

**CITY OF RIVIERA BEACH CITY COUNCIL
AGENDA ITEM SUMMARY**

Meeting Date: 4/1/2015

Agenda Category: CONSENT RESOLUTION

Subject: EQUAL EMPLOYMENT OPPORTUNITY POLICY

Recommendation/Motion: Request City Council to approve the policy

Originating Dept	HUMAN RESOURCES DEPARTMENT	Costs	N/A
User Dept.	HUMAN RESOURCES DEPARTMENT	Funding Source	
Advertised	No	Budget Account Number	
Date			
Paper			
Affected Parties	Not Required		

Background/Summary:

Equal Employment Opportunity(EEOC) laws prohibit specific types of job discrimination in the workplace. It is the practice of the City of Riviera Beach to treat all employees with dignity and respect and to provide equal opportunity to all persons without regard to color, race, religion, sex, national origin, citizenship, age, disability, familial status, marital status, pregnancy, sexual orientation, age, military status, genetic information, gender identity or expression, or any other category protected by law.

Fiscal Years

Capital Expenditures

Operating Costs

External Revenues

Program Income (city)

In-kind Match (city)

Net Fiscal Impact

**NO. Additional FTE Positions
(cumulative)**

III. Review Comments

A. Finance Department Comments:

B. Purchasing/Intergovernmental Relations/Grants Comments:

C. Department Director Review:

Contract Start Date

Contract End Date

Renewal Start Date

Renewal End Date

Number of 12 month terms this renewal

Dollar Amount

Contractor Company Name

Contractor Contact

Contractor Address

Contractor Phone Number

Contractor Email

Type of Contract

Describe

ATTACHMENTS:

File Name	Description	Upload Date	Type
Equal Employment Opportunity Policy resolution 3.23.15.doc	Equal Employment Opportunity Policy Resolution	3/23/2015	Cover Memo
Policy on Equal Employment Opportunity.docx	Equal Employment Opportunity Policy	3/24/2015	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Human Resources	Sullin, Marie	Approved	3/10/2015 - 9:00 PM
Finance	sherman, randy	Rejected	3/11/2015 - 3:01 PM
Human Resources	Sullin, Marie	Approved	3/24/2015 - 12:06 PM
Finance	sherman, randy	Approved	3/24/2015 - 1:51 PM
Attorney	Ryan, Pamala	Approved	3/24/2015 - 4:12 PM
City Clerk	Burgess, Jackie	Rejected	3/24/2015 - 4:31 PM
Human Resources	Sullin, Marie	Approved	3/24/2015 - 5:33 PM
Finance	sherman, randy	Approved	3/24/2015 - 5:40 PM
Attorney	Ryan, Pamala	Approved	3/25/2015 - 10:49 AM
City Clerk	Robinson, Claudene	Approved	3/25/2015 - 11:33 AM
City Manager	Jones, Ruth	Approved	3/25/2015 - 12:00 PM

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF RIVIERA BEACH, PALM BEACH
COUNTY, FLORIDA, ADOPTING A CITYWIDE
EQUAL EMPLOYMENT OPPORTUNITY POLICY;
DIRECTING THE DEPARTMENT OF HUMAN
RESOURCES TO CARRY OUT THE TERMS OF
THE POLICY; AND PROVIDING AN EFFECTIVE
DATE.**

WHEREAS, it is the policy and practice of the City of Riviera Beach to treat all employees with dignity and respect and to provide equal opportunity to all persons without regard to color, race, religion, sex, national origin, citizenship, age, disability, marital status, pregnancy, sexual orientation, military status, genetic information, gender identity or expression, or any other category protected by law; and

WHEREAS, equal opportunity encompasses all aspects of employment practices to include, but not be limited to, recruiting, hiring, training, compensation, benefits, promotions, transfers, layoffs, recall from layoffs, discipline, and department-sponsored educational, social and recreational programs; and

WHEREAS, it is the City's intention to comply with all provisions of State and Federal law by enacting this "Equal Employment Opportunity Policy"; and

WHEREAS, the Policy applies to all City of Riviera Beach applicants and employees, interns and volunteers. It also applies to elected officials.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF RIVIERA BEACH, PALM BEACH COUNTY, FLORIDA, as follows:**

SECTION 1. That the Equal Employment Opportunity Policy, attached hereto as Attachment "A," is hereby approved.

SECTION 2. That the Department of Human Resources is charged with the responsibility of carrying out the City's Equal Employment Opportunity Policy and providing training opportunities to City elected officials and employees.

SECTION 3. That this resolution shall take effect immediately upon its passage and approval by City Council.

