



Approved: 05/14/97; Revised 06/11/02; 05/26/04; and 03/20/12

City Manager's Approval: *Linda L. Loney*

**THE CITY OF
POMONA**

ADMINISTRATIVE POLICIES AND PROCEDURES

EQUAL OPPORTUNITY EMPLOYMENT

I. PURPOSE

To ensure an employment environment free from discrimination.

II. APPLICABILITY

This Policy applies to job applicants and all full-time and hourly/part-time job City employees.

III. POLICY

- A. The City of Pomona does not discriminate against qualified employees or applicants for employment on the basis of actual or perceived race, color, religion, sex (including gender and pregnancy), national origin, ancestry, citizenship status, age, marital status, uniformed service member status, disability, medical condition, genetic characteristics or information, sexual identity, sexual orientation (including homosexuality, bisexuality, or heterosexuality), gender identity and expression, or any other basis protected by law.
- B. To establish a healthy working environment that promotes effective recruitment and retention of all employees, the City must have as its goal equal opportunity and treatment in recruitment, hiring, compensation, promotion, discipline, training, transfer, assignment, layoffs, termination, and all other conditions of employment for all employees and applicants for employment.
- C. All employment decisions and personnel actions, to include those related to compensation and City-sponsored training, shall be administered in accordance with the principle of equal opportunity employment. It is recognized that the City must adhere to the Personnel System as stated in

EQUAL OPPORTUNITY EMPLOYMENT (*Continued*):

the Charter of the City of Pomona. This Policy shall be interpreted and implemented so as to conform to the City's Personnel System, insofar as the Personnel System is consistent with Federal and State law.

- D. It is also recognized that nothing in this Policy shall be construed to required the City to hire or promote unqualified applicants.
- E. To implement this Policy, the Human Resources/Risk Management Director has been designated as the City's Equal Employment Opportunity Administrator.

IV. ACTION

This Policy is effective March 20, 2012.