

**CITY OF
ST. AUGUSTINE**

**PERSONNEL
MANUAL**

4. Personnel Policies and Procedures

4.8 General Policies and Procedures


4.8.8 Equal Employment Opportunity

I. PURPOSE

It is the policy of the City of St. Augustine government to provide equal opportunity in employment for all qualified persons, to prohibit discrimination in employment because of race, sex, age, disability, religion, sexual orientation, color, national origin, and to promote the full realization of equal employment opportunity through a positive and continuing approach.

II. APPLICATION

- A. This policy of equal employment opportunity applies to every aspect of the City of St. Augustine employment policies and practices. It includes providing reasonable accommodations to the known physical and mental limitations of qualified disabled applicants and employees in order for them to perform the essential functions of the job in question. Any and all such reasonable accommodation will be provided on an individual basis in the most cost- effective manner available unless the provision of such accommodation creates an undue hardship.
- B. It is the intent of the City of St. Augustine to comply in all respects with equal opportunity laws and provisions and to establish equal employment plans to accomplish the City's objectives of hiring and promoting minorities and females in underutilized job categories consistent with their availability in the workforce.
- C. In the hiring of personnel or the promotion of current employees, all selection decisions will be made without regard to the person's race, national origin, religion, age, sex or disability.
- D. Inappropriate behavior or harassment on the job because of race, sex, age, disability, religion, sexual orientation, color, or national origin is prohibited by state and federal laws and by this directive from the City of St. Augustine.
- E. All managers and supervisors are expected to ensure that this policy is fully implemented. To assist employees at all levels of the organization in complying with this policy, the Human Resources Director has been appointed Equal Opportunity Officer. Employees and applicants are encouraged to discuss their concerns with the Equal Employment (EEO) Officer.

ISSUE DATE July 28, 1988 REVISED DATE April 10, 2024	APPROVED BY  David Birchim, City Manager	PAGE 1	PAGES 2
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III. NOTICE AND COMPLAINT PROCEDURE

- a. Any employee who believes that he or she is the subject of discrimination or has knowledge of discrimination of any other employee should immediately report it by completing a complaint form. Employees are encouraged to report the matter to their supervisor or department head. If the supervisor or department head is not available, or the employee is not comfortable discussing the matter with either their supervisor or department head, the matter can be brought directly to the Human Resources Director, Assistant City Manager or City Manager.
- b. If appropriate, a prompt investigation will be conducted concerning any reported discrimination. To the extent possible, all information received in connection with the filing, investigation and resolution of allegations will be treated as confidential except to the extent that it is necessary to disclose particulars in the course of the investigation or when compelled to do so by law. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process. Any individual found to have engaged in or to have knowingly permitted discrimination to take place may be subject to disciplinary action, up to and including termination.
- c. Employees who utilize the complaint procedure, as set forth above, will in no way be subject to any retaliation or adverse action for utilizing such complaint procedure. However, employees who knowingly and intentionally make a meritless claim under this policy may also be subject to disciplinary action, up to and including termination.

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