



Approved:

City of Commerce, California
Human Resources Policy and Procedure Manual

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[Signature]

City Administrator

Number: I-16 Effective Date: 07/05/11

SUBJECT: **EQUAL OPPORTUNITY EMPLOYER**

PURPOSE:

To specify and define employment process terms for uniform use and interpretation.

POLICY:

The City of Commerce is firmly committed to a policy of equal opportunity. This means there can be no discrimination in any conditions of employment including recruitment and hiring, opportunities for advancement, participation in training programs, wages, salaries, or benefits. Simply stated, equal opportunity means that every individual has an equal chance to compete for job opportunities within the City, regardless of race, color religion, sex, national origin, age, genetic information, gender, marital status, political beliefs, sexual orientation or disability.

There are no positions in the City that are to be filled only by men or only by women except for classifications which require the employee be either a male or a female as a bonafide job requirement. Qualified persons are encouraged to apply for any position in the City, regardless of sex.

Disabilities – The City shall not discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring or discharge of employees, employee compensation, advancement, job training, and other terms, conditions, and privileges of employment. The City is committed to accommodating persons with disabilities to the extent possible.

It is the obligation of the City and its employees to consider people with disabilities as individuals and to avoid prejudging what an applicant can or cannot do on the basis of that individual's appearance or any other easily identifiable characteristic, or on a preconceived and often erroneous judgment about an individual's capabilities based on "labeling" of that person as having a particular kind of disability.

Disability with respect to an individual is defined as:

- (A) A physical or mental impairment that substantially limits one or more major life activities of such individual;
- (B) A record (or past history) of such an impairment; or
- (C) Being regarded as having a disability.

The City encourages applications from qualified individuals with disabilities as defined by the Americans with Disabilities Act. Individuals who will require a reasonable accommodation to take a test as part of the selection process must state so as part of application process. Applicants with a disability that affect sensory, manual, or speaking skills may be provided with a test in a format that does not require the use of the impaired skill. Persons requesting a reasonable accommodation will be required to provide documentation of such need.