

 Chandler · Arizona	CITY OF CHANDLER ADMINISTRATIVE REGULATION	EFFECTIVE DATE: October 19, 1994
		DATE LAST REVIEWED: May 15, 2013
		NUMBER: CM - 14
		DPR: City Manager
EQUAL EMPLOYMENT OPPORTUNITY		

I. PURPOSE

City policy prohibits any City official or employee from discriminating against or in favor of any applicant or other employee because of sex, race, national origin, color, religion, disability, age, or any other unlawful reason.

The City of Chandler reaffirms its commitment to a program of equal opportunity as set forth below to ensure that the recruitment, selection, appointment, and advancement practices of the City afford equal employment opportunity to qualified applicants and employees from all segments of society without regard to race, color, religion, national origin, gender, sexual orientation, gender identity or expression, age, mental or physical disability, genetic information, marital status, pregnancy, political affiliation, veteran status, or any other characteristic protected by law. Consistent with this commitment, the City will provide reasonable accommodation to qualified individuals with disabilities and accommodations for religious practices in accordance with applicable laws, regulations, and policies.

II. RESPONSIBILITY

- A. The Human Resources Director will provide guidance regarding review and evaluation of employment policies, practices, and procedures at the departmental level, particularly in instances where persistent underrepresentation of particular groups is indicated or discriminatory practices are alleged.
- B. The City Manager will establish goals for, and review and evaluate the administration of, the employee selection procedure, including policies and practices of the Human Resources Division, in performing such functions as recruiting; receipt and processing of applications; testing and evaluations; establishment and maintenance of registers; certification of candidates; and review and processing of appointments

III. DEFINITIONS

N/A

IV. PROCEDURES

The City believes that employment in government should be based solely on merit and fitness for the job. By eliminating barriers to equal opportunity and ensuring fair and open competition, the merit principles and values adopted by the City are promoted and strengthened. It is the intent of the City to ensure that its employee recruitment, selection, appointment, and advancement procedures fully conform to the letter and spirit of all applicable laws including, but not limited to, the requirements of:

- Title VII of the Civil Rights Act of 1964 (Title VII)
- The Pregnancy Discrimination Act
- The American with Disabilities Act of 1990 (ADA)
- The Age Discrimination in Employment Act of 1967 (ADEA)
- The Equal Pay Act of 1963
- The Genetic Information Nondiscrimination Act of 2008 (GINA)
- The Rehabilitation Act of 1973
- The Arizona Civil Rights Act

A. Recruiting

1. The City will continue to extend its recruiting program efforts to all segments of society and areas of the employment market. It shall make every reasonable good faith effort to include persons from groups that have been the object of discrimination in the group to be considered for selection.
2. The City will make outreach efforts to ethnic and minority group organizations, publications and websites for all customary releases relating to employment opportunities.
3. The City intends to maintain such a recruitment and publicity program as will enhance the public image of the City as an equal opportunity employer.

B. Selection

1. The City will continue to review its employee selection procedures to ensure that the City's values and merit principles are maintained in all employee selection procedures.
2. The City will ensure that selection and evaluation devices are predictive of and significantly correlated with important elements of work behavior relevant to the positions being filled. Appropriate action will be taken to ensure that employment tests are objective, contain easily understandable instructions, are constructed to avoid subjective discrimination, and are free of identifiable culture barriers.
3. The City will continue to conduct appropriate classifications reviews to ensure that qualification requirements are realistic, valid, and represent the minimum education, training and experience essential to perform the required tasks. In the job classes where education, training, and experience requirements are deemed appropriate, valid specifications will permit use of any equivalent combination of education, training and/or experience to satisfy the minimum requirements.
4. Where interpersonal evaluations are required, the City will make good faith efforts to include a diverse group of participants in the interview and selection process.

C. Appointment

1. The City will endeavor to ensure each applicant is fully informed of the procedures involved in the appointment process in order that each may know what to expect from the beginning.
2. The City will continue to certify candidates in accordance with merit principles without regard to race, color, religion, national origin, gender, sexual orientation, gender identity or expression, age, mental or physical disability, genetic information, marital

status, pregnancy, political affiliation, veteran status, or any other characteristic protected by law, except as authorized by law.

3. If a candidate is rejected, the City of Chandler will :
 - Provide the candidate with a written notice of the rejection.
 - Retain a copy of the rejection notice in accordance with applicable record retention requirements.
4. The City commits to assess the manner in which candidates are selected for appointment to determine whether there are any adverse impacts upon particular groups. To the extent that adverse impacts are discovered, the Human Resources Director will determine whether the criteria being used are job-related. If the criteria are not job-related, the City will discontinue the use of that method. Methods which diminish adverse impacts will be preferred over those with greater impact, provided that the City's job-related aims are not compromised by using the method with a diminished impact. Examples of selection methods which may diminish adverse impacts include race/ethnicity-neutral and gender-neutral questions in interview materials and assembling interview panels that reflect gender, race and ethnic diversity.
5. The City will ensure Departmental cooperation in opening appointment opportunities at various levels of the Department structure with a goal of achieving a fair, diverse, and inclusive workplace. .

D. Other Personnel Actions

1. When necessary, the City will continue to make available career guidance and resolution of or assistance with employee relations problems for all employees including members of minority groups.
2. The City will continue to administer an exit interview program, written and/or oral, to study and address turnover problems.
3. The City will continue to provide an effective grievance system where complaints alleging discrimination can be fully investigated and appropriate corrective action taken where necessary. The City's anti-harassment policy provides both formal and informal procedures for reporting and investigating complaints of harassment.
4. The City will continue to provide a citywide promotional procedure where selections are based on valid merit factors and are free of discriminatory patterns.
5. The City will continue to provide an effective employee performance evaluation program which relates performance requirements to organizational goals. Only character and interpersonal skills that are essential to the achievement of organizational goals and consistent with the City's values may be included in an employee's performance evaluation. The City will periodically review performance evaluations and provide supervisory training and counseling to increase the objectivity of these reports whenever necessary.
6. The City requires all employees to attend orientation and training programs on cultural diversity and the anti-harassment policy. The City also makes available to all employees training programs on effective supervision, labor relations, and City policies that contribute toward developing a mutually collaborative organizational climate.

7. This scope of this regulation is limited to the recruitment, selection, appointment, and advancement of applicants and employees as set forth herein. It should not be construed to imply or confer to imply rights or obligations beyond those expressly stated.

Dale S. Spletter 8-1-13
Director of Department Date

Ruth Dlugos 8-8-13
City Manager Date