



City of Kennewick Workforce Diversity Plan



City of Kennewick – Workforce Diversity Plan

I. WORKFORCE DIVERSITY PLAN

One of the many goals of an excellent City is a work environment that encourages employees to be responsible and successful at work and as citizens in a dynamic and ever changing society. An important component is that of diversity. Diversity requires all employees to understand and respect differences: differences in race, culture, religion, gender, abilities and socioeconomic factors. But diversity is also about diversity of thought, diversity of values, and diversity of perspectives. For citizens to respect and value diversity, they must experience City workers who are reflective of the varied cultures and backgrounds that make up our community and our nation.

Policy Statement

The City of Kennewick recognizes the importance of workforce diversity and its role in the service to its citizens. Therefore, the City of Kennewick has established and implemented a Workforce Diversity Plan, which contains two major objectives.

1. The Workforce Diversity Plan is intended to promote nondiscrimination, and the respecting and valuing of diversity in all employment matters. It reaffirms the City's commitment to equal employment opportunity without regard to race, color, sex, national origin, age, religion, marital status, disability, Vietnam era veteran status, sexual orientation, familial status, socioeconomic status, or any other extraneous consideration not directly and substantively related to effective job performance.

2. The Workforce Diversity Plan also is intended to promote the recruitment, hiring, advancement, and retention of racial/ethnic minorities, women (and in some cases, men), and people with disabilities in all segments of the City workforce. To accomplish this objective, it will be the policy of the City to undertake efforts that recognize and value the racial/ethnic minority, gender, or disability status of employees and applicants for employment.

The City Council reaffirms its strong commitment to the principles of equal employment opportunity and the taking of additional action leading to workforce diversity. It is the duty and obligation of all employees to support and aid in all appropriate ways the implementation of the Workforce Diversity Plan.

II. NON-DISCRIMINATION AND WORKFORCE HARASSMENT POLICIES

It is the policy of the City of Kennewick to provide equal employment opportunity to all qualified persons and to prohibit discrimination or harassment in employment on the basis of race, color, national origin, sex (gender), marital status, sexual orientation, age, pregnancy, disability, religion, or veteran status.

Equal Employment Opportunity/ Non-Discrimination:

This equal employment opportunity/nondiscrimination policy applies to all employment-related actions including but not limited to recruitment, selection, promotion, assignment and transfer, demotion, termination, compensation, benefits, layoff and recall, and training opportunities. Furthermore, this policy applies to harassment or intimidation of an employee by another employee, or by a non-employee, because of race, color, national origin, sex (gender), marital status, sexual orientation, age, pregnancy, disability, religion, or veteran status.

This policy conforms to federal and state laws and to The City of Kennewick Personnel Policies and Procedures 2-12-010 Equal Employment Opportunity and 2-32-160 Workplace Harassment. These laws and orders include federal Executive Order 11246, as amended, Title VI and Title VII of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Vietnam Era Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991.

Workplace Harassment:

It is the policy of the City of Kennewick that harassment of employees in the work environment is unacceptable and will not be tolerated.

Workplace harassment based on an employee's sex, race, religion, age or other protected status is a form of discriminatory behavior. It negatively affects morale, motivation and job performance and may result in increased absenteeism, turnover, inefficiency and loss of productivity. It will not be permitted in the City of Kennewick.

Harassment can take many forms, and can include unwelcome slurs, comments, jokes, innuendoes, compliments, pictures, cartoons, pranks and/or other verbal or physical conduct which create an intimidating, hostile or offensive working environment or interfere with an individual's work performance or employment opportunities. Sexual harassment is a type of harassment that occurs when the types of verbal and physical conduct described above are sexual in nature or directed at a person because of his/her gender. Sexual harassment also occurs when employment opportunities or benefits are conditioned on an employee granting sexual favors to, or having a romantic relationship with, a supervisor or manager.

No employee will be subjected to unwelcome verbal or physical advances or any other on-the-job conduct, which could be interpreted as harassment. This protection against harassment includes conduct by co-workers, managers, vendors, guests or members of the public.

