




**COMMUNICATIONS PERSONNEL
POLICY/PROCEDURE**

Policy No. 1100	Date Issued: December 1, 1993
Section: 1000 – Personnel Policies	Date Revised: February 24, 2011
Accreditation Standards: CALEA 3.6.3	
SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY	
APPROVED: 	
Board Chairperson	

1.0 It is the policy of the Joint Powers Authority to provide equal employment opportunity and a work place that is free from harassment and discrimination to all persons regardless of race, color, religion, sex, marital status, national origin, age, sexual orientation, medical condition, veteran's status, and/or physical or mental disability.

2.0 The employment related provisions of the Fair Employment and Housing Act (FEHA) and the Americans with Disabilities Act (ADA) apply to all employees and job applicants seeking employment with SCR911. Under the ADA, a qualified individual with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the position in which the individual is employed.

SCR911 will attempt to provide reasonable accommodation for known physical or mental disabilities if a job applicant or employee is otherwise qualified, unless undue hardship related to the necessity of business operations would result. An applicant or employee who requires accommodation in order to perform the essential functions of the job should inform SCR911 to request an evaluation of such an accommodation. Generally, an interactive process meeting will be scheduled to discuss accommodations.

3.0 Discrimination is defined as any practice, process or action in the work place which inhibits the equality of opportunity and the ability of each person to be employed and to advance on the basis of merit without regard to race, color, religion, sex, marital status, national origin, age over 40 years, sexual orientation, medical condition, veteran's status, and/or physical or mental disability.

4.0 Harassment is defined as (but is not limited to):

4.1 Verbal harassment, e.g., epithets, derogatory comments or slurs on a basis enumerated in sections 1.0 and 2.0 of this policy.

4.2 Physical harassment, e.g., assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual on a basis enumerated in sections 1.0 and 2.0 of this policy.

4.3 Visual forms of harassment, e.g., derogatory posters, cartoons or drawings on a basis enumerated in sections 1.0 and 2.0 of this policy.

5.0 Employees who believe they have been discriminated against may file a discrimination complaint without fear of retaliation.

5.1 Employees may choose to have their complaint investigated by either their immediate supervisor, the General Manager or designated EEO liaison appointed by the General Manager.

5.1.1 If the alleged harassment was committed by someone in an employee's chain of command, the employee may choose to have the complaint investigated by any Authority manager or by an external agency as identified in section 4.3 of this policy.

5.2 Complaints involving the General Manager must be filed with the Board Chairperson.

5.3 Employees may also file complaints externally with the California State Department of Fair Employment and Housing (DFEH) and/or the U.S. Equal Employment Opportunity Commission (EEOC).

5.4 The Board of Directors encourages immediate filing of discrimination complaints.

6.0 In all cases, allegations of discrimination will be promptly, thoroughly and objectively investigated.

7.0 Complainants should be prepared to provide, in writing if possible, as much information as possible regarding the incident, including the following:

7.1 Date, time and place of incident.

7.2 Person or persons against who the allegations are made.

7.3 Witnesses to the incident.

7.4 Remedy desired.

7.5 Other information relevant to the charge and investigation.

8.0 A written response to the complaint shall be provided to the complainant within twenty one (21) calendar days.

8.1 The response shall include a summary of the investigation, findings and whether or not the allegations could be substantiated.

8.2 If the complaint is substantiated, the General Manager shall determine and initiate appropriate action, up to and including dismissal, against the offending employee and inform the complainant of the action recommended.

8.3 If the complaint is not substantiated, the complainant and the accused employee shall be so advised and no record of the incident will be placed in either employees' personnel file.

8.3.1 The complainant may file the complaint externally with the California State Department of Fair Employment and Housing (DFEH) and/or the U.S. Equal Employment Opportunity Commission (EEOC).

9.0 Information and materials related to discrimination complaints shall be treated as confidential information to the extent provided by law.

9.1 All records involving discrimination complaints shall be kept in a separate locked file available only to the General Manager.