



City of Barre Operations Policy

Equal Employment Opportunity Commission (EEOC) 04/28/2021

Purpose

The City of Barre provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex (including sexual orientation, pregnancy or gender identity), national origin, age (40 and older), disability and genetic information (including family medical history). In addition to those federally protected categories the State of Vermont under the Fair Employment Protection Act (FEPA) has also identified ancestry, HIV+ status, place of birth, association with a member of a legally protected category listed above, crime victim status and health insurance coverage status. The City of Barre has added protection for financial class.

City of Barre complies with applicable state and local laws governing nondiscrimination in employment in every location in which the City has facilities. This policy applies to all terms and conditions of employment, including but, not limited to recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The City of Barre expressly prohibits any form of workplace harassment based on any of the categories listed above and the City also prohibits retaliatory action for any protected activity.

With this in mind, the following policy is set in place.

1. The City shall consider all qualified applicants for available positions without regard to any protected class listed above, provided the individual is qualified to perform the work available. Attempts will be made to contact known sources of minority and women potential applicants to maximize the participation of such applicants.
2. All recruitment advertisements will include the municipality's commitment to Equal Employment Opportunity, and job specifications/descriptions should be reviewed periodically and properly identify job-related requirements.
3. EEO posters shall be placed and maintained in conspicuous locations.
4. Advancement to positions of greater responsibility shall be based on an individual's demonstrated performance.
5. Compensation, benefits, job assignments, layoffs, employee development opportunities, and discipline shall be administered consistent with federal and state laws.
6. Executive, management and supervisory level employees have the responsibility to further the implementation of this policy and ensure conformance by subordinates.
7. Any municipal employee who engages in discrimination of a member of a protected class or unlawful harassment will be subject to appropriate discipline.
8. Any supervisory or managerial employee who knows of unlawful discrimination or harassment in the workplace, and fails to take immediate and appropriate corrective action, may be subject to disciplinary action.



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- A. The municipality is committed to its Equal Employment Opportunity Policy, and as part of the Equal Employment Opportunity Plan will:
1. Recruit, hire, upgrade, train, and promote in all job classifications without regard to race, color, religion, ancestry, national origin, age, gender, sexual orientation, sexual identity, or disability;
 2. Base employment decisions on the principles of Equal Employment Opportunity and with the intent to further the municipality's commitment to workplace diversity;
 3. Ensure that all other personnel actions such as compensation, benefits, municipal-sponsored training, educational tuition assistance, social and recreational programs shall be administered without regard to race, color, religion, ancestry, national origin, age, gender, sexual orientation, sexual identity, or disability;
 4. Provide reasonable accommodations for applicants and/or employees with disabilities, which will enable them to successfully perform the essential job functions;
 5. Ensure that employees and applicants are not subjected to intimidation and/or harassment, threats, coercion, or discrimination because they have filed a complaint, assisted or participated in an investigation or any other activity, or opposed any act or practice made unlawful;
 6. Investigate and document claims of discrimination and unlawful harassment in the workplace with the assistance of the Human Resources Department
 7. Promote inclusion and diversity in all levels of the workforce.

Confidentiality

All information received by the organization through Equal Employment Opportunity Commission (EEOC) policy is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Communication

Communicating our Equal Employment Opportunity Commission (EEOC) policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our Equal Employment Opportunity Commission (EEOC) policy:

- Posters and brochures will be available at all locations.
- Every supervisor will receive training to help him/her recognize and manage employees with alcohol and other drug problems.
- This policy will be distributed to all current employees in a timely manner upon implementation.



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City Manager

Date