  
 Modified by Resolution No. 22624  
 Modified by Resolution No. 22236  
 Modified by Resolution No. 21711  
 Modified by Resolution No. 18685  
 Modified by Resolution No. 15188  
 Adopted by Resolution No. 10829

Dated: February 15, 2005  
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