

EQUAL OPPORTUNITY POLICY

The City is an Equal Opportunity Employer and will practice Equal Opportunity in all aspects of its operation.

The City strives to administer all of its hiring and employment procedures without regard to race, religion, color, national origin, ancestry, sex, age, veteran or familial status, disability or sexual orientation. This policy shall apply to all employment practices.

The City is committed to the goal of filling all staff openings with the best personnel available. All decisions regarding hiring, promotion, transfer and job retention shall be based upon an individual's qualifications, experience and ability to perform the duties and responsibilities of any given position, regardless of race, religion, color, national origin, ancestry, sex, age, veteran or familial status, or disability. When the City is a recipient of sufficient federal funds, the City will maintain a written equal employment opportunity program that complies with the regulations in effect at the time the program is adopted or amended.

Qualified individuals with bona fide disabilities, as the term "disability" is defined under the Americans with Disabilities Act and the West Virginia Human Rights Act, are entitled to reasonable accommodation in the application process and in their employment. Although the City is responsible for providing reasonable accommodation, the responsibility for identifying whether accommodation is needed and what constitutes a reasonable accommodation is shared jointly by the employees and the City. Employees must engage in candid, open discussions with their supervisors or other designated City representatives in order to facilitate the City's compliance with applicable disability discrimination laws. Questions about reasonable accommodations and disability status and request for accommodation forms may be referred to Human Resources.

In the event that any provision in these personnel policies conflicts with any federal, state or local law regarding equal employment opportunity, such provision shall be amended to comply with the existing law.