



Policy &
Procedure

EQUAL OPPORTUNITY EMPLOYMENT & NON-DISCRIMINATION POLICY

Supersedes: September 1, 2003

Date

October 26, 2016

Approved:

Approved:

Page 1 of 1

The City of Duluth is strongly committed to providing a supportive and respectful environment for its employees and the customers they serve. We believe in promoting concepts of inclusion and participation and the benefits of a diverse workforce. Our goal is to provide a non-discriminatory working environment and support efforts to increase the representation of underutilized members of our workforce.

Decisions regarding employment, conditions of employment, and access to programs and services will be made without regard to race, color, age, religion, national or ethnic origin, sexual orientation, sex, marital status, or disability. Exceptions to this policy will be made only in matters involving bona fide occupational qualifications, business necessity, actions designed to eliminate workforce underutilization, and/or where this policy conflicts with federal or state laws, rules, regulations, or orders. Violation of City policy will result in disciplinary action up to and including termination. Retaliation against persons filing complaints or those who assist in a review of a filed complaint is strictly prohibited.

Supervisory/management staffs are responsible for maintaining a work environment free of discrimination. Furthermore, if they believe that illegal discriminatory behavior has occurred, they must take immediate action to correct the situation by following the procedure below.

Complaint Procedure

Employees who experience or witness discriminatory behavior are required to report it immediately to their supervisor/manager, unless the supervisor is a party to the incident. If the supervisor is not available, or is a party to the incident, the employee should identify the next highest level of management within the department and report the incident to that person. If a supervisor/manager cannot be reached in a timely manner, or if the employee is uncomfortable reporting to the supervisor/manager, the employee should contact the Human Rights Office & Equal Opportunity Representative or the Human Resources Manager. Employees filing a complaint will be asked to provide additional information regarding the violation to include dates, times, places, nature of the violation, and names of witnesses; documenting the offending behavior is strongly recommended. Recipient of the initial complaint must immediately complete the Report Form for Discrimination, Harassment, or Violence and submit it to the complainant's Department Director, with a copy going to the Human Rights Officer & Equal Opportunity Representative and Human Resources Manager within five (5) working days of reported complaint.

Report forms are available online or in the Human Resources office.

Human Rights Officer
& Equal Opportunity Representative
Room 407 City Hall
411 West First Street
Duluth, MN 55802
(218) 730-5291

Human Resources Manager
Room 313 City Hall
411 West First Street
Duluth, MN 55802
(218) 730-5210

With assistance from the Human Rights Officer & Equal Opportunity Representative and/or Human Resources Manager, the Department Director will complete the investigation within twenty (20) working days after receiving the Report Form for Discrimination, Harassment, or Violence by supplying a written report of the findings to the Human Rights Officer & Equal Opportunity Representative and Human Resources Manager. Reports will be retained by the Human Rights Office.

Upon completion of the investigation, the Department Director with the assistance of the Human Resources Manager will determine appropriate disciplinary action, if necessary, within five (5) working days. If disciplinary action is necessary, documentation of such will be retained in personnel files. It is the responsibility of the Department Director to ensure that offensive and discriminatory behavior is corrected and that the complainant is not subject to retaliatory behavior during or after the investigation. The complainant will be informed of the complaint outcome to the extent authorized by state and federal law.