

**CITY OF REDDING**

**EQUAL EMPLOYMENT OPPORTUNITY  
FEDERAL AFFIRMATIVE ACTION POLICY**

**REVISED July 2016**

**I. POLICY STATEMENT**

The City Council of the City of Redding is committed to the principle of Equal Employment Opportunity for all persons with respect to employment opportunities, compensation, benefits, promotional opportunities, and other terms or conditions of employment, regardless of race, color, sex, sexual orientation, citizenship status, marital status, ethnicity, age (for people 40 and older), religion, gender identity, gender expression, genetic information, national origin and ancestry, political affiliation, creed, military or veteran status, ~~or~~ physical disability, mental disability, ~~and~~ medical condition or any other characteristic protected by state or federal law, unless based upon a bona fide occupational qualification, as required by applicable federal and state laws. Equal opportunity encompasses all aspects of employment practices to include, but not limited to, recruiting, hiring, training, compensation, benefits, promotions, transfers, layoffs, recall from layoffs, discipline, and City sponsored educational, social, and recreational programs. Additionally, it is the policy of this City to provide its employees a viable means for communicating and resolving grievances and complaints regarding unlawful discriminatory employment practices. Any employee of the City of Redding who fails to comply with this policy is subject to appropriate disciplinary action.

**II. PURPOSE OF THE EQUAL EMPLOYMENT OPPORTUNITY/FEDERAL AFFIRMATIVE ACTION POLICY**

- To promote equal employment opportunities in a positive and active manner.
- To strive to employ representatives of all the diverse communities in the relevant City of Redding labor market.
- To eliminate and prevent the occurrence of discriminatory practices relating to employment or promotional opportunity within the City of Redding.

**III. DISSEMINATION OF THE EQUAL EMPLOYMENT OPPORTUNITY/FEDERAL AFFIRMATIVE ACTION POLICY**

- All Employees will be advised of the contents of the Equal Employment Opportunity/Federal Affirmative Action policy and its accessibility.
- Each Department Director will maintain a copy of the Equal Employment Opportunity/Federal Affirmative Action policy and make it available to employees.
- An equal employment opportunity policy statement will be maintained as part of the personnel rules. The Equal Employment Opportunity/Federal Affirmative Action Policy will be made available to the public on the City of Redding Personnel webpage and in the Personnel Department.

- All City departments will display a copy of the Department of Fair Employment and Housing's Discrimination in Employment poster in at least the English and Spanish versions.
- All City of Redding publications relating to employment (i.e., job flyers, job ads, brochures, and handbooks) will include the phrase "An Equal Employment Opportunity/Federal Affirmative Action Employer."

#### **IV. ADMINISTRATION OF POLICY**

The policy requires the involvement of the City Council and all top-level management employees of the City of Redding. Commitment at the highest levels reaffirms and implements the City's belief in equal employment opportunity.

The City Council's role in the Equal Employment Opportunity/Federal Affirmative Action policy is to establish City policies; review and take action upon recommendations and comments from the City Manager, his or her designee and/or the general public relative to the policy; and ensure the implementation of policies once they have been established.

The City Manager has final operational responsibility for the administration and implementation of the Equal Employment Opportunity/Federal Affirmative Action policy and will promote City employee cooperation in the implementation of this policy.

The Personnel Director shall be designated by the City Manager as the Equal Employment Opportunity/Federal Affirmative Action Officer. He/she will provide for effective communication and enforcement of the components and intent of the Equal Employment Opportunity/Federal Affirmative Action policy. He/she will also have the responsibility for the Equal Employment Opportunity/Federal Affirmative Action policy complaint procedures. The Personnel Department will monitor and evaluate employment and promotion practices to assure compliance with the Equal Employment Opportunity/Federal Affirmative Action policy.

Day to day administration of the Equal Employment Opportunity/Federal Affirmative Action policy within each department will be delegated to the Department Director. Department Directors will ensure that their supervisory and other staff fully understand and attempt to meet the objectives of the plan.

#### **V. EMPLOYMENT PRACTICES**

All steps of the recruitment and selection process from the development of the classification specifications to the final selection interview will be:

- Realistically and directly related to the actual duties to be performed on the job;
- Designed to measure the applicant objectively against the job standards;

- and
- Free of arbitrariness.

The Personnel Department will analyze, on an ongoing basis, all City classification specifications to ensure they appropriately reflect the tasks being performed and the requisite skills and abilities required to perform those tasks. Only those skills, knowledge, abilities and other duties required for entry and performance in a given classification will be included. These elements will serve as the basis for job announcements, job-related tests, and development of performance requirements.

Recruitment will be conducted in order to further facilitate the Equal Employment Opportunity/Federal Affirmative Action policy.

Recruitment sources may include, but are not limited to the following:

- Newspapers/publications
- Professional associations
- Community based organizations
- Schools
- Public agencies
- Employment Development Department Offices

In order to assess the effectiveness of the recruitment process, the City will collect information from each applicant. This will be strictly voluntary on the part of the applicant and will not affect the hiring decision for a position.

## **VI. FEDERAL AFFIRMATIVE ACTION POLICY**

A. A 1974 policy entitled Affirmative Action Policy requires the City to take affirmative action to ensure that employees and applicants for employment are treated without regard to any characteristic protected by state or federal law, unless based upon a bona fide occupational qualification. The City will comply with the requirements contained in this policy.