If at any time an employee feels that he/she is being harassed, he/she should confront the harasser and ask that the conduct stop. If the employee is uncomfortable doing this, or the conduct does not stop, he/she must bring this to the attention of the Department Director, the Human Resources Director or the Director of Employee and Community Relations immediately. Any employee who witnesses harassment of others should also bring it to the attention of management or the Human Resources Director.

The City will investigate the matter as discreetly as possible and inform the employee of the results of the investigation. If the investigation shows that the accused employee did engage in harassment, the City will take appropriate disciplinary action, up to and including discharge. There will be no reprisal or retaliation for raising harassment concerns. Workplace harassment is improper conduct and it will not be tolerated in our City government.

- (1) Supervisor's Responsibilities. Each supervisor is responsible for preventing and stopping acts of harassment. This responsibility includes:
 - (a) Monitoring the unit work environment on a daily basis for signs that harassment may be occurring;
 - (b) Counseling all employees on the types of behavior prohibited, and the City procedures for reporting and resolving complaints of harassment;
 - (c) Stopping any observed acts that may be considered harassment, and taking appropriate steps to intervene, whether or not the involved employees are within the supervisor's line of supervision;
 - (d) Taking immediate action to limit the work contact of employees where there has been a complaint of harassment, and an investigation is pending; and
 - (e) Assisting any employee of the City, who comes to that supervisor with a complaint of harassment, in documenting and filing a complaint with the Human Resources Director.
- (2) Complaint Procedures.
 - (a) Employees who believe that they have been harassed must report the incident(s) as described above as soon as possible so that steps may be taken to protect the employee from further harassment, and appropriate investigative and disciplinary measures may be initiated.
 - (i) The person to whom a complaint is given will meet with the employee and document the incidents complained of, the person(s) performing or participating in the harassment, and the dates on which it occurred.
 - (ii) The employee taking the complaint will expeditiously deliver the complaint to the Human Resources Director.
 - (b) The Human Resources Director is responsible for conducting or coordinating the investigation of any complaint alleging harassment. The Human Resources Director may prepare any form(s), which will assist the grievant in documenting any reported incidents.
 - (i) The Human Resources Director will immediately notify the City Manager and the City Attorney's office of the complaint.
 - (ii) The investigator may include a determination whether other employees are being harassed by the person, and whether other City employees participated in, or encouraged the harassment.
 - (iii) The City will inform the parties involved of the outcome of the investigation and take disciplinary action as appropriate. The Human Resources Director, along with the complainant's supervisor will monitor the workplace to make sure no retaliation or recurrence of the harassment is taking place.

- (iv) A confidential file of harassment complaints will be maintained in a secure location.

No reprisal or adverse action will occur as a consequence of initiating a workforce harassment complaint. Federal and state laws strictly forbid any form of reprisal or retaliation against a complainant or parties-in-interest in conjunction with the filing of a complaint of employment discrimination or harassment. Any form of retaliation for the filing of a complaint will be subject to immediate disciplinary action, up to and including discharge.

Reasonable Accommodation:

It is the policy of the City of Kennewick not to discriminate against any otherwise qualified employee or applicant for employment because of disability. Persons with disabilities will be encouraged to apply for positions in the City for which they are qualified. Such applicants will be given fair consideration for positions, and the City will make reasonable accommodation to such disabilities wherever feasible.

The Human Resources Director acts as the ADA Coordinator and is responsible for coordination and follow through of compliance efforts with regards to employment. Structural issues are sent to the Parks, Facilities & Recreation Director.

To assure compliance with the ADA the City of Kennewick will:

1. "Reasonably accommodate" the disabilities of qualified applicants or employees, unless an undue hardship would result.
2. Ensure that qualified applicants or employees will not be discriminated against because of the known disability of an individual with whom the applicant or employee is known to have a relationship or association.
3. Reject applicants or terminate employees who pose a direct threat to the health or safety of other individuals in the workplace.
4. Not protect applicants or employees from personnel actions based on their current illegal use of drugs. Drug testing is not affected by the ADA.
5. Provide employees with the procedure to file a grievance and inform them in that procedure of the right to file a complaint with the Equal Employment Opportunity Commission or the U.S. Department of Justice.

