

## **EQUAL EMPLOYMENT OPPORTUNITY**

(Anti-discrimination)

Revised March 2011

SECTION: 1

---

### **A. EQUAL EMPLOYMENT OPPORTUNITY**

Tooele City's goal is to foster a workplace culture that values diversity and provides equal employment opportunities in all aspects of employment. To help achieve this, all employees are expected to comply with:

1. Title VII of The Civil Rights Act of 1964, as amended, and not discriminate in employment opportunities or practices on the basis of race, color, religion, sex (includes pregnancy), or national origin.
2. The Age Discrimination Act and not discriminate in employment opportunities or practices on the basis of age;
3. The Equal Pay Act and not base pay decision on the basis of race, color, religion, sex, national origin, age, or disability. Tooele City policies provide that employees be compensated on the basis of equal work for equal pay;
4. The American's with Disabilities Act of 1990 (ADA), as amended, and not discriminate against any individual with a disability in the admission or access to, employment, work programs, or work activities. Tooele City will provide reasonable accommodations to qualified individuals with disabilities unless doing so would result in an undue hardship on the City. Employees may request an accommodation from his or her supervisor, the Director of Human Resources, or the City Attorney when needed. Requests for accommodation may be made at any time including during the application process, during the course of employment, or as an employee's specific needs change. Tooele City may need to obtain or require documentation from the employee's medical provider or a City approved medical provider to verify the need for an accommodation or to assist Tooele City in evaluating the request for an accommodation;
5. The Genetic Information Nondiscrimination Act of 2008 (GINA) and not use genetic information of an individual in the hiring process or to affect the terms, conditions, privileges, benefits or termination of employment unless there is a legitimate job related need that is consistent with business necessity or as otherwise mandated by law. Tooele City will not require collection or disclosure of genetic information prior to a conditional offer of employment. "Genetic information" is information about genes, gene products or inherited characteristics that may derive from the individual or a family member;

## **EQUAL EMPLOYMENT OPPORTUNITY**

(Anti-discrimination)

Revised March 2011

### SECTION: 1

---

6. The Uniform Services Employment and Reemployment Rights Act and not deny initial employment, reemployment, promotion, or any benefit of employment to a person who is obligated to perform in a uniformed service;
7. Titles VI and VIII of the Civil Rights Act of 1964 and not excluded individuals from participating in, be denied the benefits of, or be otherwise subjected to discrimination on the grounds of race, color, or national origin, under any program or activities for which Tooele City has received any federal financial assistance; and,
8. Any other law that provides for non-discrimination or equal opportunity.

#### **B. FEDERAL CONTRACTS**

In employing persons to carry out a federal contract, Tooele City, when contracting with the United States, will take affirmative action to employ and advance in employment qualified disabled individuals and qualified disabled veterans and veterans of the Vietnam era.

#### **C. FILING A COMPLAINT OF DISCRIMINATION WITH TOOEELE CITY**

1. An employee who believes he/she has been discriminated against in violation of this Section or law may file a discrimination complaint with Tooele City pursuant to Tooele City's Grievance Procedure herein this Manual; or,
2. An employee who believes that the nature of the complaint is harassment or retaliation may instead choose to file a complaint pursuant to Tooele City's Anti-Harassment policy (i.e. Sexual and Other Forms of Harassment) herein this Manual.