

EQUAL OPPORTUNITY EMPLOYMENT

[insert name of local unit] WILL RECRUIT, HIRE, TRAIN, AND PROMOTE IN ALL JOB TITLES WITHOUT REGARD TO RACE, COLOR, CREED NATIONAL ORIGIN, GENDER, SEXUAL ORIENTATION OR PREFERENCE, MARITAL STATUS, SEX, RELIGION, AGE, MILITARY SERVICE, DISABILITY OR HANDICAP, PREGNANCY OR ANY OTHER BASIS PROHIBITED BY FEDERAL, STATE OR LOCAL LAW. ALL OTHER PERSONNEL ACTIONS, SUCH AS COMPENSATION, BENEFITS, TRAINING, TRANSFER, DEMOTION, TERMINATION, LAYOFF AND RETURN FROM LAYOFF, WILL BE ADMINISTERED WITHOUT REGARD TO RACE, COLOR, CREED NATIONAL ORIGIN, GENDER, SEXUAL ORIENTATION OR PREFERENCE, MARITAL STATUS, SEX, RELIGION, AGE, MILITARY SERVICE, DISABILITY OR HANDICAP, PREGNANCY OR ANY OTHER BASIS PROHIBITED BY FEDERAL, STATE OR LOCAL LAW.

We will make reasonable accommodations for pregnant employees and qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of your Department Head or [***Manager, Administrator, Clerk, etc.***]. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Any questions or concerns regarding any aspect of this policy should be directed to [***Manager, Administrator, Clerk, etc.***].