

CITY OF SANTA CLARITA		POLICY/PROCEDURE
NUMBER III-11		SUBJECT
ORIGINAL ISSUE 08/92	EFFECTIVE 01/89	EQUAL EMPLOYMENT OPPORTUNITY
CURRENT ISSUE	EFFECTIVE	CATEGORY
SUPERSEDES		HUMAN RESOURCES
RESPONSIBLE DEPARTMENT: CITY MANAGER'S OFFICE		

STANDARD MANAGEMENT PROCEDURE

I. PURPOSE

To set forth the specific responsibilities, procedures, actions, and data necessary for implementation by City staff.

The purpose of the City's Equal Employment Opportunity Policy is to convey the ongoing commitment of the City of Santa Clarita to equal employment opportunities to all who seek employment and/or promotions within the City. It should not be interpreted as granting "preferential treatment" to specialized population groups.

As a public entity, it is our duty and responsibility to meet the needs of our constituents by making efforts to ensure adequate representation of ethnic and gender groups in the City's labor force.

All employees of the City of Santa Clarita are reminded that the equal employment opportunity concept is an integral, meaningful part of all employment practices. Every employee is responsible for creating a supportive work climate conducive to achieving the goals included in this policy. Obstruction of the intent or process of equal opportunity employment will not be tolerated.

II. POLICY

Statement of Policy on Equal Employment Opportunity

- A. The City's policy of equal employment opportunity is to recruit, hire, promote, reassign, compensate, and train for all job classifications without regard to political affiliation or opinion, age, race, color, national origin, ancestry, religious creed, marital status, disability, medical condition, sex, sexual orientation, pregnancy, or pregnancy-related condition.

All employment decisions and personnel actions, including those relating to compensation, benefits, transfers, layoffs, City-sponsored training, and tuition assistance programs shall be administered in accordance with the principle of equal employment opportunity.

1. It is the policy of the City of Santa Clarita to hire at every level of the City's service (official/administration, professional, office/clerical, technical, protective-service, skilled-craft, paraprofessional and service-maintenance) without discrimination regarding political affiliation or opinion, age, race, color, national origin ancestry, religious creed, marital status, disability, medical condition, sex, sexual orientation,

pregnancy, or pregnancy-related condition.

2. The Equal Employment Opportunity Policy shall be reviewed annually to revise and expand its policies/procedures to ensure compliance with any new laws or changes to existing laws.

In order to achieve equal employment opportunity, the following policies for recruitment, selection, transfers/promotions, grievance procedures, delegation of responsibilities and monitoring the effectiveness of the policy shall be implemented.

III. Dissemination of Policy

The following are the methods that are used to publicize the City's commitment to Equal Employment Opportunity:

A. Internal Dissemination

The City notifies supervisory and management personnel, officials, and other employees of its Equal Employment Opportunity Policy through a variety of methods. These include, but are not limited to:

1. New employees are made aware of the Equal Employment Opportunity Policy through a statement of nondiscrimination by the City Manager, City philosophy, employee handbook, etc.
2. Employee publications and bulletin boards.
3. Management and supervisory personnel, officials and administrators are provided with information and training regarding the Equal Employment Opportunity Policy which they in turn discuss at department meetings.
4. Human Resources employees attend training classes in Equal Employment Opportunity.
5. Nondiscrimination posters (such as "Equal Employment is the Law" and "Discrimination in Employment, etc.") are posted in areas where they are viewed by employees, such as reception areas, lounges, employment offices, etc.
6. Significant events involving the positive achievements of all employees are publicized in employee publications.

B. External Dissemination

1. The City of Santa Clarita works with recruiting sources and special interest and minority organizations to ensure that females and minorities are aware of openings and are submitting applications for available positions.
2. City representatives participate in seminars conducted to inform employees of the Equal Employment Opportunity Policy and to provide information to those individuals responsible for making hiring decisions.
3. Job listings describing the job duties, qualifications, training, and general information are distributed to minority and female organizations.
4. Minority organizations are given the name of a person to contact for employment inquiries.

IV. Support of Community Action Programs

Recognizing its role as a major employer and provider of service throughout Santa Clarita, the City actively supports community programs which are designed to improve the employment opportunities of minorities and females, to enhance its image in the community which it serves, and to establish the City as an attractive organization for which to work.

V. Outreach Recruitment

- A. The City's list of recruitment sources shall continually be revised to include minority employment agencies/vocational centers, minority professional associations, personnel departments of other nearby municipalities and local universities/junior colleges/trade schools.
- B. When appropriate, advertisements for City positions shall be placed in local special interest group newsletters/publications; also, ads shall be placed in community newspapers of nearby cities with a high percentage of minorities.
- C. A representative of the City shall make an annual presentation to local high schools and other institutions of higher education regarding job opportunities with the City.
- D. Statistics of applicant's ethnicity/race, age, physical/handicap status and their information source for the position they applied for shall be maintained by the City in order to measure the City's outreach recruitment efforts.

VI. Selection

- A. In establishing qualifications for evaluating and screening candidates, all qualifications should be clearly job-related and established at a level no higher than actually required to satisfactorily perform the primary duties of the position in question.
- B. When a written examination is to be administered, all applicants for a position who meet the desirable minimum qualifications stated in the job specification shall receive further consideration in the examination process.
- C. When only an oral examination is to be administered, only the most qualified shall receive further consideration.
- D. All job specifications shall be valid and job related. They shall be reviewed for job relatedness, validity, and nonexclusionary content each time a vacancy is to be filled.
- E. Whenever possible, oral boards shall be composed of a diverse ethnic and gender representation of the population.
- F. During an employee's probation period, their manager/supervisor shall work closely with them to provide guidance and information about all aspects of City employment.

