

OMAG

Sample EEO Policy

DISCLAIMER: This policy template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant ordinances, charters, policies, practices or organizational structure particular to your City/Town. REVIEW CAREFULLY and revise as needed.

To avoid any legal issues this should be reviewed by your City/Town attorney before distribution to ensure that it accurately reflects any laws, policies, procedures and practices adopted by the governing body.

If you or your City/Town Attorney have questions regarding this sample policy, please call OMAG and ask for:

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Deputy General Counsel/
Director of Personnel Services
1-800-234-9461 (toll free)
405-657-1422 (direct)
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Associate General Counsel
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Equal Employment Opportunity (EEO)

The City/Town is an equal employment opportunity employer where required by law. Employment decisions are based on merit and business needs, and not on race, ancestry, religion, gender, age, marital or civil union status, national origin, sexual orientation, place of birth, citizenship, veteran status, disability, or pregnant status, as defined and required by state and federal laws.

It is the policy of the City/Town to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA) and the Pregnant Workers Fairness Act (PWFA). We will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability or pregnancy status. We will also make a reasonable accommodation whenever possible for all employees or applicants with disabilities or who are pregnant, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on the City/Town, in conformance with state and federal law.

Equal employment opportunity notices are posted as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any employee believes he or she has been discriminated against.

Management is primarily responsible for seeing that our equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal actions the policies are followed. Any employees, including managers, responsible for or involved in discriminatory practices or actions will be subject to termination.

The City/Town intends to provide a work environment that is pleasant and free from intimidation, hostility or other offenses that might interfere with work performance. Harassment of any sort - verbal, physical, and visual - will not be tolerated. Members of certain classes are protected by law. Those protected classes include, but are not necessarily limited to race, ancestry, religion, gender, age, marital or civil union status, national origin, sexual orientation, place of birth, citizenship, veteran status, disability, pregnant status, or any other protected status defined by law.