In following with the spirit and intent of this act, the City of Kennewick has accommodated employees who can no longer perform the essential functions of their positions by offering other positions within the City which meet the employee's knowledge, skills and abilities.

III. GOALS AND OBJECTIVES

The City of Kennewick has committed itself through its policy statements to the implementation of a Workforce Diversity Program. This commitment will be supported by positive practical efforts to ensure equal employment opportunity for racial/ethnic minorities, women, and people with disabilities in both securing employment and in promotional opportunities at all levels and occupational categories. This commitment will also include an organization that in the broader context:

- Reflects the contributions and interests of diverse cultures in its mission, operations, and services;
- Is committed to eradicating institutional racism and social oppression of all forms;
- Values diversity and views the differences between people as a strength;
- Uses management practices and policies that emphasize participation and empowerment of all people in the organization;
- Creates a working environment where all people are valued; and,
- Follows through on broader external social responsibilities by periodically educating employees in multicultural perspectives.

Program Objectives & Goals:

In furtherance of the City's diversity values and program goals, the City establishes the following program objectives:

- To identify areas of under representation of people of color and women and outline the action steps necessary to increase their representation in those areas where they are significantly underrepresented.
- To eliminate and prevent recurrence of systemic discriminatory practices relating to employment, or access to promotion, within the City for women, men, people of color or people with disabilities.
- To identify and define problem areas and barriers to achieving workforce diversity and take actions where necessary.
- To outline and implement management actions and targeted recruitment plans for the attainment of program goals.
- To implement a workforce diversity evaluation process in order to gauge the City's progress towards goals and the effectiveness of action plans.

Long Term Goals:

- To employ women, people of color, and people with disabilities throughout all levels of the organization and throughout all job classifications and occupational categories.
- Insure that all personnel actions, including, but not limited to, compensation, benefits, transfers, layoffs, return from layoffs, company sponsored training, education, tuition reimbursement, and social and

recreation programs, are administered without regard to race, color, religion, sex, or national origin.

- Insure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotion.

Program Constraints:

In implementation of these workforce diversity goals and objectives, consideration will be given to some of the possible constraints that may affect our ability to achieve them in the manner and time frame desired. While we recognize that these factors may serve as constraints, we nonetheless will view them only as challenges that we will not let derail our overall efforts.

Some of these possible constraints are:

- (a) Fewer vacancies;
- (b) Possible cutbacks in staffing due to budget reductions;
- (c) Limited promotional opportunities;
- (d) Uneven numbers of qualified applicants available in different job classes;
- (e) Size of the organizational unit involved;
- (f) Requirement to meet essential staffing needs of the City or departments at times not always favorable to recruitment of people of color, women or people with disabilities;
- (i) Lack of turnover in City staffing decreasing employment opportunities for people of color, women or people with disabilities;
- (g) Limited funds for recruitment; and,
- (h) Other related and relevant factors affecting the City's ability to achieve goals and objectives.

IV. ORGANIZATIONAL RESPONSIBILITIES

General responsibility is hereby assigned to each employee of the City of Kennewick to comply with the intent and spirit of the plan.

1. The Human Resources Director has been delegated responsibility by the Executive Director of Employee and Community Relations for the daily administration of the workforce diversity plan. This responsibility includes:

- (a) Policy interpretation, procedural development and implementation, program development and coordination, monitoring, program evaluation, and reporting to Federal and State agencies;
- (b) Apprising the City Manager and the City staff of legislation and judicial decisions pertaining to equal employment opportunity and affirmative action;
- (c) Investigating and recommending disposition of all complaints alleging illegal employment discrimination or harassment;
- (d) Maintaining liaison with enforcement agencies, community groups and organizations, as well as labor unions and City staff, to ensure that community needs and concerns around workforce diversity are known and considered;
- (e) Serve as a liaison with private and public employment services for the recruiting of minority groups and women, as well as minority and women's organizations;
- (f) Shall provide periodic training sessions to discuss the EEO plan and Equal Employment Opportunity issues with all department directors, managers and supervisors;
- (h) Periodically audit training programs and hiring and promotion patterns to remove impediments to the attainment of goals and objectives, and
- (i) Keep management and employees informed of updates to the EEO/Workforce Diversity plan on a continual basis.

