

**HUMAN RESOURCES – Personnel Administration Policy**

**2-3 Equal Employment Opportunity**

**3.0 Policy:**

It is the policy of the City of Fairfield to provide equal opportunity in employment to all employees and applicants for employment (refer to 163.13 of Codified Ordinances of the City of Fairfield). The City of Fairfield is an Equal Opportunity Employer (EOE). Discrimination against employees or applicants on the basis of race, color, religion, national origin, disability, sex or age is prohibited. All employment practices, including, but not limited to, hires, promotions, transfers, separations, layoffs, compensation, and training are administered without regard to race, color, religion, national origin, disability, sex or age.

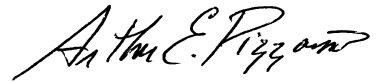
**3.1 Procedure:**

1. This policy applies to all terms, conditions, and privileges of employment, including hiring, probationary period, training, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, employee facilities, termination, and retirement.
2. The Human Resources Director, who reports directly to the City Manager on matters relating to this policy, is responsible for formulating, implementing, coordinating, and monitoring all efforts in the area of equal employment opportunity. The Human Resources Director's duties include, among others:
  - (a) Assisting management in collecting and analyzing employment data;
  - (b) Developing policy statements, affirmative action programs, and recruitment techniques designed to comply with the equal employment policies of the City of Fairfield.
  - (c) Complying with various statutory record keeping and notice requirements of employment related statutes and regulations;
  - (d) Assisting supervisory personnel in arriving at solutions to specific personnel problems;
  - (e) Serving as liaison between the City of Fairfield and government agencies, minority and women's organizations, and other community groups; and
  - (f) Keeping management informed of the latest equal employment opportunity developments.
3. Any communication from an applicant for employment, an employee, a government agency, or an attorney concerning any equal employment opportunity matter should be referred to the Human Resources Director.

4. Persons believing that they have been discriminated against on the job, or in the hiring process should contact the Human Resources Director, the Assistant City Manager, or file a discrimination complaint with the Ohio Civil Rights Commission and/or the Equal Employment Opportunity Commission.

**Review & Questions:**

Questions regarding this policy should be directed to the Human Resources Office.



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City Manager

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08/03/06

Date

***Supersedes #2, Issued 07/03/85***