



Unified Government Human Resources Guide

Effective 04-06-2015

EQUAL OPPORTUNITY IN EMPLOYMENT

- I. General: It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, pregnancy, sexual orientation, gender identity, age, or disability.
- II. Policy
 - A. Discrimination in the workplace shall not be tolerated.
 1. The Unified Government will not tolerate discrimination in the terms or conditions of employment, including, but not limited to:
 - a. Evaluating the skills, education, and experience of applicants;
 - b. Promoting, upgrading, demoting, transferring, and laying off of employees;
 - c. Recruiting, advertising, or soliciting for employment;
 - d. Training during employment and selecting for training and apprenticeship programs; and
 - e. Establishing rates of pay and terms, conditions, and privileges of employment.
 2. No employee shall aid, abet, compel, coerce, or conspire to discriminate or harass another employee because of race, color, national origin or ancestry, religion or creed, sex, sexual orientation, gender identity, age, or disability.
 3. All programs shall be offered in a nondiscriminatory manner.
 - B. The Unified Government shall follow applicable federal, state, and local laws and rules and regulations for the protection of the rights of applicants and employees.
 - C. Nothing in this policy is intended to circumscribe or modify the right of the Unified Government to:
 1. Direct the work of its employees;
 2. Hire, promote, demote, transfer, assign, and retain any employee;
 3. Suspend or discharge employees;
 4. Maintain the efficiency of governmental operation;
 5. Relieve employees from duties because of lack of work or for other legitimate reasons;
 6. Take such actions as may be necessary to carry out the mission of the Unified Government in emergencies; and



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7. Determine the methods, means and personnel by which operations are to be carried on.
- D. Complaints
1. This policy shall be prominently posted in every department and distributed to all Unified Government elected officials and employees, including all new hires.
 2. The Unified Government encourages employees to report any incident(s) of harassment, a hostile working environment or discrimination. See 2.2—Harassment in the Workplace.
 3. Employees may report concerns regarding discrimination or harassment to any and all levels of management including but not limited to the department head, the Director of Human Resources or the Administrator, without regard to any “chain of command”.
 4. Any report made under this policy does not need to be in writing.
 5. All complaints of harassment reported under this policy shall be expeditiously investigated according to the procedure stated in 2.2—Harassment in the Workplace.
 6. The employee who believes that he/she has been discriminated against may utilize the 2.2 Harassment in the Workplace policy, Section IV. Making a Complaint, procedure and/or file a complaint with the Kansas Human Rights Commission (KHRC) and/or the Equal Employment Opportunity Commission (EEOC).
 7. An employee or applicant for employment shall not be subject to retaliation because he or she has filed a complaint of discrimination or harassment or has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing related to a complaint of discrimination or harassment.
 8. All supervisors are responsible for enforcing the provisions of this policy.
 9. Employees who violate this policy shall be subject to discipline up to and including termination.

RELATED POLICIES: 2.2—Harassment in the Workplace
 2.6—Selection/Transfer of Employees
 2.17 – Americans With Disability Act

RELATED FORM(S): Consent and Acknowledgement of Receipt Form