2. Each Department Director is responsible and accountable for the implementation of the EEO/Workforce Diversity plan with his or her respective department. Department Director responsibilities include:

- (a) Implement EEO/Workforce Diversity plan within his/her respective department, and
- (b) Keep employees informed of the EEO/Workforce Diversity Plan on a continual basis, including changes and, or new information pertaining to the EEO plan.

3. Other managers and supervisors with authority to hire, promote, or otherwise exercise supervisory authority have workforce diversity responsibilities within their respective management areas.

4. All employees are encouraged and expected to bring general and specific EEO and affirmative action issues to the attention of responsible management or the Human Resources Director. IT IS THE POLICY OF THE CITY THAT NO INDIVIDUAL SHALL BE SUBJECT TO RETALIATION FOR IDENTIFYING OR REPORTING INCIDENTS OF DISCRIMINATION OR HARASSMENT.

V. COMMUNICATION

To ensure that the City of Kennewick employees and constituents are aware of the City's workforce diversity commitments, internal and external information systems have been established. The following guidelines will allow the City to provide necessary information about its Workforce Diversity Plan. These guidelines may be revised or adapted as needs arise.

Internal Communication:

- All employees will be provided a copy of the City's Equal Employment Opportunity policy statement (Appendix A) upon hire through the City of Kennewick orientation packet provided by the Human Resources staff.
- The policy will be thoroughly discussed in all employee orientation and management training programs.
- Employees shall be periodically notified of the existence of the plan, and of its availability for review.
- The policy will be included in the Personnel Rules and Regulations.
- The City's Equal Employment Opportunity/Workforce Diversity Statement on equal employment opportunity shall be posted on all departmental bulletin boards and other localities throughout the City where it is convenient to employees. Further, the Workforce Diversity Plan shall be available for review by every employee, through his or her supervisor.

External Communication

- The City of Kennewick will inform, verbally and in writing, all recruiting sources of the City's policy, requesting these sources to actively recruit and refer minorities and women for all positions listed.
- Copies of the City's policy statement on equal employment opportunity and workforce diversity have been sent to the Equal Employment Opportunity Commission, the Washington State Human Rights Commission, and all labor unions currently under contract with the City.
- The City of Kennewick's online application website shall contain the following clause: The City of Kennewick is an Equal Opportunity Employer. In compliance with Federal and State equal employment opportunity guidelines, qualified applicants are considered for employment without regard to race, creed, color, sex, national origin, age, marital status, or the presence of a non-job-related medical condition or disability.

- All employment opportunity advertisements shall carry the phrase, "An Equal Opportunity Employer" or "EOE". Such advertisements shall be published in the classified section of the local newspaper of record.

VI. HUMAN RESOURCES PRACTICES

The City's human resource management policies and practices pose the greatest potential for illegal discrimination. Human resources policies and practices normally are not intended to discriminate or somehow have a disparate impact on women, people of color, people with disabilities, or other protected groups. It should be noted, however, that systemic discrimination, while unintentional, is most often the major barrier to equal employment opportunity; yet, it is the most difficult to detect. That is the reason human resource policies and practices must be reviewed and corrective actions taken when they are found to inadvertently discriminate or offer less than equal opportunity to women, people of color, or people with disabilities. Responsibility for human resource management includes all department directors, managers, and supervisors in addition to the staff of the Human Resources Division.

Recruitment, Examination and Selection:

Recruitment, examination, selection and placement procedures will be continually reviewed for all positions. From the initial contact with potential applicants to the final interview and selection of employees, the Human Resources Division and its practices will address the following:

Recruitment and selection processes will not have the effect of blocking people of color, women, and people with disabilities from City employment and promotions. Where blockages, or potential blockages, are identified, corrective actions will be taken to make the process more inclusive to diversity.

Targeted recruitment will be undertaken to address areas of under representation. This expanded recruitment is to be focused on increasing the number of people of color, women, and people with disabilities who apply for employment; and, thus increasing the probability of qualified candidates from underrepresented groups being selected to fill vacant positions. Recruitment activities will be inclusive rather than being exclusive.