PASSED and APPROVED this _____ day of April, 2015.

RESOLUTION NO.: _____
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APPROVED:

THOMAS A. MASTERS
MAYOR

BRUCE GUYTON
COUNCILPERSON

CLAUDENE L. ANTHONY
CERTIFIED MUNICIPAL CLERK
CITY CLERK

KASHAMBA MILLER
COUNCILPERSON

CEDRICK A. THOMAS
COUNCILPERSON

DAWN S. PARDO
COUNCILPERSON

TERENCE "TD" DAVIS
COUNCILPERSON

MOTIONED BY: _____

SECONDED BY: _____

B. GUYTON _____

K. MILLER _____

C. THOMAS _____

D. PARDO _____

T. DAVIS _____

REVIEWED AS TO LEGAL SUFFICIENCY

PAMALA H. RYAN, B.C.S.
CITY ATTORNEY

DATE: _____



POLICY AND PROCEDURE

Equal Employment Opportunity Policy

DATE: _____, 2015

NUMBER: HR-15-0XX

1.0 POLICY STATEMENT

It is the policy and practice of the City of Riviera Beach to treat all employees with dignity and respect and to provide equal opportunity to all persons without regard to color, race, religion, sex, national origin, citizenship, age, disability, marital status, pregnancy, sexual orientation, military status, genetic information, gender identity or expression, or any other category protected by law. In addition, the City prohibits retaliation against any individual who reports discriminatory or harassing practices or who participates in any investigation of such reports, or who engages in any other activity protected by law.

It is the continuing policy of the City to afford Equal Employment Opportunity to qualified individuals regardless of their protected categories and to conform to all applicable laws and regulations. Equal opportunity encompasses all aspects of employment practices to include, but not be limited to, recruiting, hiring, training, compensation, benefits, promotions, transfers, layoffs, recall from layoffs, discipline, and department-sponsored educational, social and recreational programs. Additionally, it is the policy of this City to provide its employees a viable means for communicating and resolving complaints regarding allegedly discriminatory employment practices.

2.0 PURPOSE OF THE POLICY

The purpose of the policy is to afford equal employment opportunity to qualified individuals without regard to color, race, religion, sex, national origin, citizenship, age, disability, marital status, pregnancy, sexual orientation, military status, genetic information, gender identity or expression, or any other category protected by law and to conform to all applicable laws and regulations.

3.0 AUTHORITY

The City Manager, Department Heads, and Supervisors have the authority to monitor and ensure that all employees comply with this Policy in accordance with State and Federal Law.

4.0 APPLICABILITY

This Policy applies to all City of Riviera Beach applicants and employees, including appointed employees, general employees, public safety personnel, part-time, temporary, interns and volunteers. It also applies to elected officials.

5.0 PROCEDURE

A. Equal Opportunity Employer



POLICY AND PROCEDURE

Equal Employment Opportunity Policy

The City is an equal opportunity employer. All personnel actions including hiring, promotions, selection for training, compensation, layoffs, recall from layoffs, and terminations will be administered in a manner consistent with general principles of non-discrimination.

The City will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship or where doing so would cause a direct threat to the health or safety of the individual or others. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Employees may refer to the Anti-Discrimination and Anti-Harassment Policy for further information on reporting concerns about the City's compliance with this policy.

B. Department Heads/Managers/Supervisors Responsibilities

- 1) Report to Human Resources any questions, concerns or complaints raised by employees concerning equal employment opportunity, assist in addressing and resolving such questions, concerns, or complaints in a timely and equitable manner.
- 2) Ensure all personnel decisions are based on business needs, merit, qualifications and abilities of employees.

C. Human Resources Responsibilities

- 1) Provide counsel to supervisors and employees on questions, concerns, complaints or procedures related to equal employment opportunity.
- 2) Promptly and confidentially investigate any formal or informal equal employment opportunity complaints and take appropriate action to resolve questions, concerns or complaints raised by employees.
- 3) Communicate with concerned or complaining employees about the status and results of investigation and actions towards resolution of the issue.

Employee Responsibilities

- 1) Report any questions or concerns regarding equal employment opportunity in accordance with the complaint procedure set forth in the City's Anti-Discrimination and Anti-Harassment Policy.
- 2) Employees can raise concerns without fear of reprisal.
- 3) Treat each other with mutual respect and dignity.



POLICY AND PROCEDURE

Equal Employment Opportunity Policy

Departmental Sponsor: Human Resources

Policy Review Date:

References:

Departments Affected: All Departments

Approved By: _____
Ruth C. Jones
City Manager