

	City of Cedar Park Human Resources Policy Manual		
	Equal Employment Opportunity		
	Number: B - 2	Revision: 1	Effective Date: 5/10/2018

1.0 Policy

- 1.1 The City is an equal opportunity employer that maintains a policy of nondiscrimination with respect to each employee and applicant for employment. The City affirms its commitment that there shall be no discrimination against applicants or employees because of race, color, sex, religion, national origin, age, veteran status, disability, political affiliation, genetic information, or any other protected status. The City will continue to recruit, hire, promote, transfer, take corrective action, and make all personnel decisions, including those related to compensation and benefits in a nondiscriminatory manner and in accordance with applicable laws. (Also refer to *Unlawful Workplace Harassment, Including Sexual Harassment Policy*.)
- 1.2 Applicable Law. This policy is adopted pursuant to Title VII of the Civil Rights Act, 42 U.S.C. §§2000e, et seq.; Title I of the Americans with Disabilities Act (ADA), 42 U.S.C. §§12101, et seq.; Age Discrimination in Employment Act (ADEA), 29 U.S.C. §§621, et seq.; Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. §§4311 et seq.; Texas Labor Code Chapter 21; and related regulations, as they may be amended. To the extent that this policy conflicts with the law cited herein, as it may be amended, the law cited herein shall govern.

2.0 Procedure/Rule

- 2.1 All City employees and officials are expected to implement this commitment to nondiscrimination through uniform and consistent employment practices.
- 2.2 Any communication from an applicant for employment, an employee, a government agency or an attorney concerning an equal employment opportunity matter shall be referred to the Human Resources Director.
- 2.3 An employee who experiences discrimination, sexual harassment, or any other form of harassment shall immediately report such harassment to his/her supervisor, Department Head or the Human Resources Department, as appropriate. An employee is encouraged to file his/her

complaint within ten days of the alleged incident. **An employee who complains under this policy will not be retaliated against for such a complaint.**

- 2.4 To the extent reasonably possible, the City will accommodate individuals with disabilities in the application, hiring, and employment process. Reasonable accommodation is available to all employees and applicants, so long as the accommodation does not create an undue hardship for the City, and can be provided without posing a substantial or imminent safety risk. Disabled individuals requiring accommodations should notify the Human Resources Director. The City requests sufficient notice, when possible, to give time to arrange the accommodation.
- 2.5 An employee, who after investigation is found to have discriminated against an applicant or employee, shall be subject to disciplinary action, up to and including termination of employment.