



City of Santa Clarita  
**POLICY/PROCEDURE**

Number III-11.3

**SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY**

ORIGINAL ISSUE

EFFECTIVE: 01/1989

CATEGORY: HUMAN RESOURCES

CURRENT ISSUE

EFFECTIVE: 03/01/2023

SUPERSEDES: III-11.2

RESPONSIBLE DEPARTMENT: HUMAN RESOURCES AND LIBRARY SERVICES

**STANDARD MANAGEMENT PROCEDURE**

**I. PURPOSE**

The purpose of the City of Santa Clarita's ("City") Equal Employment Opportunity Policy is to convey the ongoing commitment of the City to afford equal employment opportunities to all who seek employment and/or promotions within the City.

As a public entity, it is our duty and responsibility to meet the needs of our constituents by making reasonable efforts to ensure appropriate representation of protected groups in the City's labor force. The City's personnel system shall be administered so as to remove artificial and unnecessary barriers to employment. With the adoption of this policy, the City is reaffirming its commitment to the concept of equal employment opportunity as an integral component of the basic merit system principles.

All employees of the City are reminded the equal employment opportunity concept is an integral, meaningful part of all employment practices. Every employee is responsible for creating a supportive work climate conducive to achieving the goals included in this policy. Conduct in violation of this policy will not be tolerated and is grounds for disciplinary action as provided for in the City's Personnel Rules, up to and including termination. The City further prohibits retaliation against any employee for making a good faith complaint of discrimination or harassment, for assisting another employee in making a good faith complaint, or for participating in the investigation of a complaint.

**II. POLICY**

**A. Statement of Policy on Equal Employment Opportunity**

1. The City's policy is to comply with all applicable state and federal laws prohibiting discrimination in employment based on an employee or applicant's political affiliation or opinion, age over 40, race, color, national origin, ancestry, religious creed, military or veteran status, marital or domestic partner status, physical or mental disability, medical condition, genetic information, family medical history, sex, gender, sexual orientation, gender identity, gender expression, pregnancy, or pregnancy-related condition, or any other basis protected by applicable state or federal law, or perception that an individual

has any of these characteristics, or associates with individuals who have or are perceived to have these characteristics. Any technique or procedure used in the recruitment or selection of employees shall be designed to measure only the job-related qualifications of applicants.

2. All employment decisions and personnel actions at every level of the City's service, including those relating to recruitment, hiring, promotion, reassignment, appraisal, compensation, benefits, transfers, layoffs, City-sponsored training, and tuition assistance programs shall be administered in accordance with the principle of equal employment opportunity.

3. The Equal Employment Opportunity Policy shall be reviewed as needed to revise and expand its policies and procedures to ensure compliance with any new laws or changes to existing laws.

#### **B. Communication of Policy**

1. Internal communication: The City shall notify supervisory and management personnel, officials, and other employees of this policy through various methods including, but not limited to: discussion during new employee orientation; publicity using employee publications, posters, and bulletin boards; inclusion as a component in training sessions for management and supervisory personnel; and in department-level discussions with other employees.

2. External communication: Copies of this policy will be made available for review by interested applicants in connection with the City's recruitment and outreach efforts. All job advertisements and vacancy announcements will include a statement that the City is an "Equal Employment Opportunity Employer."

#### **C. Outreach and Recruitment**

The City will make outreach and recruitment efforts reasonably aimed at generating employment applications from a broad base of applicants.

#### **D. Administration of the Equal Employment Opportunity Policy**

The Human Resources Division has primary responsibility for the ongoing administration and oversight of this policy. In addition, to the extent required by law, the Human Resources Division shall monitor all employment activities and shall submit any required information to state and federal agencies upon request.

#### **E. Internal Administrative Complaint Procedure**

Any employee or applicant for employment may file a complaint regarding violation(s) of this policy with the City's Human Resources Division or with the City's Personnel Officer. Any supervisor or manager who receives a complaint shall notify the Human Resources Division or the Personnel Officer immediately.

The City will authorize an investigation of the complaint and maintain confidentiality to the greatest extent possible at all times, recognizing the rights of the complainant, the accused, and third party witnesses. Any decision is final and not subject to appeal or to the City's grievance procedure.

**F. External Discrimination Complaints**

Employees or applicants for employment may file complaints about illegal employment discrimination with either of the following agencies:

The California Department of Fair Employment and Housing  
2218 Kausen Drive, Suite 100  
Elk Grove, CA 95758  
(800) 884-1684 or (916) 478-7251 or (800) 700-2320 (TTY)  
[www.dfeh.ca.gov](http://www.dfeh.ca.gov)  
contact.center@dfeh.ca.gov

The Equal Employment Opportunity Commission  
Roybal Federal Building  
255 East Temple St., 4th Floor  
Los Angeles, CA 90012  
(800) 669-4000 or (213) 894-1000 or (800) 669-6820 (TTY) or (844) 234-5122 (ASL Video)  
[www.eeoc.gov](http://www.eeoc.gov)  
info@eeoc.gov

**G. Recordkeeping**

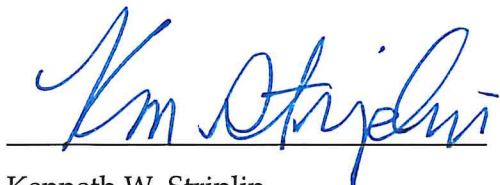
Records related to administration of this policy, including, but not limited to, statistics regarding applicants' demographics and positions for which they applied, shall be maintained by the City in accordance with applicable state and federal laws.

**III. EXCEPTIONS**

There are no exceptions to this policy without the express authorization of the City Manager.

**IV. AUTHORITY**

By the authority of the City Manager.



Kenneth W. Striplin  
City Manager