



HR – Equal Employment Opportunity City of Crystal Lake Administrative Directive

PURPOSE:

This purpose of this directive is to assert the City of Crystal Lake's commitment to equal employment opportunity.

Definition of Equal Employment Opportunity: the provision of equitable opportunities for employment and conditions of employment to all employees regardless of race, creed, color, age, gender, religion, national origin, or disability.

It is the policy of the City of Crystal Lake to recruit well-qualified individuals for employment in every department. It is the policy of the City of Crystal Lake to treat each person with the respect, dignity and integrity due him or her as an individual and to prohibit unlawful discrimination in all phases of the recruitment and employer-employee relationship. Where sections of this directive conflict with an employee's collective bargaining agreement, the collective bargaining agreement shall govern.

PROCEDURE:

The City of Crystal Lake prohibits discrimination against any person in recruitment, examination, appointment, training, promotion, compensation, retention, discipline, and every other aspect of personnel administration for reasons of religious opinions or affiliations or because of race, religion, gender, sexual orientation, color, creed, ancestry, national origin, physical impairment or age (except where specific requirements constitute bona fide occupational qualifications) or any other non-merit factors.

Furthermore, the organization will monitor this policy through review of its employment programs. Where an evaluation indicates a disparity, the organization will take voluntary action to ensure that its policies, procedures, customs and practices impose no barriers to equal employment opportunity.

The City is committed to uphold all appropriate state and federal legislation related to equal employment opportunity.

RESPONSIBILITY:

The City Manager delegates responsibility to the Director of Human Resources for maintaining this program for the City of Crystal Lake. All employees shall have the responsibility of familiarizing themselves with this directive and adhering to it.

Approved By: _____

City Manager

Original Effective Date: 4/18/2007

Revised: 7/25/2012

Next Review: 5/1/2014