The Personnel Department will conduct an analysis of this City workforce periodically. The analysis will identify the number of employees by ethnicity and sex in specific job categories. The job categories to be analyzed are as follows:

- 1) Officials/Administrators
- 2) Professionals
- 3) Technicians
- 4) Protective Service
- 5) Para-Professionals
- 6) Administrative Support
- 7) Skilled Craft
- 8) Service/Maintenance

Every City classification will be assigned to one of the above job categories.

The relevant labor market is the Shasta County area. Labor market is defined as the recruiting area to be used for the specific job categories.

B. The City's ultimate goal is to employ representatives of all of the diverse communities in the City of Redding's relevant labor market in each job category in reasonable relation to the overall labor market availability of such group.

The Personnel Department will continue to collect and analyze sufficient recruitment and selection statistics in order to review its goals and timetables.

The City will continue to actively monitor its personnel activities to assure the purpose and objectives of the Equal Employment Opportunity/Federal Affirmative Action Policy is being carried out.

## **VII. COMPLAINT PROCEDURES**

Any applicant who believes he/she has been discriminated against in any employment selection decision because of any characteristic protected by state or federal law, unless based upon a bona fide occupational qualification, may first file a complaint with the City's Equal Employment Opportunity/Federal Affirmative Action Officer Personnel Director Sheri DeMaagd, 777 Cypress Avenue, Redding, CA 96001 (530) 225-4068 not more than one hundred eighty (180) calendar days after the act complained of occurred.

The Equal Employment Opportunity/Federal Affirmative Action Officer shall make every effort to resolve the complaint informally in a timely manner. The Equal Employment Opportunity/Federal Affirmative Action Officer shall, if requested by the complainant, assist in discussions with any party to the complaint and may take other steps, which may assist in the resolution of the complaint.

The Equal Employment Opportunity/Federal Affirmative Action Officer shall have thirty (30) days to attempt to resolve the complaint. He/she shall be given access within the agency to any information necessary for resolving the complaint. All actions taken will be documented and tracked for reasonable progress.

When the Equal Employment Opportunity/Federal Affirmative Action Officer has completed attempts to resolve the complaint, he/she will direct the Personnel Department to prepare a report, setting out a summary of the complaint and disposition of the complaint indicating the basis for the disposition. A copy of the disposition shall be mailed (registered/certified) to the complainant. These actions will be completed in a timely manner.

Any employee who believes he/she has been discriminated against in any promotional opportunity, granting of compensation or benefits, or other terms or conditions of employment due to any characteristic protected by state or federal law, unless based upon a bona fide occupational qualification, should initiate contact with the Equal Employment Opportunity/Federal Affirmative Action Officer as a first step. The Equal Employment

Opportunity/Federal Affirmative Action Officer may designate a representative from the Personnel Department to work with the affected employee to attempt to resolve his/her complaint. This step will be taken in a timely manner. A Personnel Department representative will have access to any information necessary in the investigation of the complaint. The Equal Employment Opportunity/Federal Affirmative Action Officer will review the factual information gathered in a timely manner to determine whether the alleged conduct constitutes discrimination giving consideration to all factual information, the totality of the circumstances, including the nature of the conduct, and the context in which the alleged discrimination occurred. If the Equal Employment Opportunity/Federal Affirmative Action Officer determines that there is a reasonable cause to believe that a complaint has validity, he/she has the authority to modify or bypass the City Personnel rules and policies in settling the complaint with either an applicant or employee. All complaints will be closed in a timely manner.

Every effort will be made to assure the confidentiality of complaints made under this Policy. Complete confidentiality cannot occur, however, due to the need to fully investigate and the duty to take effective remedial action. As a result, confidentiality will be maintained to the extent possible. The employer will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or court order.

Any adverse conduct taken because an applicant or employee has reported discrimination, or has participated in the complaint and investigation process described herein, is prohibited. "Adverse conduct" includes but is not limited to taking sides because an individual has reported discrimination, spreading rumors about a complaint, shunning and avoiding an individual who reports discrimination, or real or implied threats of intimidation to prevent an individual from reporting discrimination. The following individuals are protected from retaliation: those who make good faith reports of discrimination, and those who associate with an individual who is involved in reporting discrimination or who participates in the complaint or investigation process.

Applicants and employees filing discrimination complaints shall be informed of their right to file a complaint with the Department of Fair Employment and Housing and/or the Equal Employment Opportunity Commission. This policy shall not be construed to place restrictions on any employee or applicant relating to communication with state or federal authorities with regard to a complaint.

## **EEOC CONTACT INFORMATION**

The City of Redding EEOC's National Contact Center (NCC) customer service representatives are available to assist you in more than 100 languages between 5:00 a.m. and 5:00 p.m. Pacific Time. An automated system with answers to frequently asked questions is available on a 24-hour basis. You can reach the NCC:

### **By mail:**

U.S. Equal Employment Opportunity Commission  
San Francisco District Office

5 West, P.O. Box 36025  
San Francisco, CA 94102-3661

**By phone:**

1-800-669-4000

**By Email:**

info@eeoc.gov

**EEOC Headquarters is located at:**

U.S. Equal Employment Opportunity Commission  
131 M Street, Washington, D.C. 20507  
Phone: (202) 663-4900 TTY: (202) 663-4494

**DFEH CONTACT INFORMATION**

Department of Fair Employment and Housing  
2218 Kausen Drive, Suite 100  
Elk Grove, CA 95758  
(916) 478-7251

**Employment/Public Accommodations:**

1-800-884-1684

1-800-700-2320 (TTY)

**Housing:**

1-800-884-1684

1-800-700-2320 (TTY)

**Hate Violence:**

1-800-884-1684

1-800-700-2320 (TTY)

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