
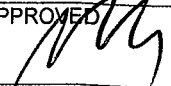


ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		DATE 4/15/2015	
		NO. 901	
TITLE	EQUAL EMPLOYMENT OPPORTUNITY PLAN	ORIGINATING DEPT. MANAGEMENT SERVICES	APPROVED 

901.01 AUTHORITY: Section 3.03, City Charter, and federal and state equal employment opportunity regulations.

901.02 PURPOSE: The concepts, policies, goals, and procedures contained herein shall constitute the City of Melbourne's Equal Employment Opportunity Plan.

901.03 GENERAL STATEMENT: This document is an update of the continuing fundamental policy of Equal Opportunity of the City of Melbourne. Upon request, staff will generate statistical data such as EEO-4 reports, lists of hires, wage history reports, and labor agreements. This information is kept in computerized reports, cross tabulated by various protected class factors, and is available for inspection at the City of Melbourne, Florida, to promote and maintain the concept of equal employment opportunity in all employee categories of daily municipal operations. Specifically in the area of personnel management and employment practices, the basic policy shall include the following:

- The City of Melbourne will foster equal employment opportunities to all persons regardless of age, gender, color, religion, race, national origin, political or social affiliations, disability, marital status, sexual orientation, or other criteria of legal significance, except where such factor is a bona fide occupational qualification required by State and/or federal law.
- No disabled person shall, on the basis of disabled status, be denied employment in or promotion to any position for which he or she is otherwise qualified, and who can, with reasonable accommodation, perform the essential functions of the job.
- No protected veteran class shall be denied employment in or promotion to any position for which he or she is otherwise qualified and proves to be the most qualified applicant for the job after incorporating preference provided for in federal and state laws.

901.04 SCOPE AND APPLICABILITY: This policy applies to personnel management and employment practices.

901.05 CHALLENGES TO MEETING EQUAL OPPORTUNITY GOALS: The City of Melbourne is committed to hiring and promoting the most qualified applicants. The City offers working conditions, benefits, and salaries that are comparable to other municipalities and competitive with salaries in the local area. The City must compete

for minority and female applicants, especially in the executive, administrative, professional, and public safety positions.

901.06

GOALS: The goal of the City of Melbourne is to continue fostering equal employment opportunities for all persons regardless of age, gender, color, religion, race, national origin, political or social affiliations, disability, marital status, sexual orientation, or other criteria of legal significance, except where such factors are bona fide occupational qualifications required by state and/or federal law.

The City will continue to strive to maintain its total minority and female workforce in the same proportion as the Community Labor Statistics that are based on the latest available U.S. census data. The City will continue to actively recruit minorities.

901.07

POLICY:

A. Policy Implementation Statement

1. It is the policy of the City of Melbourne to comply with all federal and state equal employment opportunity regulations.
2. The City of Melbourne will not discriminate in employment, employee development, or employment advancement because of age, gender, color, religion, race, national origin, political or social affiliations, disability, marital status, sexual orientation, or other criteria of legal significance, except where such factor is a bona fide occupational qualification required by state and/or federal law.
3. The City of Melbourne reaffirms its long standing commitment to equal opportunity by seeking to expand opportunities for minority groups through employment and promotion on a completely non-discriminatory basis. The City of Melbourne will not discriminate against employees because of age, gender, color, religion, race, national origin, political or social affiliations, disability, marital status, sexual orientation, or other criteria of legal significance, in carrying out its policies concerning transfers or lay-off, and in administering the employee benefit program.
4. The City Manager is designated as the City of Melbourne official responsible for the implementation and accomplishment of an effective Equal Employment Opportunity Program. The duties of this official will consist of organizing, directing, and controlling these programs through the designated Equal Employment Opportunity Coordinator.

B. Dissemination

The City of Melbourne will continue the dissemination of its Equal Employment Opportunity Program (EEOP) as follows:

1. Internal

- a. The basic and authoritative statement on the City of Melbourne EEOP is referenced in the Personnel Policies, Procedures, Rules and Regulations, union contracts, and Resolution No. 245.
- b. The City of Melbourne will continue to express its policy through internal communication media such as the employee newsletter, union agreements, employee bulletin boards, and the personnel section of the City's employee web page.

2. External

- a. The City of Melbourne reaffirms that it promotes Equal Employment Opportunity through its job posting process. All job vacancy notices, whether they are completed manually, posted on the City's website, advertised in a trade magazine or newspaper, or provided on a voice recording on the City's employment hotline, will include a statement advising employees and the public that the City of Melbourne is an Equal Opportunity/Veterans Preference employer.
- b. The City of Melbourne will continue to reaffirm its policy to enforcement agencies, minority organizations, and other interested community action groups.
- c. The City of Melbourne will ensure that the appropriate Equal Employment Opportunity clause is contained in all applicable municipal documents such as purchase orders, leases and sub-contracts in accordance with Executive Order 11246, Section 202 (7).

C. Responsibility of Equal Employment Opportunity Coordinator

The Equal Employment Opportunity Coordinator for the City of Melbourne will be the Director of Management Services unless otherwise determined by the City Manager. The Coordinator's duties will include:

- a. Update and enforce policy statements, the Equal Employment Opportunity Plan, internal and external dissemination, and other communication techniques as necessary.

