

CIVIL SERVICE COMMISSION RULE 5

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

5.01 Purpose

The purpose of Rule 5 is to explain the Commission's policy on affirmative action and equal employment opportunities for applicants and City employees.

5.02 EEO Policy Statement

The Human Resources Department will carry out its responsibilities as provided in the City Charter without regard to age, ancestry, color, creed, disability, familial status, gender, pregnancy, genetic information, marital status, national origin, race, religion, sexual orientation (including gender identity), status with regard to public assistance, and veteran's status (including Vietnam Era Veteran Status) or other protected class status. These responsibilities include, but are not limited to: recruitment, selection, promotion, demotion, transfer, layoff, leaves of absence, training, disciplinary actions and classification. Additionally, the Civil Service Commission and Human Resources Department will work cooperatively with the City agency charged with the primary responsibility of ensuring equal and non-discriminatory treatment of individuals including access to appropriate data and documents that are relevant to the investigation of a verified charge. (CSC 12/15/15)

5.03 Affirmative Action Policy Statement

The Human Resources Department will take affirmative steps to ensure that women, minorities, and persons with disabilities are adequately represented at all levels of City employment. The City is committed to seek out, address and remedy the effects of present and past discrimination that may present barriers to the full employment of these persons. This will include cooperating in the establishment of reasonable goals and timetables for the hire and promotion of women, minorities, and persons with disabilities. In order to assist in the attainment of these citywide goals, the Human Resources Department will carry out these affirmative actions: (CSC 3/14/02)

- A. Intensively recruit protected class persons to ensure representation;
- B. Provide test tutoring wherever appropriate and feasible;
- C. Make every effort to ensure adequate representation of protected classes at each testing component when the selection process consists of more than one testing component; (CSC 12/15/15)
- D. Provide for reasonable accommodations for testing, upon an applicant's request, when an applicant has a disability that limits them in the testing process; (CSC 12/15/15) and,
- E. Any other affirmative actions that are appropriate, legally allowable, and consistent with the City's affirmative action policy statement and current labor agreements. (CSC 12/15/15)