

EEOC Policy

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It shall be the policy of the City of Escanaba equal opportunity employment to all employees and applicants for employment. No person employed by the City is to be discriminated against in employment because of any legally protected status, which includes but is not limited to, race, color, religion, creed, gender, national origin, political affiliation, age, height, weight, disability, marital or veteran status.

The City will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

PROCEDURE:

This policy applies to all terms, conditions and privileges of employment including, but not limited to hiring, introductory period, training, placement, and employee development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, employee facilities, termination and retirement.

The City has an established written affirmative action program to achieve full utilization of minorities, the disabled, disabled veterans, Vietnam era veterans, and women at all levels and all segments of the workforce. The results of the program are to be reviewed annually and the program is to be modified, if necessary, to achieve its stated objectives.

The City Manager or his/her designee is responsible for formulating, implementing, coordinating, and monitoring all efforts in the area of equal employment opportunity. Duties may include, but are not necessarily limited to:

- a) assisting management in collecting and analyzing employment data;
- b) developing policy statements, affirmative action programs if required, and recruitment techniques designed to comply with equal employment policies of the City;
- c) complying with statutory record keeping and notice requirements in order to comply with all employment-related statutes and regulations;
- d) preparing as required by State and federal law an annual review of the City's affirmative action programs and the results achieved under these programs;
- e) directing or assisting supervisory personnel in arriving at solutions to specific personnel problems;

- f) serving as liaison between the City and governmental agencies, minorities, women's organizations, and other community groups; and
- g) keeping management informed of the latest developments in equal employment opportunity area.

Any communication from the applicant for employment, an employee, a government agency, or attorney concerning any equal opportunity matter is to be referred to the City Manager.

While the overall authority for implementing the policy is assigned to the City Manager or his/her designee, an effective equal opportunity program cannot be achieved without the involvement of the City Council, supervisory personnel, and employees at all levels. Any employee who feels he/she is the victim of discrimination has a responsibility to report this to his/her immediate supervisor or an EEO Coordinator.