

# **City of Casper**

## **Equal Employment Opportunity Policy Plan (EEOP)**

### **Internal Dissemination**

1. Keep the City Manager, Department Directors and all appropriate supervisors abreast of the latest developments in the Equal Employment Opportunity/Affirmative Action area so as to ensure awareness of the City's continuing commitment to its Equal Employment Opportunity Plan and the need to continually update the City's program.
2. Conduct equal employment/affirmative action awareness training sessions, as necessary with all Department Directors, Division Heads, and appropriate supervisory staff. These sessions will, through films lectures, and/or discussions, promote the objectives of this Plan along with an understanding of the problems the affected classes have regarding employment.
3. Ensure that the City's equal employment opportunity guidelines and policies are included in new employee orientation sessions.
4. Continue to display federal and state government non-discrimination posters in conspicuous locations where notices will be readily available to employee and applicant viewing.
5. Take positive measures to emphasize to all employees the need, commitment, and desirability for equal employment opportunity
6. Ensure that city activities, employee organizations, and facilities at all locations are on a non-segregated basis.
7. Periodically evaluate the City's statistical position on employment of protected groups to ensure full compliance with federal/state statutes, and to forward evaluations to supervisors so they are aware of the information.
8. Ensure that the City's EEOP is available to employees within each Department/Division as well as at the Human Resources Division.
9. Ensure that the rights of individuals to file complaints, furnish information, or participate in an investigation, public hearing, or other activity related to Equal Employment Opportunity law is respected.
10. Continue to provide a copy of the City Equal Employment Opportunity Policy statement in the City Personnel Policy Manual which is provided to each new employee upon date of employment.

11. Continue educational sessions with employees to alleviate actions, either intentional or unintentional which may be perceived as harassment or as discrimination against a protected class from the workplace.

### **External Dissemination**

1. To the extent possible, serve as liaison between the City, government regulatory agencies, Minority and women's organizations, and other community groups that might assist in the recruitment of protected classes.
2. On a frequent and continuing basis, send job announcements and maintain contact with all recruiting sources, especially those sources most likely to serve the protected classes.

## **EEOP Responsibilities**

The Assistant Support Services Director – Human Resources/Risk Management is the Equal Employment Opportunity (EEO) Officer for the City of Casper and is responsible for the administrative direction, guidance and support in the preparation and implementation of the City's Equal Employment Opportunity Plan and any actions taken to affirmatively further equal employment opportunity.

Department Directors, Division Heads, and all supervisory staff are responsible for compliance with, and support of the City's equal employment opportunity policy. Each Department Director, through cooperation of each Department's Division Heads and supervisors, shall be responsible for identifying any equal employment problems within their departments and to work closely with the Equal Employment Opportunity Officer to formulate remedial actions to correct such problems. Any remedial actions pertaining to equal employment opportunity problems must be approved by the City Manager prior to implementation of those actions.

Specific responsibilities and actions assigned to the EEO Officer may include, but are not limited to:

- Development of annual action plan updates, statistical analysis, goals and timetables.
- Analysis of internal City employment policies for compliance with EEO regulations.
- Development of internal EEO reporting systems, to include disciplinary actions, applications, promotions, transfers, and terminations to determine effectiveness and progress of affirmative action activities.
- Coordination of training programs that create a positive atmosphere toward equal employment opportunity within the workforce.
- Providing assistance to departments in the identification of EEO problems and implementation of remedial action to correct such problems.
- Acting as liaison with EEO enforcement agencies, employment agencies, and other organizations concerned with equal employment opportunity.
- Investigation of discrimination complaints.
- Monitoring and auditing compliance with the plan.
- Making recommendations of not only changes in the plan, but also changes in the actions of all departments.

## Complaint Procedures and Guidelines

The purpose of the EEO Complaint Procedure is to bring EEO problems to the surface and to provide a viable and timely mechanism for examining and resolving EEO complaints internally.

An EEO complaint may be filed by any full-time, part-time, or applicant for employment with the City. The complaint must be based on discrimination or harassment because of a person's race, color, religion, sex, national origin, age, disability, or other rights that person may be granted by state and federal laws governing equal employment opportunity.

The following procedures and guidelines have been established to address discrimination and harassment complaints.

1. When to File a Complaint: A person desiring to file a complaint should do so as soon as possible after the alleged discrimination or harassment has taken place.
2. How to File a Complaint: The complaint should be on the City's Discrimination Complaint Form (a copy included in this plan and are also available in the Human Resources Department) and signed by the complainant. Complaints may be filed with an immediate supervisor, department head, or directly to the City EEO Officer. The original of all signed complaints filed with immediate supervisors or department heads must be forwarded immediately to the EEO Officer. A complaint form is in the Appendix.
3. Investigation of Complaint: Upon receipt of a complaint, the EEO Officer will direct an investigation into the allegations to determine the facts upon which the complaint is based. Where appropriate, the investigation process may enlist the participation of other managerial or supervisory personnel as well as co-workers who are directly or indirectly involved. Upon completion of the investigation, written findings on the allegation will be made, including possible methods of resolution and forwarded to the City Attorney's office and to the City Manager's office.

The investigation and subsequent written findings should be completed within fifteen (15 days) of receipt of the complaint.

4. Resolution: Within thirty (30 days) following receipt of the complaint and written findings, the City Manager, or his/her designee, will review the investigative report, call for additional information if deemed necessary, and attempt to mediate a solution acceptable to all sides and/or recommend appropriate corrective action to be take. The City Attorney, the EEO Officer, and Department Heads who are not a direct party to a complaint, may actively participate in resolving the complaint or determining corrective action.

5. Other Guiding Factors: No person submitting a complaint or providing information during the investigation of a complaint may be retaliated against.

Complaints filed will be dealt with on a case by case basis.

Every effort will be made during the complaint investigation process to maintain the confidentiality of the complaint and of the persons participating in the investigation process. Only persons with direct authority will be allowed to review a complaint file.

Upon resolution of a complaint, or appropriate corrective action, the complainant will be notified, in writing, of its resolution.

6. State or Federal Agency Notification: Upon conclusion of the City's complaint procedure, further pursuit of the complaint may only occur by contacting state or federal agencies having jurisdiction over the enforcement of antidiscrimination laws. Persons not wishing to resolve their complaints internally may contact these agencies directly.

# Discrimination Complaint Form

1. Complainant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/County, State, Zip Code: \_\_\_\_\_

City Department/Division Employed In: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Nighttime Phone: \_\_\_\_\_

2. Individual(s) that you believed committed the act of discrimination:

Name: \_\_\_\_\_ City Department/Division: \_\_\_\_\_

Name: \_\_\_\_\_ City Department/Division: \_\_\_\_\_

3. Complainant was discriminated against because of (check all categories apply to the act of discrimination).

a. \_\_\_\_\_ Race or Color (Please check the racial or ethnic group with which you identify).

b. \_\_\_\_\_ Gender (Please indicate gender) male female

c. \_\_\_\_\_ Sexual Harassment

d. \_\_\_\_\_ Retaliation

e. \_\_\_\_\_ Disability

f. \_\_\_\_\_ Age (Please indicate age) \_\_\_\_\_

g. \_\_\_\_\_ National Origin (Please indicate National Origin) \_\_\_\_\_

h. \_\_\_\_\_ Religion

i. Other (Briefly Describe) \_\_\_\_\_

4. When did the act(s) of discrimination occur? \_\_\_\_\_