- b. Assist in the identification of problem areas.
- c. Serve as liaison between the City and enforcement agencies, minority organizations, and community action groups.
- d. Other duties and responsibilities may include:
 - (1) Enhance involvement with local minority organizations and community action groups.
 - (2) Conduct periodic audits of hiring and promotion activity for use in identifying hiring and promotional trends as necessary in the attainment of established objectives.
 - (3) Review the qualifications of employees to ensure that protected classes (a group of persons denominated by age, gender, color, religion, race, national origin, political or social affiliations, disability, marital status, sexual orientation, or other criteria of legal significance are getting the full opportunities for transfer and promotion.
 - (4) Conduct career counseling for employees as requested.
 - (5) Conduct periodic audits to ensure that each City facility is in compliance in such areas as:
 - (a) Posters are properly displayed.
 - (b) Protected class employees are afforded full opportunity and are encouraged to participate in all City sponsored educational training and other employee activities.

D. Management Support

Department Directors will:

- a. Commit themselves to the objectives of the program by adopting a positive attitude with visual manifestations of their commitment and support to equal employment.
- b. Develop and implement, in coordination with the Equal Opportunity Coordinator, training and other programs within their department to assure all employees of Equal Employment Opportunity and advancement based on merit and fitness.

E. Concurrent Responsibilities Throughout Management

1. Analyze, in coordination with the Equal Employment Opportunity Coordinator, class descriptions, examination procedures (when appropriate), and other aspects of the recruitment, examination, and employment process to assure that artificial barriers to employment and/or promotion are eliminated.
2. Develop the use of properly validated tests for employment and promotion and ensure that they meet the criteria established by the EEO directives.
3. Recommend revisions to the Personnel Policy and Procedures to the City Manager designed to better serve all employees.

F. Equal Employment Opportunity Committee

The Equal Employment Opportunity Committee will include members of the protected classes, and will be made up of a representation of various levels of the employee groups appointed by the City Manager, with the Equal Employment Opportunity Coordinator as a permanent chairperson, and will:

- a. Monitor the implementation and progress of the EEOP and report both positive results and deficiencies in compliance to the City Manager as often as it deems appropriate, but annually at a minimum. Such monitoring may include review of statistical data on applicants, new hires, transfers, promotions, and terminations, or any other data the Committee deems relevant.
- b. Serve as liaison between the general employees and the Equal Employment Opportunity Coordinator and advise the City Manager on any issues relating to the program.
- c. Conduct discussions with Department Directors, supervisors, and employees as necessary to be certain that the City's policies are being followed.
- d. Serve as a fact-finding agency on matters of just and equitable conditions in all aspects of municipal operations as delegated by the City Manager.

G. Development of Programs

The City of Melbourne Equal Employment Opportunity Program has and will continue to develop through the following components:

1. Classification and Pay

- a. A graded classification plan for the City provides formalized procedures for analyzing and evaluating the level of responsibility, difficulty, and qualification of each class of positions. It also provides for a series of "grades" or "skill levels", each of which constitutes a specified level of difficulty and responsibility. All classes in the same grade require essentially the same level of difficulty, responsibility, and qualifications.

2. Recruitment, Examinations, and Placement

- a. Recruitment efforts of the City will be tailored to reach all segments of the general population.
- b. The Personnel Manager will continually work toward the widest dissemination of notices of all job opportunities by announcing jobs on the Internet, on an employment hotline, and through written postings. Job announcements will be simple and easy to read so as not to discourage the less educated in job fields for which they may qualify. All job opportunity announcements will carry the designation, "Equal Opportunity/Veterans Preference/Drug-Free Workplace Employer."
- c. Application forms will be reviewed and revised as necessary to comply with non-discrimination laws and to assure the questions are job related.
- d. The Personnel Director will administer all types of selection procedures under standardized, uniform, and uncomplicated conditions and instructions. Selection procedures will focus on entry-level abilities of each job and the necessary abilities, skills, and knowledge for career advancement if the job has an established career pattern.
- e. If and when a testing program is instituted, the use of properly validated tests which meet the criteria as indicated in the Equal Employment Opportunity Policy will be used. The tests will be available in a media usable by the applicant, including the blind, deaf, and manually impaired.
- f. City Departments conducting interviews of job applicants will avoid non-job related questions that are asked only of minorities, of women, or of disabled candidates. City Departments shall be required to designate specific reasons on return referral sheets for acceptance and/or non-acceptance of

applicants to ensure that the selection process was based on job related criteria.

3. Fringe Benefits and Work Environment

- a. All benefits and conditions of employment are available to City employees, regardless of age, gender, color, religion, race, national origin, political or social affiliations, disability, marital status, sexual orientation, or other criteria of legal significance, except where such factor is a bona fide occupational qualification required by state and/or federal law.
- b. All physical facilities, job placement, and work duties will be assigned on a non-discriminatory basis.

4. Diversity Awareness Campaign

- a. Offer formal diversity training.
- b. Disseminate diversity awareness information.
- c. Include the Equal Opportunity Plan and a link to Committee contact information on the City's Website.

H. Self-Auditing

The Equal Employment Opportunity Coordinator will conduct the following components of an internal audit system:

- a. Monitor records of referrals, placements, transfers, promotions, and terminations to ensure non-discriminatory policies are carried out.
- b. Advise the City Manager of effectiveness and submit recommendations for improvement, as well as pointing out potential problem areas.

I. Supportive Programs

The City of Melbourne supports and encourages its employees to participate in community programs and organizations associated with Equal Employment Opportunities, as covered by federal and state law.

901.08 EXCEPTIONS: None.

901.09 EFFECTIVE DATE: 4/15/2015

(History: original policy adopted by Resolution No. 245 on 4/23/1974; numerous revisions and policies issued in subsequent years; the policy that was included in the first edition of the Administrative Policies and Procedures Manual was dated 2/8/2006; revised 1/18/2008; revised 4/15/2015.)