Selection criteria to be used in candidate recruitment, screening, interviewing and selection should reflect the essential functions of the job. All selection criteria are to be job-related, pre-established, and applied consistently. Additionally, in the selection of all employees the City will give consideration to relevant, specialized, and qualitative training and experience that demonstrates ability to work with diverse populations. This consideration will include, but not be limited to, such factors as:

(a) Ability to relate to diverse citizens and community groups;

(b) Evidence that applicant is aware of and sensitive to the changing roles and perceptions of women, people of color, and people with disabilities in our society.

Applications, tests or examinations for employment and promotion, including oral interviews, will be monitored to ensure that they are unbiased and do not have adverse impact on people of color, women, the disabled or other protected groups. Reasonable accommodation will be made available upon request to ensure that persons with disabilities are not excluded from the application and examination process.

Selection committees will include people of color, people with disabilities, and gender balance to the extent possible. Selection committees will be made aware of the City's Workforce Diversity goals.

Selection and appointment of an employee will be based on job-related qualifications, merit, City goals, and program needs.

Targeted Recruitment Process:

Where the City has determined that people of color, women, or people with disabilities are significantly underrepresented in relation to their availability for specific job groups, the City will initiate a targeted recruitment approach that may include, but is not limited to, the following steps:

Elements of Targeted Recruitment Plan

The targeted recruitment plan will be developed in conjunction with the hiring manager(s) and will include, but not be limited to, the following elements:

a) Selective recruitment sources identified and personally contacted by HR or appropriate hiring manager;

b) Establishment of internet recruitment sources;

c) Extended timeframe for posting of positions;

d) Identification and use of supplemental factors related to cultural competency or bilingual/bicultural factors;

e) Definition and clarification of "essential functions" of the position;

f) Ongoing review and monitoring of applications by HR, and

g) Use of community persons and consultants/resources to assist in identifying and recruiting potential applicants.

Selection Committees:

The City supports broad-based involvement in the hiring and selection process. Department directors and hiring managers are encouraged to use staff and community members, as appropriate in the screening and interviewing process to fill position vacancies.

The human resources staff and hiring manager assigned to the recruitment will be responsible for ensuring that the hiring process is consistent with the City's workforce diversity goals and this Workforce Diversity Plan.

Where the hiring manager makes use of a selection committee in the hiring process, the hiring manager and human resources staff will ensure that the committee's actions do not conflict with City policies or this plan.

Affirmative Action:

Affirmative action does not end when the employment process has resulted in placement. Although the major thrust of affirmative action is the identification and elimination of barriers that preclude the hiring of women, people of color, and other disadvantaged persons, its subsequent and logical efforts must be directed toward fair and equitable treatment of all employees, the application of consistent human resource management practices, and the provision of equal opportunities for promotion and advancement. The administration of sound and equitable human resource policies and practices in a consistent manner will contribute greatly toward accomplishing the goals of workforce diversity.

Job Classification:

Job classification is the organization and grouping of similar positions in the City into bands and grades on the basis of similar, or related, duties, responsibilities, and qualification requirements. The need for job classifications is apparent not only in connection with equitable compensation levels but also in matters of selection, placement, promotion, transfer, and training. The general objective of job classifications and the job classification plan is for efficient management of functions, but just as important is the equal treatment of employees in terms of appointments, pay, opportunities for training and advancement.

Job classifications will continually be reviewed and modified to ensure qualification requirements are job related and are not barriers to qualified people of color, women, and people with disabilities in seeking employment and promotions, and that selection criteria are consistent with the provisions of the Workforce Diversity Plan.

Compensation and Benefits:

The Equal Pay Act requires that equal wages and salaries be paid for substantially equal or similar work performed by men and women. Title VII requires equal pay regardless of race, national origin, religion, or sex. The more subtle type of pay discrimination is perhaps the most difficult to deal with because of its historical entrenchment in the personnel and pay system, as well as stereotypical value judgments placed on the type of work and who does it. Despite the increasing number of women in the labor force, the U.S. Department of Labor continues to report pay gaps between men and women, and racial/ethnic minorities and non-minorities.

