

City of Mission Viejo

Personnel Policy

Subject: EQUAL EMPLOYMENT OPPORTUNITY

Policy:

1. It is the policy of the City to provide equal employment opportunity to all job applicants and all employees. The City recruits, hires, trains, and promotes employees without regard to race, religion, color, creed, national origin, ancestry, physical or mental disability, medical condition, marital status, sex or gender (including sexual harassment, pregnancy, childbirth or related medical conditions), age (40 and older), sexual orientation, gender identity, military or veteran status, genetic characteristics, or other legally protected class as defined in Title VII and the California Fair Employment and Housing Act (“FEHA”), and any other applicable provisions of federal and/or California law.
2. The City will comply with the provisions of the Americans With Disabilities Act and FEHA with respect to persons with disabilities.
3. This policy applies to all employment terms and conditions, including recruitment, hiring, promotions, compensation decisions, benefits, discipline, separations, and training.
4. Procedures
 - a. Any employee who contends that he/she has been subjected to unlawful discrimination, harassment or retaliation in violation of federal or state law, may use the internal complaint procedure set forth in the Unlawful Harassment Policy.
 - b. Employees can raise concerns and make reports without fear of reprisal.

Administration:

In accordance with City of Mission Viejo Municipal Code chapter 2.60 “Personnel System”, this Personnel Policy is deemed not to have a direct financial impact on the City. The City Manager may implement and amend this policy subject to prior City Attorney legal review and approval, and City Council review.

Implemented: September 11, 1989. (Reviewed by City Council – September 11, 1989 – Resolution No. 89-92.)

Amended: November 2, 2009. (Reviewed by City Council – November 2, 2009 – Resolution No. 09-52.)

Amended: January 1, 2014. (Reviewed by City Council – January 20, 2014 – Resolution No. 14-06.)