



Human Resources Policies and Procedures

Policy Title: Equal Employment Opportunity	Policy Number: 3.2
Effective: October 30, 2005	
Supersedes: 1988 Personnel Rules and Regulations #1, p.1	
Approval: <i>Carl R. Johnson</i>	Page 1 of 4

1.0 Scope

- | | |
|--|---|
| <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Salaried |
| <input checked="" type="checkbox"/> Part-time | <input checked="" type="checkbox"/> Union |
| <input checked="" type="checkbox"/> Temporary/Contract | <input checked="" type="checkbox"/> Independent Contractors |

Employees who are covered under the provisions of a collective bargaining agreement will follow the standards as contained in their respective contracts if this policy conflicts with the language in the contract.

2.0 Purpose

This policy is designed to assist management in promoting and maintaining a positive and diverse work force that is free from discrimination and in compliance with applicable laws. The purpose of this policy is also to state guidelines for reporting, investigating and addressing discrimination complaints.

3.0 Policy

- 3.1** The City of Ann Arbor, management and individual employees will not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, height, weight, condition of pregnancy, marital status, physical or mental limitation, source of income, family responsibilities, educational association, sexual orientation, gender identity, familial status, disabilities or HIV status.

DISCLAIMER

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- 3.2 The City will ensure the development of Human Resources policies and procedures that achieve the commitment to both equal employment opportunity and diversity in the workplace.

4.0 Responsibility

The interpretation, administration and monitoring for compliance of this policy shall be the responsibility of Human Resources Services and management.

5.0 Definitions

- 5.1 **Equal employment opportunity** as mandated by Federal, State and Local law prohibits employers from making decisions based on actual or perceived race, color, religion, national origin, sex, age, height, weight, condition of pregnancy, marital status, physical or mental limitation, source of income, family responsibilities, educational association, sexual orientation, gender identity, familial status, disabilities or HIV status.
- 5.2 **Workforce diversity** is a multicultural work community within which the unique contributions of each individual are valued. This is supported by organizational decisions and practices, which enhance the employment, development, upward mobility and retention of people in protected classes.

6.0 Procedures

6.1 Policy Implementation

- A. The City will provide equal employment opportunity for all individuals as previously stated in this policy.
- B. The City will emphasize adherence to the Federal, State and Local guidelines prohibiting discrimination.
- C. The City will continue its efforts to ensure community awareness of involvement, and participation in accomplishing these affirmative action and equal opportunity efforts.

6.2 Filing a complaint

- A. Any employee who experiences or witnesses conduct that violates this policy has a duty to report the incident immediately to his or her immediate supervisor, or to Human Resources Services.

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- B. Any supervisor or manager who suspects or becomes aware that discrimination has occurred or is occurring in the workplace must immediately report the incident to the appropriate Service Area Administrator for investigation.
- C. The Service Area Administrator will, upon notification of a complaint, immediately inform the Director of Human Resources and Labor Relations or designee. Together they will make an initial determination whether the alleged conduct, if true, violates or may violate this policy. If it is determined that the conduct does not violate this policy, the Service Area Administrator will so notify the complaining party.
- D. If it is determined that the alleged conduct violates or may violate this policy, the Service Area Administrator, working under the direction of the Director of Human Resources and Labor Relations, or designee, will be responsible for conducting any investigation and corrective action necessary, to ensure uniform enforcement of this policy.

6.3 Processing Complaints

- A. The Director of Human Resources and Labor Relations will conduct a prompt, thorough and objective investigation.
- B. Interested persons and their representatives may submit evidence relevant to the complaint. No person making a good faith report of discrimination or harassment or assisting in an investigation of such a report will be subject to retaliation for the making or investigation of such report.
- C. At the conclusion of the investigation, the City shall take appropriate action up to and including immediate discharge.
- D. All information or documents generated during the investigation will be filed with Human Resources Services and will be handled in a confidential manner.
- E. Failure of management at any level to take such allegations seriously or failure to report such allegations to Human Resources Services shall be subject to disciplinary action, up to and including discharge.

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- E. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the responsible Federal or State department or agency. Utilization of this complaint procedure is not a prerequisite for the use of other remedies.

- F. If a complaint is filed with an external party, the City will cease the internal investigation and allow the external party to process the complaint.

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