Title IX provides that all benefits and conditions of employment shall be equally available without discrimination to all employees - male and female. This includes medical, hospital, accident and life insurance, retirement benefits, leaves and other terms or conditions of employment.

The Human Resources Department will periodically review and monitor on an ongoing basis the wage and salary distribution to identify discrepancies in pay between men and women and racial/ethnic minorities and non-minorities.

The Human Resources Department will ensure that all benefits and conditions of employment are equally available without discrimination to all employees, including opportunities for transfer or reassignment that may affect an employee's compensation and benefits.

Training and Development:

Training helps to equip employees for higher responsibilities or to diversify their skills. Administration and employees share responsibility for the learning experiences that are presumed to develop from training. However, because of past experiences, racial/ethnic minorities and women justifiably have felt that even if they obtain the necessary training, education, and qualifications, they still will be denied the opportunity for higher-level positions. The City must not only offer the promise that qualified people of color and women will be able to obtain positions commensurate with their ability, but also provide and encourage the necessary training and education that will qualify them for these positions. Likewise, as the demographics of the City and community continue to change, it is important that all employees, but especially those in supervisory and managerial roles, be provided training in cultural competence, and combating prejudice, racism and harassment.

The City will continually explore and design training and internship programs directed towards preparing minority and women candidates for higher level positions.

All supervisors and managers will be provided periodic cultural competency and diversity training that focuses on awareness and skill development, as well as prejudice reduction.

Promotion and Advancement:

Promotion is generally defined as a move to a position or classification having a higher pay grade or salary range. Equal opportunity for promotion and advancement applies to all aspects of employment and to all levels of the organizational hierarchy. This means that people of color, women and people with disabilities must be considered for higher-level administrative and supervisory jobs for which they are trained or are otherwise qualified.

The City will review its policies and practices pertaining to internal promotions and take action as necessary, to correct any "glass ceiling" barriers, which inhibit advancement of women and people of color.

Retention and Attrition:

In addition to taking steps to ensure that racial/ethnic minorities, women, and people with disabilities are provided equal opportunities for hiring and promotion, it is equally important that as individuals from these groups move into areas where they are unrepresented or significantly underrepresented that their experience in the workplace is a positive one.

Departments will ensure that employees from diverse backgrounds are not subjected to behaviors or attitudes that send the message they are unwelcome or that they do not belong. This is particularly true as persons from underrepresented groups move into job categories from which they traditionally have been excluded or discouraged from pursuing.

VII. BUSINESS PRACTICES

It is insufficient for the City to provide equal opportunity in its employment and to prohibit discrimination throughout the administration of its human resource policies and practices. The City also has an obligation to promote equal opportunity in all of its business practices and to ensure that those it does business with will do likewise. Thus, equal employment opportunity and nondiscrimination will also apply to employment by a City contractor and not be limited solely to that portion of employment associated with the receipt or use of Federal funds. As the City is a public institution operating through the use of public funds, it reserves the right to require that those entering into public contracts with the City be in compliance with all federal, state and local laws which prohibit illegal discrimination.

To further demonstrate the City's commitment to equal opportunity, as part of the bidding process the City requires all bidding companies to sign a certificate of anti-discrimination witnessed and certified by a notary public that states:

"The bidder hereby covenants, stipulates and agrees that no person shall be discriminated against in the bidding of the services and/or materials herein under and that the bidder shall not refuse to hire any person therefore because of such person's race, creed, color or national origin, unless based on a bona fide occupational qualification. Also, the bidder will in no manner discriminate against any person because of such person's race, creed, color or national origin. Any such discrimination shall be deemed a violation of this bid and shall render this bid subject to forfeiture."

The City's Public Works and Finance Departments shall be responsible for administering this provision of the Workforce Diversity Plan.

Accountability:

The key to success in achievement of any plan or goal is assessment and accountability. People and systems must be able to measure their accomplishments against some yardstick to determine whether they are headed in the direction they want to go, whether they are achieving what they intended, and whether their actions are congruent with their goals and values.

Status Reports:

The City sets workforce diversity goals for people of color, people with disabilities, and women (and in some cases, men). The goals are set within EEO-4 occupational categories as defined by the Federal Government. The City will review its achievements and progress towards diversity on at least a biennial basis.

