

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

Equal Employment Opportunity, regardless of race, color, national origin, affectional or sexual orientation, religion, age, creed, marital status or ancestry is the law as embodied in Executive Order No. 61 and Executive Order No. 11246. The City ensures the equality of opportunity for all employees and for all applicants seeking employment. Equal Employment Opportunity includes, but is not limited to, the areas of recruitment, selection, hiring, training, promotion, transfer, layoff, return from layoff, compensation and fringe benefits. It includes policies, procedures, programs for recruitment, employment, training, promotion and retention of minority and disabled persons and women. The City will explore innovative personnel policies to enhance the effort to ensure equal employment opportunity and where appropriate, will implement such personnel policies to the full extent of its authority to do so.

To overcome the effects of any past discrimination, affirmative action will be taken. Employment practices will be reviewed to determine whether the protected classes are receiving fair and equal consideration for job opportunity. Affirmative Action will be taken to encourage minorities and women to apply for positions within the city from which they may have been previously excluded.

Steps will be taken to ensure that promotion decisions are based only on valid requirements. Promotional decisions will be made to further the principle of equal employment opportunity.

All personnel actions, such as compensation benefits, transfers, layoffs, returns from layoff, training, education, tuition assistance, social and recreational programs, will

be administered without regard to race, color, national origin, affectional or sexual orientation, religion, age, creed, marital status, ancestry, disability, political affiliations, arrest or other non-job-related personal criteria.

In recognition of the fact that all employees have a grave responsibility for maintaining high standards of honesty, integrity, impartiality and conduct to assure the proper performance of business and service, no city employee's conduct which violates these standards will be condoned. Sexual harassment is a form of employee misconduct, which is prohibited.

This Equal Employment Opportunity and Affirmative Action Policy will be distributed among Administrators, Department Head, Supervisors and all other employees of the Department. All Department employees are accountable for ensuring compliance with this policy and the policy and laws of the State of New Jersey and the Federal Government. Good faith efforts will be made to meet employment and policy goals as adopted.