



City of Medford
Administrative Regulation

Regulation No.: 85-4-R1
Subject Area: Personnel
Date of Issue: 11/01/16
Supersedes: 85-4

Equal Employment Opportunity and Promotion of Diversity

POLICY STATEMENT

The City of Medford is committed to the policy of equal employment opportunity (EEO) and shall not discriminate against an employee or applicant for employment because of race, color, religion, sex (including gender, sexual orientation, and gender identity), age, marital or family status, national origin, veteran status, mental or physical disability unless based upon a bona fide occupational qualification, genetic information, or any other characteristic protected by state or federal law. The City recognizes that it is not subject to federal or state laws requiring certain entities to develop formal Affirmative Action Programs, but nevertheless voluntarily makes efforts to promote diversity in the workplace.

DESIGNATION OF EEO OFFICER

- A. To carry out the letter as well as the spirit of the City EEO program, the City Manager has appointed the Director of Human Resources as the EEO Officer. The EEO Officer will lead the commitment to maximize equal employment opportunity for the City of Medford.
- B. The duties of the EEO Officer are:
 - 1. To assist and to counsel all management personnel regarding their EEO responsibilities.
 - 2. To be responsible for investigating and resolving allegations of discrimination against the City.

MANAGEMENT RESPONSIBILITY

It is the responsibility of all supervisory staff and manager to implement the equal employment opportunity policy and to promote diversity in the workplace.

- A. Department Heads
 - 1. Assist the EEO Officer in the identification of problem areas, formulation of solution and the establishment of departmental goals where necessary.
 - 2. Ensure that all supervisors in their department understand the EEO policy and the necessity of their support for effective implementation.
 - 3. Prevent any harassment of employees.
- B. Supervisors
 - 1. Assist department heads in the area where equal opportunity problems exist and to help formulate solutions.
 - 2. Ensure that all non-management employees understand the City's commitment to the EEO and workplace diversity.

DISSEMINATION OF EEO POLICY

A. Internal Communication

1. During the employee orientation new employees will be notified of the City's commitment to EEO and workplace diversity.
2. At least once a year, a meeting will be set up for all supervisors to review with them their general responsibilities regarding EEO and workplace diversity.
3. Required EEO posters and the City's policy statement shall be posted on designated employee bulletin boards.
4. Every employee shall be informed on the existence of those to whom questions can be directed and to whose counsel may be sought should they have complaints regarding City EEO practices.
5. Every employee shall be personally informed of the existence of AR-85-9, entitled "Harassment and Non-Discrimination Policy," and the ability to report unlawful discrimination or harassment pursuant to that policy.

B. External Communications

1. All employment advertisements shall contain the words "an equal opportunity employer."
2. Employment application forms shall contain the following clause: "The City of Medford is an equal opportunity employer and shall not discriminate against an employee or applicant for employment because of race, color, religion, sex (including gender, sexual orientation, and gender identity), age, marital or family status, national origin, veteran status, mental or physical disability unless based upon a bona fide occupational qualification, genetic information, or any other characteristic protected by state or federal law."

PERSONNEL PRACTICES AND PROMOTION OF DIVERSITY

A. Recruitment, Job Analysis, and Selection

Recruitment, job analysis, and selection shall be conducted consistent with AR-87-01.

B. Promotion, Job Assignment, and Termination

1. Selection for promotion shall conform to the practices outlined in AR-87-01.
2. No applicant shall be denied a promotion or job assignment on the basis of any prohibited criteria.
3. Exit interviews may be conducted in the case of voluntary resignations to see if any factors under our control are responsible. A written record of any such factors disclosed shall be made.

C. Labor Relations

A non-discrimination clause shall be written into all labor contracts. It shall state substantially that: The City and the union agree that the provisions of this agreement shall be applied to all employees in the bargaining unit without illegal discrimination as to race, color, religion, sex, age, marital status, national origin, or mental or physical disability.

D. Facilities

1. The facilities currently available to employees shall be examined to ascertain that there is no discrimination on the basis of race, color, religion, sex, age, marital status, national origin, veteran status, mental or physical disability unless based upon a bona fide occupational qualification, genetic information, or any other characteristic protected by state or federal law. Particular attention may be paid to such facilities as parking area and physical layout of work stations.
2. Restrooms or locker rooms marked "men" and "women" may be used by transgendered individuals consistent with their expressed gender.

E. Complaint Process

1. An internal complaint process has been set up to process complaints of alleged discrimination by employees. That procedure is described in AR-85-9, entitled "Harassment and Non-Discrimination Policy". This regulation does not modify or supersede that AR-85-9.
2. Employees covered by a negotiated labor contract containing a grievance procedure shall use it in seeking relief from alleged discriminatory practices.
3. Employees shall be encouraged to informally seek the advice and counsel of the EEO officer when they suspect they may have been treated in a discriminatory fashion.

AUDIT AND EVALUATION

The EEO officer shall prepare and submit the EEO-4 report to the Equal Employment Opportunity Commission.

Approved:



Brian Sjothun
City Manager

10-31-16

Date

_____ Employee – Print Name	
_____ Signature	_____ Date