

Utilities Commission, City of New Smyrna Beach, Florida

EQUAL EMPLOYMENT OPPORTUNITY / COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

(Revised 10/31/01)

1. POLICY

The Utilities Commission, City of New Smyrna Beach, Florida, has been and continues to be an Equal Opportunity Employer. It is the intent of the Utilities Commission at all times to comply fully with all federal civil rights legislation, in particular the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 (ADEA), and the Americans with Disabilities Act of 1990 (ADA), and executive orders implementing such legislation, together with all state and local legislation and ordinances pertaining to equal employment. To promote equal employment opportunity, the Utilities Commission management will assure that the following practices are followed.

2. EQUAL EMPLOYMENT PRACTICES

a. Persons will be recruited, hired and promoted without regard to race, religion, national origin, sex, age, marital status or the presence of a disability that does not prevent the applicant from performing the essential functions of the position sought, with or without reasonable accommodation.

b. Placement decisions will be made solely on the individual's qualifications as they pertain to the position being filled.

c. No employee will be subjected to sexual harassment, discrimination or intimidation. As an employer, the Commission expresses strong disapproval of sexual harassment and discrimination of any type and supports every employee's right to raise that issue under Title VII of the Civil Rights Act of 1964. Issues so raised will be investigated and appropriate action taken.

d. All personnel actions, including those pertaining to compensation, benefits, advancements, terminations, layoffs, returns from layoffs, training and education are administered without regard to race, religion, color, national origin, sex, age, marital status or non-disqualifying disability.

e. Every effort will be made to employ and advance in employment disabled individuals at all levels of employment, including the executive level, provided such disability does not prevent such an individual from performing the essential functions of the position or endanger the safety of other employees or the general public or equipment and facilities of the Utilities Commission. Such action shall apply to all employment practices or recruitment, including, but not limited to , hiring, upgrading,

demotion or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship and on-the-job training programs.

f. The Commission grants veterans' preference in initial employment to eligible veterans and spouses of eligible veterans. Every effort will be made to employ and advance in employment qualified disabled veterans and wartime veterans at all levels of employment, including the executive level. Such action shall apply to all employment practices, including but not limited to, hiring, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship and on-the-job training programs.