



ADMINISTRATIVE REGULATION

Office of the City Manager

Number	419
Sections	1 - 6
Effective Date	04/01/2011
Responsible Department	Human Resources
Review Date	06/01/2014

SUBJECT: Equal Employment Opportunity Policy

1. Purpose:

To establish a City policy ensuring that all employment decisions, including recruitment, selection, promotions, terminations, transfers, layoffs, compensation, training, benefits, and other terms and conditions of employment, are made without regard to race, color, religion, ancestry, national origin, age (over 40), sex, sexual orientation, marital status, political affiliation, veterans' status, disabilities (physical and mental), and medical condition (including cancer and HIV status) or any other basis protected by federal or state statutes.

2. Authority:

Charter of the City of Huntington Beach, Section 401; City of Huntington Beach Code of Ethics; Title VII of the Civil Rights Act of 1964; Age Discrimination in Employment Act; Title 1 of the Americans with Disabilities Act; Guidelines of the Equal Employment Opportunity Commission; State of California Fair Employment and Housing Act Commission (Government Code subsection 12900-12940 et.seq. Fair Employment and Housing Act).

3. Application:

This regulation applies to all City employees, as well as elected officials, members of advisory boards, commissions, and committees of the City, and contractors, vendors, and customers.

4. Definitions:

Discrimination – Any intentional or unintentional action which limits or denies a person any condition of employment because of race, color, religious creed, national origin, sex, age (40 and over), ancestry, physical and/or mental disability, certain medical conditions, marital status, sexual orientation, gender, identity, veteran status, or any other basis protected by federal or state statutes.

Equal Opportunity – The prohibition of discrimination in recruitment, selection, promotions, terminations, transfers, layoffs, compensation, training, benefits, and other terms and conditions of employment.

5. Policy:

It is the policy of the City to maintain an environment that values diversity and is fair and equitable in all its relations with its employees and applicants. All recruitment, hiring, placements, transfers and promotions will be made solely on the basis of individual qualifications for the positions being filled. All other personnel actions such as compensation, benefits, layoffs, returns from layoffs, family care leave, terminations, training, social and recreational programs are also to be administered regardless of race, color, religion, ancestry, national origin, age (over 40), sex, sexual orientation, marital status, political affiliation, veterans' status, disabilities (physical and mental), and medical condition (including cancer and HIV status).

6. Responsibilities:

The City Manager, department heads and/or their designated representatives shall be responsible for implementation of this policy.

The Director of Human Resources shall manage the Equal Employment Opportunity Program. The manager's responsibilities will include monitoring and reporting all Equal Employment Opportunity activities as required by Federal, State and Local agencies.

A copy of this Policy shall be provided to all employees, elected officials, officers, members of advisory boards, commissions and committees of the City of Huntington Beach.



Fred Wilson
City Manager