

TOWN OF WEAVERVILLE

EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEO)

Section 1. Purpose

The purpose of this Plan is to identify the Town's commitment and delineate certain practices that will confirm that commitment and to comply with the requirements such as Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title 28 C.F.R. subpart E, § 42.301 et seq. (for law enforcement grants) and Title 41 C.F.R. §60-2.24 (for HUD grant recipients).

Section 2. Applicability

This Plan applies to every applicant and employee of the Town unless the Town Manager or Town Council promulgates a different written policy.

Section 3. Policy

It is the policy and responsibility of the Town of Weaverville to provide equal employment opportunity which will affect all employment practices including, but not limited to, recruitment, hiring, transfer, promotion, demotion, training, compensation, benefits, layoffs and terminations, without regard to age, sex, race, color, religious beliefs, national origin, ethnicity, non-disqualifying disability, sexual orientation, gender identity, political affiliation, marital status, pregnancy, genetic information, military status, veteran status, or any other characteristic protected under state or federal law not specifically listed.

The Town shall base employment decision on objective standards as much as possible in the furtherance of equal employment opportunity. This Plan is the method by which the Town will ensure diversity through fair and equal opportunity and treatment to all employees and applicants for employment.

The Town is committed to maintaining a work environment that is free of illegal discriminatory practices or behavior, including without limitation, harassment because of or about an individual's protected characteristics (discriminatory harassment). These statements commit the personnel of the Town of Weaverville to work to promote and achieve equal employment opportunity and a work environment free of discrimination or discriminatory harassment within each specific department, and becomes a part of all Personnel Policies of the Town.

Section 4. Administration and Enforcement

In addition to other duties, the Town Manager and/or the Human Resources Officer administer and enforce this Plan by:

1. Disseminating this Plan to all Department Heads and making it available to all applicants and the general public;
2. Ensuring that the Plan is available on the Town's intranet web page for all employees for viewing and printing;
3. Including the EEO statement and policy in the Personnel Policy and Policy and Procedures Manual;

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4. Completing necessary evaluations and making recommendations to Town Council on any changes that are needed in the personnel policies to achieve equal employment opportunities;
5. Presenting the EEO statement and policy to new employees;
6. Referring grievances to the Civil Rights Coordinator so that they can be handled under the Town's Civil Rights Compliance Policy;
7. Ensuring that this Plan is available on the Town's website for viewing and printing by all applicants, persons of interest, vendors, and the general public;
8. Including the EEO statement and policy on all job boards, written job announcements, applications and postings for open job opportunities;
9. Receiving notice from all departments of new or available employment opportunities;
10. Ensuring that this Plan is readily available to any interested party via hard copy upon request.

Section 5. Adoption and Effective Date

This policy has been adopted by the Town Manager consistent with the Title VI Implementation Plan and may, from time to time, be amended by the Town Manager. This policy shall be effective immediately, and shall continue in full force and effect until such time as it is amended or repealed.

ADOPTED BY the Town Manager on the 18th day of May, 2020.

TOWN OF WEAVERVILLE

By: 
Selena D. Coffey, MPA, ICMA-CM
Town Manager