Human Resources will provide periodic progress report to the Department Directors reviewing status of the City's workforce diversity program goals and objectives.

The City's Workforce Diversity Plan reviews will include analyses of new hires, promotions, applicant flow, and separations, as well as assessment of achievement of other goals in the plan. The specific intent of these analyses is to determine progress towards program goals, to correct problem areas, and establish or modify action plans as needed.

Partnerships:

Other agencies have similar goals with respect to diversifying their workforces to better serve their clientele. As part of our workforce diversity efforts, we will strive to work closely with other local public and private agencies, and businesses to develop cooperatives and joint ventures that mutually support each other's workforce diversity goals.

The City will work in cooperation with other businesses and public agencies to develop and implement programs and activities that can benefit the workforce diversity goals of each. This may include cooperating on diversity training efforts, collaborating on out-of-area recruitment trips, sharing materials and resources, and joining together on projects of mutual benefit.



EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of the City of Kennewick to provide for Equal Employment Opportunity and Non-Discrimination on the basis of race, creed, color, national origin, sex, marital status, age, sexual orientation, religion, sensory, mental or physical handicap or disability, or use of a trained service dog. This policy applies at all organizational levels and is intended to provide for equality in hiring, training, compensation, promotion, demotion, transfer, termination, benefits and education and tuition reimbursement. The City is committed to this policy because of its inherent fairness and since this policy contributes to the effective management of the City.

As a result of this policy, the City will strive to eliminate barriers to Equal Employment Opportunity for protected class members and to improve the employment opportunities of members of under-represented protected classes through implementation of a Workforce Diversity Plan. Positive, aggressive measures shall be taken to continue to encourage changes that promote opportunities for meaningful employment for protected class persons.

All employees of the City of Kennewick are responsible for the success of this policy. The Human Resources Director shall have the responsibility for implementation of the Workforce Diversity Plan. However, we all share the obligation to point out inequities and to encourage free participation in all employment opportunities.

2-12 HIRING, PROMOTION, AND TRANSFER

SECTION:

2-12-010: Equal Employment Opportunity

2-12-020: Methods of Filling Vacancies

2-12-030: Recruitment

2-12-040: Selection

2-12-050: Hiring

2-12-060: Hiring of Interns

2-12-070: Orientation

2-12-080: Probation

2-12-090: Performance Evaluation

2-12-100: Termination

2-12-010: Equal Employment Opportunity: The City of Kennewick is an equal opportunity employer. The selection of applicants for City employment occurs without unlawful discrimination as to race, sex, religion, creed, color, national origin, age, marital status, sexual orientation, or disability. All employment decisions are made, and all terms and conditions of employment are established and maintained, without unlawful discrimination. Qualified, disabled applicants and employees will be reasonably accommodated as required by law.

2-12-020: Methods of Filling Vacancies:

- (1) Vacancies in regular positions may be filled by one of the following methods:
 - (a) Recalling a laid-off employee;
 - (b) Promotion;
 - (c) Transfer;
 - (d) Voluntary demotion;
 - (e) Rehiring former employees;
 - (f) Hiring of a trainee;
 - (g) Hiring a new employee.
- (2) Which of these methods is chosen is in the discretion of City Administration,

although preference will normally be given to current or laid off employees who are deemed to be qualified for the position. The hiring department notifies Employee and Community Relations of the vacancy to be filled. The Department Director or designee indicates the preferred method to use for filling the vacancy and identifies appropriate means to recruit qualified candidates.

(3) After consulting with the hiring department, the Employee and Community Relations Department determines the appropriate method of filling the vacancy and the appropriate means of publicizing the vacancy.

(a) Recalling a Laid-Off Employee. Employees on layoff will be eligible for recall for twelve months, for vacancies in the same position they held before being laid off. In the event of a recall, the City will notify employees by mail, to the last address shown in the City's records. The employee has 14 days after the notice is mailed to accept the recall. If the employee fails to respond within the 14 days, or rejects the recall, the employee is assumed to no longer be interested in employment with the City, and his/her name is removed from the re-employment.