

City of Red Bluff
Administrative Policies & Procedures – Personnel Manual

Subject: Equal Employment Opportunity		Number: 22-5
		Effective Date: 10/17/2023
Departments Affected: All		Supersedes (Number/Date):
Authority: Section 2.82-A. Red Bluff City Code	File References:	
	Approved: Approved by City Council on: 10/17/2023	

Overview: The City of Red Bluff provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type.

Applicable to: All employees

Guidelines: Equal opportunity employment encompasses all aspects of employment practices including, but not limited to, compensation, benefits, promotions, transfers, layoffs, returns from layoffs, discipline, terminations, City sponsored education, social and recreational programs, or any other consideration made unlawful by federal, state, or local laws. It is the policy of the City of Red Bluff that all employees and applicants receive equal consideration and treatment. All recruitment, hiring, placements, transfers, and promotions shall be on the basis of the qualifications of the individual for the positions being filled and the reasonableness of any necessary job accommodations.

The City of Red Bluff recognizes its legal obligation (per state and federal law) not to refuse to hire or employ a person; or refuse to select a person for a training program leading to employment; or to bar or discharge a person from employment or to discriminate against a person in compensation or terms, conditions, or privileges of employment because of the person's race, color, religion, sex, gender identity, gender expression, genetic information, military service, veteran status, citizenship status, pregnancy, childbirth, breastfeeding and related conditions, sexual orientation, marital status, national origin, ancestry, mental or physical disability, HIV/AIDS, medical condition, age (40 and above), genetics, retaliation, status as a victim of domestic violence, or use of family medical leave, military leave, other protected leaves, on any other consideration made unlawful by federal, state, or local laws.

The City of Red Bluff is dedicated to providing equal employment opportunities to persons with disabilities in accordance with the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Discrimination based on a person's actual disability, perceived disability, or record of a disability will not be tolerated. Qualified employees with disabilities shall have the same access to benefits as employees without disabilities.

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The City of Red Bluff hires only U. S. Citizens and lawfully authorized workers in accordance with the Immigration Reform and Control Act of 1988.

Dissemination of the EEO Policy

The City of Red Bluff's EEO Policy will be disseminated to all new employees. City recruitment, advertising, bulletins and related materials, and employment contracts will state that the City of Red Bluff is an equal opportunity employer. The policy will be conspicuously displayed throughout the City, on the website, and in all places where candidates apply for employment.

Those participating in oral interview panels will be advised of the City's EEO policy and coached regarding job-related interview questions and rating criteria before interviews begin. All interview questions are evaluated for job-relatedness prior to any interviews.

Managers and supervisors are expected to be particularly aware of the rule and spirit of equal employment opportunity.

The Human Resources Department is responsible for overseeing the implementation of this personnel rule and for coordinating the investigation of complaints against violations. This rule will be incorporated into the City Personnel Rules, and a copy will be provided to every new employee. It is the duty of all employees to abide by the rule and to promote a workplace free from illegal discrimination or harassment.

The City will update this EEO Statement as needed to comply with the latest federal, state, and local EEO laws and regulations and to ensure that each applicant is provided the maximum opportunity to display their job-related qualifications.

References: Age Discrimination in Employment Act of 1967; Americans with Disabilities Act (1990); Civil Rights Act of 1866; Equal Pay Act of 1963; Consumer Credit Protection Act; Fair Employment and Housing Act; Family and Medical Leave Act; Immigration Reform and Control Act of 1988; Pregnancy Discrimination Act of 1978/ Title VII of the Civil Rights Act of 1964; Uniformed Services Employment and Reemployment Rights Act of 1994