
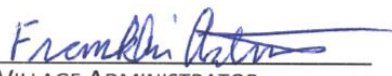





POLICY AND PROCEDURE STATEMENT

SUBJECT EQUAL OPPORTUNITY EMPLOYMENT	PAGE 1 OF 2	DATE EFFECTIVE MAY 1, 2018		
SECTION/POLICY NO. 1.03	APPROVED BY  <hr/> MAYOR	SUPERSEDES VOA II-B OCTOBER 1, 2003		
PREPARED BY VILLAGE ADMINISTRATOR	 <hr/> VILLAGE ADMINISTRATOR	APPROVAL DATE	ISSUE DATE 12/1/2017	REVIEW DATE
REFERENCE	 <hr/> PERSONNEL/BENEFIT COMMITTEE	DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL CLERK- TREASURER, AND VILLAGE EMPLOYEES		

SCOPE

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

POLICY

- I. Village of Ashville is committed to a policy of equal opportunity employment for all job applicants and employees without regard to race, color, creed, sex, age, national origin, or handicap.
- II. This policy of equal opportunity employment applies to every aspect of employment relationship including: recruitment, selection, placement, training, compensation, promotion, transfer, lay-off, recall, and termination.
- III. This policy also extends to every aspect of the Village of Ashville's interaction with the community of Ashville or any outside entity.

PURPOSE

- I. The Village believes that a personnel system which recruits and retains competent, dependable employees is important to effective government.
- II. To comply with state and federal regulations; the Village affords equal opportunity to all qualified, or qualifiable employees and applicants for employment. The Village does not discriminate against anyone due to race, creed, color, sex, handicap, national origin, or age. Positive action will be taken to fulfill this policy.

PROCEDURE

- I. All applications, notices for recruitment, brochures, job descriptions, and other information disseminated to the public will contain an equal opportunity employment statement.
- II. Normally, all job position openings will be posted internally prior to or at the same time external recruitment occurs.
- III. No management or personnel decision will be based upon race, color, creed, sex, age, national origin, sexual orientation, or physical or mental handicap or veteran status to deny ones contribution to our efforts because he or she is a member of a minority group is an injustice, not only to the individual but to the Village of Ashville. It is the intent and desire of the Village of Ashville that equal employment opportunity will be provided in employment, promotions, wages, benefits and all other privileges, terms and conditions of employment.

- IV. Only bona fide occupational qualification, essential functions of the job (found in the job description), and legitimate business necessities will be used in hiring and other personnel decisions.
- V. Make every effort to ensure contractors and subcontractors who perform work for the Village comply with all Federal, State and Local EEO policies.

THE VILLAGE EMPLOYEES SHALL NOT:

- 1. Engage in any act or practice which denies any person or group of person's equal employment opportunities because of race, color, religion, national origin, ancestry, sex, age or handicap.
- 2. Refuse to hire, promote, upgrade or reassign any person or group of persons because of race, color, religion, national origin, ancestry, sex, age or handicap.
- 3. Publicize any statement, notice or advertisement with respect to the availability of employment opportunities that indicates any preference or discrimination because of race, color, national origin, ancestry, sex, age or handicap.
- 4. Employ different procedures and standards in accepting or processing employment applications on account of race, color, religion, national origin, ancestry, sex, age or handicap.
- 5. Engage in any other act or practice which has the purpose and the effect of discriminating against any employee or applicants, whether actual or potential applicant.

THE VILLAGE EMPLOYEES SHALL:

- 1. Make every effort to ensure contractors and subcontractors who perform work for the Village comply with all Federal, State and Local EEO policies.
- 2. Identify itself as an Equal Opportunity Employer along with the Handicapped Statement, in all advertising.
- 3. Employment, personnel and program practices:
 - a. The Village shall designate one location for the reception of employment applications. This location shall be easily accessible. Anyone inquiring about employment shall be directed there.
 - b. The Village shall hire summer, casual and other temporary employees without regard to endorsements or to the relationship of the applicant to any past or present employee.
 - c. The Village shall maintain record-keeping procedures as related to EEO guidelines.

REFERENCE

- I. This policy is congruent with the United States Equal Employment Opportunity Commission's (EEOC) authority to enforce federal laws in this area.