



City of Riverside, California  
Human Resources Policy and Procedure Manual

Approved:

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**SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY POLICY**

**PURPOSE:**

To establish a formal policy that affords equal employment opportunity for all persons, without discrimination, in all employment practices. The City of Riverside is committed to providing a workplace free from harassment and discrimination.

**POLICY:**

**1. Equal Employment Opportunity**

The City of Riverside is dedicated to equality of opportunity within its community and supports the protections available to employees under state and federal law. All employees shall be treated equally with regard to race, color, religious creed, religion, sex, national origin, age, medical condition (including cancer and genetic characteristics) disability, marital status, ancestry, disabilities (physical and mental), status as a disabled veteran, pregnancy, sexual orientation and gender identity. These classes/categories are the "protected classes" covered under this Policy and applicable law.

All recruitments, hirings, placements, transfers, promotions, job rotations, trainings, work assignments, merit increases, overtime assignments, rewards, and discipline are made solely based on individual qualifications and other non-discriminatory business needs so as not to discriminate against an individual because of their protected class.

**2. Anti-Discrimination and Anti-Harassment**

All employees are entitled to a work environment free from discrimination and harassment. Discriminatory treatment occurs when an individual uses a protected class as a basis for any employment action or decision.

Harassment creates a negative atmosphere that hinders productivity and morale and destroys professionalism. Harassment includes any unwelcome, unsolicited, and/or any unwanted behavior towards coworkers, subordinates, supervisors, or volunteers, which offends, humiliates, embarrasses, intimidates, or creates a hostile work environment because of a person's protected class. This definition also applies to cases of general harassment or mistreatment where protected classes do not apply.

All employees are charged with the responsibility of furthering equal employment opportunities to remove conditions that could result in employment discrimination. In any instance in which an employee believes the intent or principles of the law have been violated, that employee is required to consult with the City's Employee Relations Officer with the assurance that no reprisals (retaliation) will be taken against that employee. All allegations of discrimination are taken seriously and promptly investigated. Appropriate remedial actions will be taken with respect to any substantiated allegations.

### **3. Affirmative Action and Merit Principles**

Affirmative action is a concept of assuring equal opportunity for all persons regardless of protected class. It is an active approach to recruiting, hiring, and promoting qualified candidates based on merit while eliminating the artificial barriers to employment to all members of our society.

The City of Riverside's Affirmative Action policy is to assure equal opportunity for all persons regardless of protected class. This active approach is applied to recruiting, hiring, and promoting qualified candidates based on merit while eliminating the artificial barriers to employment to all members of society. This policy also ensures that all external and internal customers are treated with integrity, courtesy and respect and provides quality candidates to the City that reflects the diverse composition of our community.

Merit system principles ensure equal opportunity for qualified persons who are appointed and promoted based on open competition. Competition may take the form of application appraisals, written examinations, oral interviews, assessment centers, and performance tests, and is not limited to any combination of these. Positions are filled by those most qualified applicant, based on factors that relate only to skill, knowledge, and fitness for employment and in accordance with Equal Employment Opportunity and ADA guidelines.

The City of Riverside's Merit System shall ensure equal opportunity for qualified persons who are appointed and promoted based on open competition. Competition may take the form of application appraisals, written examinations, oral interviews, assessment centers and performance tests, and is not limited to any combination of these. Positions are filled by the most qualified applicant, based on factors that relate only to skill, knowledge, and fitness for employment and in accordance with Equal Employment Opportunity (EEO), and Americans with Disabilities (ADA) guidelines.

As a result of passage of Proposition 209, enacted in 1996, the State of California prohibits preferential treatment or special consideration to any individual or group based on color, ethnicity, national origin, race, or sex in the operation of public employment, public education or public contraction. The City of Riverside fully accepts and adopts the concept of merit principles and its purpose in achieving equal opportunities in employment. The City is mindful, though, that action needed to maintain and establish eligibility to receive federal funding will not be prohibited.

**4. Compliance with Laws and Regulations**

The following laws and regulations guide the City of Riverside's Equal Employment Opportunity Policy:

- A. Federal Civil Rights Act of 1964, Title VI and VII as amended and Executive Orders Numbers 11,141 and 11,246, as amended.
- B. California Fair Employment and Housing Act (FEHA).
- C. Americans with Disabilities Act of 1990 (ADA).
- D. California Civil Rights Initiative