



City of Riverside, California
Human Resources Policy and Procedure Manual

Approved:

Human Resources Director

City Manager

Number: I-16 Effective Date:

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY POLICY

PURPOSE:

To establish a uniform policy that provides equal employment opportunity for all persons, without discrimination, in all employment practices. The City of Riverside is committed to maintaining a workplace that is free from harassment, discrimination, and retaliation.

POLICY:

1. Equal Employment Opportunity

The City of Riverside is an equal opportunity employer and makes employment decisions on the basis of merit. We will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex (including pregnancy, childbirth, related medical conditions, and breastfeeding), gender, gender identity, gender expression, sexual orientation, age, religion (including religious dress and grooming practices), physical or mental disability, medical condition, pregnancy, marital status, citizenship status, military or veteran status, genetic information, or any other basis protected by applicable federal, state, or local law.

Employment decisions including hirings, transfers, promotions, demotions, job rotations, training, work assignments, merit increases, overtime,, rewards, and discipline are made solely based on individual qualifications and other non-discriminatory business needs.

2. Reasonable Accommodations

The City of Riverside will provide reasonable accommodations to otherwise qualified employees or applicants with known physical or mental disabilities, unless it would create an undue hardship. An employee who requires accommodation to perform the essential functions of their job should contact the Employee Relations Division and request an accommodation. Such employee should specify in what way they are limited in their ability to perform the job and what accommodation they believe is needed. The City of Riverside will review the situation with the employee to identify possible accommodations, if any, that will allow the employee to perform the essential functions of the job. If a reasonable accommodation can be identified that will not impose an undue hardship, The City of Riverside will make the accommodation. If

there is more than one possible accommodation, The City of Riverside will decide which one will be provided.

3. Anti-Discrimination and Anti-Harassment

All employees are entitled to a work environment free from discrimination and harassment. Discriminatory treatment occurs when an individual uses a protected class as a basis for any employment action or decision.

Harassment creates a negative atmosphere that hinders productivity and morale and destroys professionalism. Harassment includes any unwelcome, unsolicited, and/or any unwanted behavior towards coworkers, subordinates, supervisors, or volunteers, which offends, humiliates, embarrasses, intimidates, or creates a hostile work environment because of a person's protected class. This definition also applies to cases of general harassment or mistreatment where protected classes do not apply.

All employees are charged with the responsibility of furthering equal employment opportunities to remove conditions that could result in employment discrimination. In any instance in which an employee believes the intent or principles of the law have been violated, that employee is required to consult with the City's Employee Relations Officer with the assurance that no reprisals (retaliation) will be taken against that employee. All allegations of discrimination are taken seriously and are promptly investigated. Appropriate remedial actions will be taken with respect to any substantiated allegations.

4. Affirmative Action and Merit Principles

Affirmative action is a concept of assuring equal opportunity for all persons regardless of protected class. It is an active approach to recruiting, hiring, and promoting qualified candidates based on merit while eliminating the artificial barriers to employment to all members of our society.

The City of Riverside's Affirmative Action policy is to assure equal opportunity for all persons regardless of protected class. This active approach is applied to recruiting, hiring, and promoting qualified candidates based on merit while eliminating the artificial barriers to employment to all members of society. This policy also ensures that all external and internal customers are treated with integrity, courtesy and respect and provides quality candidates to the City that reflects the diverse composition of our community.

Merit system principles ensure equal opportunity for qualified persons who are hired or promoted based on open competition. Competition may take the form of employment applications, written examinations, oral interviews, and/or performance tests, and is not limited to any combination of these. Positions are filled by those most qualified applicant, based on factors that relate only to skill, knowledge, experience/education and fitness for employment and in accordance with Equal Employment Opportunity and ADA guidelines.

The City of Riverside's Merit System shall ensure equal opportunity for qualified persons who are hired or promoted based on open competition. Competition may take the form of employment applications , written examinations, oral interviews, and/or performance tests, and is not limited to any combination of these. Positions are filled by the most qualified applicant, based on factors that relate only to skill, knowledge, experience/education and fitness for employment and in accordance with Equal Employment Opportunity (EEO), and Americans with Disabilities (ADA) guidelines.

As a result of passage of Proposition 209, enacted in 1996, the State of California prohibits preferential treatment or special consideration for any individual or group based on color, ethnicity, national origin, race, or sex in the operation of public employment, public education or public contraction. The City of Riverside fully accepts and adopts the concept of merit principles and its purpose in achieving equal opportunities in employment. The City is mindful, though, that action needed to maintain and establish eligibility to receive federal funding will not be prohibited.

5. Compliance with Laws and Regulations

The following laws and regulations guide the City of Riverside's Equal Employment Opportunity Policy:

- A. Federal Civil Rights Act of 1964, Title VI and VII as amended and Executive Orders Numbers 11,141 and 11,246, as amended.
- B. California Fair Employment and Housing Act (FEHA) (Gov. Code, §§ 12900–12999).
- C. Americans with Disabilities Act of 1990 (ADA).
- D. California Civil Rights Initiative
- E. Government Code section 12945.8
- F. Labor Code sections 1101 through 1102
- G. The California Domestic Partners Rights and Responsibilities Act of 2003 (see Fam. Code, § 297.5)
- H. The Age Discrimination in Employment Act of 1967 (ADEA) (29 U.S.C. §§ 621–634)