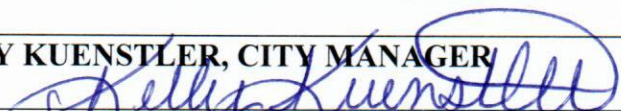




<b>SECTION: HUMAN RESOURCES</b>	<b>REFERENCE NUMBER: A17</b>
<b>SUBJECT: AFFIRMATIVE ACTION /DIVERSITY PROGRAM</b>	<b>INITIAL EFFECTIVE DATE: 08/27/2017</b>
<b>FROM: KELLY KUENSTLER, CITY MANAGER</b> 	<b>LAST REVISION DATE: 10/1/2017</b>

A. **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

Recognizing the rights of all people to equal opportunities, and believing in individual dignity, the City of Leon Valley extends Equal Employment Opportunity (EEO) to all employees and applicants.

The City of Leon Valley will in no way discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, age, national origin, physical or mental disability, or veteran status.

In keeping with the intent of this policy, the City of Leon Valley will adhere to the following practices:

1. Recruitment, hiring, training, and promotion of employees in all job classifications, will be conducted without regard to race, color, religion, sex, sexual orientation, age, national origin, physical or mental disability, or veteran status except where a bona fide occupational qualification exists, and the City will make every effort to alleviate all disparity in the employment of minorities and women in the employ of the City government.
2. Base decisions on employment so as to further the principles of equal employment opportunity based upon objective selection criteria and job relatedness.
3. Ensure that promotion decisions further equal employment opportunity by imposing only valid requirements for promotional opportunities.
4. Ensure that all personnel actions such as compensation, benefits, training, education assistance, and any other aspect of employment will be administered without regard to race, age, color, religion, sex, sexual orientation, national origin, physical or mental disability, or veteran status.

5. All forms of discrimination with regard to employees or applicants for employment, including any form of racial slurs, religious intimidation, epithets, sexual advances or harassment are prohibited; and all charges will be investigated and, if warranted, appropriate disciplinary action taken.

Applicable laws and regulations concerning Equal Employment Opportunity include Title VII of the Civil Rights Act of 1964, Pregnancy Discrimination Act, Equal Pay act of 1963, Age Discrimination in Employment Act of 1967, Title I of the Americans with Disabilities Act of 1990, Section 103 of the Civil Rights Act of 1991, Sections 501 and 505 of the Rehabilitation Act of 1973. Ant the Genetic Information Nondiscrimination Act of 2008.

**B. RESPONSIBILITY FOR AFFIRMATIVE ACTION/ DIVERSITY**

1. City Manager: The City Manager will:
  - a. Be responsible for the overall administration of the Affirmative Action/ Diversity Program.
  - b. Establish, administer, and provide policy direction for the plan to ensure that equal employment opportunity exists in each department in all categories;
  - c. Provide appropriate direction to management employees to assure compliance with the plan.
  - d. Administratively support the goals of the plan so that employment, training, and promotion objectives are met.
2. Human Resources Supervisor: The Human Resources Supervisor will serve as the Affirmative Action/ Diversity Coordinator. The Human Resources Supervisor shall have the responsibility to:
  - a. Develop policy statements, Affirmative Action/ Diversity Programs, and internal and external communication programs.
  - b. Establish a recruitment program with minority groups, disability agencies, veteran's groups and women to develop regular communication channels which will assure that employment opportunity information is widely disseminated. Actively encourage minorities and females to apply for available position.
  - c. Conduct training as needed to explain the concepts of affirmative action to managerial and supervisory employees.

- d. Analyze and remove artificial and physical barriers in job descriptions which may tend to discriminate against protected classes.
- e. Report as needed to the City Manager regarding the status of the Affirmative Action/ Diversity Program (the report to be submitted is the required EEO annual report).
- f. Serve as a liaison between the City , government regulatory agencies, minority and women's organizations and other community groups.
- g. Ensure that current legal information affecting affirmative action is disseminated to management and supervisory employees.
- h. Submit all EEO reports yearly.
- i. Ensure that the City of Leon Valley's Personnel Policies, the recruitment process, testing, job requirements, training and employee benefits will be reviewed and updated periodically to comply with the Federal, State and City laws, ordinances and regulations.
- j. Ensure that employee benefits are provided to all City employees in a manner in keeping with this directive.
- k. Ensure that appropriate EEO posters are displayed at all work sites.

3. Department Heads and Supervisors will:

- a. Hold regular discussions with supervisors and employees to ensure policies are being followed.
- b. Ensure that all employees are given full opportunity for transfer and promotion.

4. City Employees

All employees will comply with the spirit and the letter of the Affirmative Action/ Diversity plan. Any employee of the City of Leon Valley who willfully violates the intent of this plan shall be subject to appropriate disciplinary action including reprimand, suspension, and/or dismissal.

All employees are also reminded that charges of discrimination are extremely serious allegations against the City, and if proven, could subject the City to significant liability. All employees are cautioned, with regard to employment practices, to follow the law, and to seek counsel when necessary.

C. **DISSEMINATION OF AFFIRMATIVE ACTION/ DIVERSITY POLICY**

1. **INTERNALLY**

Managers and supervisors will be fully informed of the City's policy:

- a. Copies of the policy will be distributed to Department Heads and Supervisors. They are requested to make all individuals involved in personnel decisions aware of this policy and its implementation.
- b. The City's EEO policy will be included in the Personnel Policy / Procedures Manual.
- c. A Training program will be held to explain the Affirmative Action/ Diversity Policy and responsibilities and duties in implementation.

Non-supervisory staff will be informed of the City's policy via:

- a. Posting the City's Affirmative Action/ Diversity statement on city wide bulletin boards.
- b. Affirmative Action/ Diversity Policy will be included in the Personnel Policies.
- c. The Affirmative Action/ Diversity Program and Policy will be presented and discussed as part of the employee orientation and training programs.

2. **EXTERNALLY**

- a. All recruiting sources will be informed of the City's policy.
- b. Educational institutions, community groups, and others who refer applicants will be informed of the City's policy.

D. **AFFIRMATIVE ACTION/ DIVERSITY PROGRAM EVALUATIONS**

1. Evaluating the City's Affirmative Action/ Diversity/EEO Program.

Affirmative Action/ Diversity compliance and support of the City's Affirmative Action/ Diversity Program will be a part of the evaluation of all supervisory personnel.

An annual survey of current employees (Annual EEOC Report) will be conducted to determine whether or not the City's employment policies and practices are discriminatory.

Underutilization or concentration of minorities or women in the City work force will be based on the "labor market" (the area in which the city can reasonably expect to recruit). Labor market areas for the City of Leon Valley employees are as follows:

San Antonio: Clerical  
Laborer  
Skilled  
Craft  
Technical  
Paraprofessional  
Public Safety  
Professional  
Department Heads

Texas: City Manager

2. Monitoring Performance

The Affirmative Action/ Diversity Officer will prepare an Affirmative Action/ Diversity Report for submission to the City Manager, upon request. These reports will include statistics regarding new hires, terminations, and promotions categorized by race, ethnic group and sex.