VII. Training and Promotion

- A. All employees, regardless of race/ethnicity or sex, shall have an equal chance at promotional opportunities.
- B. In order to achieve an appropriate attitude about equal employment opportunity among employees and supervisory personnel, the City's Equal Employment Opportunity Policy shall be discussed in both employee orientation and management programs.
- C. Employees shall receive on-the-job-training whenever possible to prepare them for promotional opportunities.

VIII. Termination

An exit interview shall be conducted with every employee who separates from the City workforce; one of the purposes of this is to find out if discrimination has taken place and to find out if that is why the employee is leaving.

IX. Monitoring Effectiveness of the Equal Employment Opportunity Policy

In order to adequately measure the success of the program, all employment activities are monitored including, but not limited to, the following:

- Applicant flow
- Hires
- Internal Actions
- Terminations

Data on the above areas is compiled by Human Resources. This data, and other information as may be appropriate, shall form the basis for an analysis of the results of the Equal Employment Opportunity Policy and will be submitted to the City Attorney.

X. Human Resources Responsibility

- A. When appropriate, expand the City's recruitment list by placing advertisements for City positions in local special interest group newspapers and community newspapers of nearby cities with a high percentage of minorities.
- B. Ensure that class specifications are current and job related.
- C. Through information provided on job bulletins, inform all prospective employees of the City's Equal Employment Opportunity Policy.
- D. Keep a log of applicant's ethnicity/race, age, physical/handicap status and their information source for the position they applied; this will serve as a tool to measure the City's outreach recruitment efforts.
- E. Continue to keep all sexist language from all classification titles.
- F. When appropriate, administer performance tests instead of written tests.

- G. When appropriate, use a validated test for written examinations.
- H. Whenever possible, oral board raters shall be composed of a diverse ethnic and gender representation of the population.
- I. Orient all oral board raters on the City's Equal Employment Opportunity Policy.
- J. Review job specifications for job relatedness, validity and nonexclusionary content every time a vacancy is to be filled.
- K. Orient all new and current employees on the City's Equal Employment Opportunity policy and their responsibilities in adhering to it.
- L. Discuss the City's Equal Employment Opportunity Policy in both employee orientations and management training programs.
- M. Facilitate the training of mid-level supervisors/managers so they are able to provide their subordinates with on-the-job training.
- N. Facilitate employee training to prepare them for promotional opportunities.
- O. Provide information about educational opportunities available at local colleges/trade schools and seminars/training courses provided by professional organizations.
- P. Conduct an exit interview with every employee who separates from the City workforce; the purpose is to find out if discrimination has taken place and if that is why the employee is leaving.
- Q. Work with the City Manager and department heads on attaining progress with and resolving problems about equal employment opportunity.
- R. Support and abide by the policies and practices prescribed in the Equal Employment Opportunity Policy.

XI. Responsibility of the City Manager

- A. Discuss the City's Equal Employment Opportunity Policy with newly appointed department heads.
- B. Preside over management meetings in order to keep department heads apprised of progress, plans or problems concerning the Equal Employment Opportunity Policy.
- C. Monitor Human Resources efforts in carrying out the specific responsibilities outlined in the Equal Employment Opportunity Policy.
- D. Support and abide by the policies and practices prescribed in the Equal Employment Opportunity Policy.
- E. Take corrective action with managers and supervisors whose behavior shows lack of respect for gender, religious, physical, and/or ethnic differences.

XII. Responsibility of Department Heads

- A. Ensure that there is full compliance within their respective departments with the City's Equal Employment Opportunity Policy.
- B. Inform managers and supervisors that one aspect of their performance is being evaluated on the basis of their Equal Employment Opportunity efforts and results.
- C. Inform managers and supervisors that it is their responsibility to take actions to prevent harassment of employees.
- D. Bring recent developments in the area of Equal Employment Opportunity to the attention of their employees.
- E. Give supervisors on-the-job training, whenever possible, to prepare them for promotional opportunities.
- F. Take corrective action with managers and supervisors whose behavior shows lack of respect for gender, religious, physical, and/or ethnic differences.

XIII. Responsibilities of Managers and Supervisors

- A. During an employee's probation period, work closely with the employee to provide guidance and information about all aspects of City employment.
- B. Ensure that there is full compliance within their respective departments with the policies of the City's Equal Employment Opportunity Policy.
- C. Bring recent developments in the area of Equal Employment Opportunity to the attention of their employees.
- D. Take corrective action with employees whose behavior shows lack of respect for gender, religious, physical, and/or ethnic differences.
- E. Take advantage of Human Resources services on management training and orientation.
- F. Support and abide by the policies and practices of the Equal Employment Opportunity Policy.

XIV. Employee Responsibility

- A. Support and abide by the policies and practices prescribed in the Equal Employment Opportunity Policy.
- B. Not conduct themselves in such a manner which shows a lack of awareness and respect for gender, religious, physical and/or ethnic differences.
- C. Advise supervisors of training and education received which will enhance opportunity for advancement.

The ultimate responsibility for the success of the Policy lies with all department heads, managers, supervisors, officials, and employees of the City of Santa Clarita.

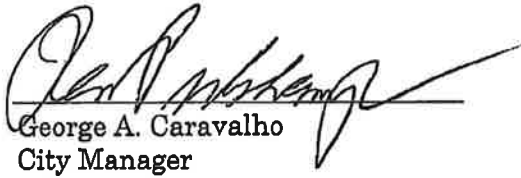
The City of Santa Clarita is committed to following the spirit and intent of this Policy and the support of its objectives.

XV. EXCEPTIONS

There are no exceptions to this policy without City Manager approval.

XVI. AUTHORIZATION

By the authority of the City Manager.


George A. Carvalho
City Manager