

## **PERSONNEL MANAGEMENT POLICY**

SUBJECT: 400.00.030.00 - EQUAL EMPLOYMENT  
OPPORTUNITY/DISCRIMINATION

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### 1.0 PURPOSE

To ensure the District identifies itself as an Equal Opportunity Employer (EEO) in advertising for employees, in recruiting literature, in employee manuals, and in all day-to-day practices.

### 2.0 DIVISIONS AFFECTED

All divisions.

### 3.0 REFERENCES

Title VII, Civil Rights Act of 1964; Americans With Disabilities Act of 1990; Equal Pay Act of 1963; Age Discrimination in Employment Act of 1967; Age Discrimination in Employment Act of 1975; Rehabilitation Act of 1973; Vietnam Era Veterans Readjustment Assistance Act of 1974; Title IX, Education Amendments of 1972; Job Training Partnership Act; Immigration Reform and Control Act of 1986; Family & Medical Leave Act; Executive Order 11246; Executive Order 11141; Executive Order 11625; 29 CFR 1607; Uniform Guidelines on Employee Selection of 1978; Chapter 49.60, RCW; RCW 41.04.350; Title 162 WAC; Washington Executive Order 83-12; Washington Executive Order 85-09.

### 4.0 POLICY

4.1 All employees and job applicants are guaranteed equality of employment opportunity. This means that the District will not discriminate against any worker or applicant on the basis of race, creed, color, religion, sex, age, marital status, family with children status, national origin, physical, sensory or mental disability, veteran status, or any other status protected by local, state or federal law. Each applicant seeking employment with the District will be given a fair and unbiased evaluation of his or her qualifications.

4.2 All recruitment, selection, placement, promotion, transfer, training, and discharge decisions made by the District will be based solely upon job related qualifications and abilities. In some cases, seniority may be treated as a factor to be considered. Regular employees have full access to all District-sponsored programs.

- 4.3 All employees who apply for a promotion or transfer will be given equal consideration. Assuming that an opening exists, the qualifications of a candidate for promotion or transfer will be assessed solely on the basis of the individual's ability, merit (as demonstrated by the applicant's performance record), and seniority, where applicable.
- 4.4 All other personnel policies and practices of the District, including compensation, benefits, discipline, and safety and health programs, will be administered and conducted without regard to any individual's race, creed, color, religion, sex, age, marital status, family with children status, national origin, physical, sensory or mental disability, veteran status, or any other status protected by local, state or federal law.
- 4.5 The District will take all necessary steps to ensure that each employee's work environment is free of unlawful discrimination or harassment based on race, creed, color, religion, sex, age, marital status, family with children status, national origin, physical, sensory or mental disability, sexual preference, veteran status, or any other status protected by local, state or federal law.
- 4.6 The District will continually review its personnel practices and procedures to ensure that all supervisors adhere to the District's commitment to EEO principles.
- 4.7 The District identifies itself as an Equal Opportunity Employer in advertising for employees, in recruiting literature, in employee manuals, and in all day-to-day employment practices.
- 4.8 Neither the Employer nor the Union shall, contrary to any provisions of the law, discriminate against an employee because of race, creed, color, religion, sex, age, marital status, family with children status, national origin, physical, sensory or mental disability, sexual preference, veteran status, union status, or any other status protected by local, state or federal law, provided that the provisions of **Article 3 Union Security** shall not be otherwise modified or abridged by this article.
- 4.9 Whenever the male gender is used in this Policy, it shall be construed to include male and female employees, unless biologically unfeasible.