

EEO Policy

It is the policy of The Town of Randolph to promote Equal Employment Opportunity through a positive continuing program of specific practices designed to ensure the full realization of Equal Employment Opportunity without unlawful regard to race, color, religion, sex, age, and national origin or disability. It is also the policy of The Town of Randolph to promote the realization of Equal Employment Opportunity by providing appropriate consideration to applicants and employees with either veteran or handicap status.

To implement these policies, The Town of Randolph will:

- Recruit, hire, train and promote persons in all job classifications without unlawful regard to race, color, religion, sex national origin, age or disability.
- Provide appropriate consideration, including reasonable accommodation, to applicants and employees with either veteran or handicap status.
- Ensure that promotion decisions are in accord with principles of Equal Employment Opportunity by imposing only valid requirements for promotional opportunities.
- Ensure that all personnel actions (including, but not limited to, compensation, benefits, transfers, layoffs, return from layoff, discipline, company sponsored training, education, tuition assistance, social and recreational programs) are administered without unlawful regard to race, color, religion, sex, national origin, age or disability.
- Base decisions on employment so as to further the principle of Equal Employment Opportunity.

Each employee is expected to adhere to this policy. Any violations of this policy may result in disciplinary action up to and including termination.

Sample Two

It is the policy of The Town of Randolph to comply with Federal and State Equal Employment Opportunity guidelines. All employment decisions will be made without unlawful regard of race, color, religion, sex, national origin, age or disability. To this end, The Town of Randolph will not engage in any unlawful discrimination against any employee or applicant for employment because of race, color, sex, national origin, disability, age, or veterans status, and will ensure that applicants and employees are treated without unlawful regard to these characteristics.

It is the obligation of each officer, manager, and supervisor of The Town of Randolph to conduct himself/herself in conformity with the principle of Equal Employment Opportunity at all times. All employment activities including, but not limited to, hiring, promotion, demotion, transfer, recruitment, advertising, discipline, layoff, termination, compensation, and training, shall be conducted without unlawful regard to race, color, religion, sex, national origin, age or disability.

It is the policy of the Agency to promote Equal Employment Opportunities in all phases of personnel administration: job structuring, recruitment, examination, selection, appointment, placement, training, upward mobility, discipline, etc. this is to be done through a positive continuing program of specific designed to ensure the full realization of Equal Employment Opportunity without illegal regard to race, color, religion, sex, age, physical or mental disability, and national origin. Equal Employment Opportunity is not only the law, but it is a principle of the Agency's operation.

Title VII of the Civil Rights Act of 1964 and subsequent amendments, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, the Vocational Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Act of 1974, the Americans with Disabilities act, the Utah Anti-Discrimination Act, and others. These laws require: 1) the writing and posting of Equal Employment Opportunity policy statements; and 2) the development of, and adherence to, sound EEO practices and procedures.

Equal Employment Opportunity policies and procedures are the initial steps of Affirmative Action required by Executive Order 11264

Affirmative Action Committee

- A. The Agencies Town Board Directors will establish an Affirmative Action Committee (as needed) to review the personnel actions for the General Manager to assure that affirmative action is followed. Once the Agency has over five (5) employees, then an Employee's Affirmative Action Committee will also be established.
- B. Employees should file all charges of discrimination in the hiring and management practices of the Town or the Mayor with the Affirmative Action Committee.

Recruitment

The Agency's leadership position in the community demands that recruitment consistent with our affirmative action policy be conducted in an aggressive manner to attract top-caliber individuals to fill positions at all levels of the organization. Many positions may be filled by employee transfers or promotions. Other will be assigned to new employees who are recruited or apply directly to the Agency. Recruitment may be conducted through advertising, employment agencies, schools, employee referrals, or technical and trade referrals.

The Mayor is the only person who is authorized to approve recruitment funds. Department heads should discuss the most appropriate method of recruitment for filling departmental positions with the Mayor. All recruitment shall be conducted in an ethical, professional, and non-discriminatory manner.

Before filling any approved position vacancy, current employees who apply shall be given equal consideration for transfer or promotion. Refer to the policy, "Announcement of the New Positions" (Section 40). A list of current openings will be posted on all City bulletin boards.

Employee Selection Process

Selection of candidates for all positions will follow the Agencies Equal Opportunity and Affirmative Action Policy. The Department Head is responsible for preparing the position requisition. Only the City Recorder is authorized to place ads, respond to inquiries from employment agencies, and post requisitions on the City bulletin boards. Job-related duties and qualifications, as listed on the position requisition, will provide the basis for initial screening of the applications. All applications and resumes received for the requisitioned position will be forwarded to the City Recorder.

Initial screening for the minimum qualifications will be conducted by the Town Council. The Mayor will further screen the applications to select those individuals to be interviewed for the position. Mayor and Town Council will jointly conduct the interviews. Only job-related questions or ones which assess the candidate's experience, skill, and training will be asked.