

	<h1 style="color: blue;">City of Helena</h1> <h2 style="color: blue;">Personnel Policy</h2>	Policy number	1-1
		Original Adoption	02-09-1987
		Revision #	8
		Last revision date	October 2015
Section Title	Equal Employment Opportunity		
Subject	Nondiscrimination		

This section affirms the City of Helena's policy of nondiscrimination in employment, including but not limited to the following:

Recruitment, selection, placement, testing, training, promotion, transfer, discipline, demotion, layoff, discharge and termination.

It is the policy of the City of Helena, to promote the understanding of cultural diversity by providing equal opportunity to all of its employees and applicants for employment. In support of that policy the City shall assure there shall be no discrimination against any person on the basis of sex, age, race, color, religion, creed, national origin, physical or mental handicap, marital status, political beliefs, veterans' status, sexual orientation, gender identity or expression, or genetic information unless related to a bona fide occupational requirement. To this end, the City of Helena will take affirmative actions to equalize opportunity for employment at all levels of operation for those classes of people who have traditionally been denied equal opportunity; i.e. minority group members, women, and the handicapped. The City of Helena recognizes an obligation to make reasonable accommodations to the known physical or mental limitations or religious beliefs of an otherwise qualified handicapped applicant or employee unless the accommodation imposes an undue hardship.

Reasonable accommodation efforts include, but may not be limited to, the adoption of flex-time, job revision, schedule changes, equipment or procedure changes and utilization of employee assistance devices, as may be allowed by law. The City will meet with any employee so requesting, to discuss development of a reasonable accommodation.

All applicants for employment with the City of Helena will be recruited from the reasonably available labor market and evaluated on each person's individual qualifications and abilities. Positions may be advertised internally only with the approval of the Human Resources Director and the City Manager.

All City of Helena employees shall be afforded equal employment opportunities during their terms of employment and are guaranteed protection against retaliation for exercising any legal or administrative procedures to secure rights to equal employment opportunities or testifying on behalf of someone else doing so.

All supervisory personnel are responsible for, and shall be committed to, achieving and promoting equal employment opportunity with the City of Helena and for implementing this equal employment opportunity policy.

Assignment of Responsibility

Primary responsibility for the development, implementation and maintenance of procedures in accordance with this equal employment opportunity policy is assigned to the Human Resources Director of the City of Helena, who will serve as the Equal Employment Opportunity Officer and will conduct periodic reviews of City of Helena personnel actions to ensure that the policy of equal employment opportunity is being adhered to and will apprise the City Manager of progress and of any developing problems for which remedial action would be appropriate.

The City Manager directs all employees of the City of Helena engaged in any phase of employment to take appropriate steps to assure that employment opportunities with the City of Helena are offered on an equal basis to all, without regard to sex, age, race, color, religion, creed, national origin, physical or mental handicap, marital status, political beliefs, veterans' status, sexual orientation, gender identity or expression, or genetic information unless such distinction is a bona fide occupational qualification.

Implementation

The City will implement this policy and Title VII of the Civil Rights Act of 1964 by means of the Equal Employment Program below. This program is drawn to the specifications and standards established by residential Executive Orders 11246 and 11375, which are described in Part 60-2 of the Code of Federal Regulations (issued by the Office of Federal Contract Compliance, U.S. Department of Labor) and the Montana Human Rights Act (Title 49, MCA).

This policy shall be comprehensive in its range. The City shall make good faith efforts to implement this policy and procedures adopted will include, at a minimum:

1. Evaluate all current employment practices for evidence of discriminatory effect. Where such practices are found to be discriminatory in their effect, they shall be modified so as to excise any effect;
2. Remedy any unwarranted instances of under-utilization of women, minorities, and other individuals who have traditionally been the victims of discrimination;
3. Develop training and upgrading procedures, which will ensure full consideration for those classes of people who have traditionally been denied equal opportunity, i.e. minority group members, women, and the handicapped, in any future employment opportunities with the City.
4. Seek out those who have been denied equal opportunity as applicants whenever vacancies occur;
5. Make the substance of this policy available through written notice to all employees, recruitment sources and other interested persons and organizations;
6. Provide equal pay for equal work;
7. Inform all contractors and subcontractors of their affirmative action responsibilities in all contracts awarded by this jurisdiction;
8. Ensure compliance with all applicable federal and State equal employment requirements;
9. Include the "Equal Opportunity Employer" (EOE) clause in all vacancy announcements;
10. Provide assistance to members of protected groups in completing applications;
11. Provide assistance to individuals needing help in meeting training and educational qualifications for job vacancies whenever possible;
12. Apprise all employment referral agencies of the substances of this policy in order to facilitate referral of qualified minorities, women and handicapped individuals;
13. Post EEO posters in conspicuous places on City premises;
14. Instruct all supervisory personnel in the required procedures following an EEO complaint;
15. Inform all supervisory personnel of their duties and responsibilities with respect to equal employment opportunity; and
16. Inform all employees of the City's commitment to equal employment opportunity and of their rights and remedies under the law.