

SECTION 9
EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

The Town's Equal Employment Opportunity Program prohibits all discrimination. Because every member of the Town's team of employees is valuable, respect for each other is an integral part of work relationships. The Town strives to find the best person for each job vacancy. The Town recognizes that diversity makes the Town's team stronger, more versatile, and provides the needed flexibility to meet the challenges of the future.

9.1 POLICY STATEMENT

The policy of the Town of Blacksburg is committed:

1. To providing equal employment opportunity to all Town employees and applicants for employment on the basis of individual merit and qualifications and without regard to age, color, disability, genetic information (information about an individual and their family members' genetic tests and information about the manifestation of a disease or disorder), marital status, national origin, political affiliation, race, religion, sex (including gender expression, gender identity, sexual orientation, and pregnancy) or veteran status.
2. To making all employment decisions in a manner that furthers the principle of equal employment opportunity.
3. To ensuring that decisions regarding recruiting, hiring, promotion, compensation, transfers, layoffs, re-employment, demotions, suspensions, and dismissals are not based on age, color, disability, genetic information (information about an individual and their family members' genetic tests and information about the manifestation of a disease or disorder), marital status, national origin, political affiliation, race, religion, sex (including gender expression, gender identity, sexual orientation, and pregnancy) or veteran status.
4. To ensuring that decisions regarding benefits are not based on age, color, disability, genetic information (information about an individual and their family members' genetic tests and information about the manifestation of a disease or disorder), marital status, national origin, political affiliation, race, religion, sex (including gender expression, gender identity, sexual orientation, and pregnancy) or veteran status.
5. To ensuring that all employment actions and employee requests are administered and addressed without regard to age, color, disability, genetic information (information about an individual and their family members' genetic tests and information about the manifestation of a disease or disorder), marital status, national origin, political affiliation, race, religion, sex (including gender expression, gender identity, sexual orientation, and pregnancy) or veteran status.

6. To complying with all applicable laws prohibiting employment discrimination.

9.2 DISSEMINATION OF POLICY

1. Internal Dissemination

- A. The Town Manager shall designate the Human Resources Manager as the Equal Employment Opportunity Officer for the Town, and he/she shall be available on request by any employee of the Town who has a question concerning the Equal Employment Opportunity Program (EEO). All management and supervisory Human Resources share in the responsibility for dissemination of and adherence to the tenets of the EEO.
- B. Each new Town employee shall receive an explanation of the EEO as part of his/her general employee orientation.
- C. Posters announcing the Town of Blacksburg as an equal employment opportunity employer shall be placed on all Town bulletin boards.

2. External Dissemination

- A. The Town of Blacksburg shall disseminate information concerning the EEO to all recruitment sources. A list of all recruitment sources is available in the Town Manager's office.
- B. All appropriate news media, public and private employment agencies, and educational institutions functioning in the New River Planning District shall be provided a copy of the EEO upon request.
- C. The Town shall notify all general contractors, subcontractors, vendors, and suppliers doing business with the Town of the EEO statement. The Town, when deemed necessary, shall solicit similar statements from the above groups.
- D. Upon request, copies of the Town's EEO shall be available through the Equal Employment Opportunity Officer to any interested individual or group.

9.3 RECRUITMENT, SELECTIONS, AND PROMOTIONS

1. Job Application and Interview

- A. The application form used by the Town shall conform to all existing Federal guidelines. Supplemental data sheets, as approved by the Human Resources

Manager, also must be completed by applicants for certain positions. No applicant shall be required to provide information that cannot be substantiated by the employer as a bona fide occupational question.

- B. A definite time limit shall be adhered to for the receiving of applications for all available positions.
- C. After the application deadline, the Human Resources Office shall forward the applications to the appropriate Department Head in order to select those applicants whose education and work experience most adequately satisfy the requirements set forth in the position description. These applicants shall be asked to interview for the position.
- D. A list of interview questions must be submitted and approved by the Human Resources Manager prior to the interview.
- E. Interviews shall be conducted on an objective basis; non-objective questions shall not be addressed to the applicant.
- F. Whenever possible, the immediate supervisor shall be present during the interview to ensure that questions on needed skills, knowledge, and abilities are asked.
- G. A record of each applicant shall be made on forms approved by the Human Resources Manager. Included in the record shall be the position for which the interview was granted, the name of the applicant, the date and time of the interview and the name(s) and title(s) of the interviewer(s). Also included shall be the reason an applicant was not interviewed and/or hired.
- H. All applicants shall be notified in writing as to the status of their applications as soon as an offer has been made and an acceptance received by the Town.

2. Recruitment

- A. The Human Resources Manager, with assistance from the Department Heads, shall have primary responsibility for recruitment activities.
- B. All recruiting announcements shall contain the following statement: "An Equal Employment Opportunity Employer." All advertisements shall be neutral in language and tone in describing a job opening. All announcements must be reviewed by the Human Resources Manager prior to dissemination.
- C. The mailing list for recruitment announcements shall include agencies and institutions with minority placement offices.

3. Upward Mobility

- A. Human Resources procedures shall be reviewed annually to ensure equal employment opportunity in the following areas:
 - (1) Hiring – recruitment, selection, testing
 - (2) Promotions
 - (3) Training
 - (4) Position Classifications
- B. The Equal Employment Opportunity Officer shall be available to all employees for consultation concerning the above areas.
- C. Training programs shall be designed to upgrade the skills of all employees so that they can improve performance in their present positions.
- D. Employees with managerial ability shall be encouraged to acquire skills on the job or through more formal training with the goal of advancing into a management position.

4. Employee Benefits

The employee benefits and conditions of employment as outlined in the Human Resources Rules and Regulations shall be monitored to ensure that they continue to be equally available to all employees.