

## **BROOMFIELD EQUAL EMPLOYMENT OPPORTUNITY GUIDELINES**

Requirements for equal employment opportunity are codified in the Broomfield Municipal Code at Chapter 2-14 (Personnel Merit System) and applicable state and federal regulations/statutes and laws. Broomfield is an equal opportunity employer and shall not fail or refuse to hire or to discharge any employee or otherwise discriminate against any employee with respect to his or her compensation, terms, conditions, or privileges of employment because of such individual's race, color, religion, gender, sexual orientation, marital status, national origin, age, disability, genetic information, or any other status as provided in federal and state laws and regulations.

### **Summary of Applicable State and Federal Laws and Regulations**

#### Title VII of The Civil Rights Act of 1964 as amended and the Civil Rights Act of 1991:

Prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment on the basis of race, color, religion, gender, or national origin. The law covers applicants to and employees of most private employers, state and local governments and public or private educational institutions. Employment agencies, labor unions and apprenticeship programs also are covered.

#### The Age Discrimination in Employment Act (ADEA) of 1967, as amended:

Prohibits age discrimination and protects applicants and employees 40 years of age or older from discrimination on account of age in hiring, promotion, discharge, compensation, terms, conditions, or privileges of employment. The law covers applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies, and labor organizations.

#### The Equal Pay Act of 1963, as amended:

Prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment. The law covers applicants to and employees of most private employers, state and local governments and educational institutions. Labor organizations cannot cause employers to violate the law. Many employers not covered by Title VII, because of size, are covered by the Equal Pay Act.

#### The Americans with Disabilities Act of 1990, as amended:

Prohibits discrimination on the basis of disability and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion,

discharge, pay, job training, fringe benefits, and other aspects of employment. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship. The law covers applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies, and labor organizations

### Sexual Harassment:

The employer must provide a work environment that is free from sexual harassment and which forbids sexually harassing conduct by an employee directed toward another employee or by any non-employee while conducting business in the workplace. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (b) submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting such individual, or (c) such conduct has a purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

The following provides information for supervisors/managers to assist them in ensuring Broomfield is in compliance with equal employment opportunity regulations and laws.

### Supervisor/Manager Responsibilities:

All supervisors and managers are responsible for:

1. Assuring that all personnel actions and decisions are in compliance with equal employment opportunity regulations and laws.
2. Participating in the identification of problem areas and development and implementation of corrective action plans.
3. Assuring that actions do not adversely impact or result in disparate treatment of any employee.
4. Participating in the review of job requirements and qualifications to assure the absence of unnecessary barriers to employment of persons with disabilities, and eliminate those requirements which unnecessarily screen out protected class members.
5. Taking action to prevent harassment of all employees.

6. Immediately reporting any alleged violations of the equal employment opportunity policy to Human Resources. Human Resources, with assistance from the City and County Attorney's office, will conduct an investigation and recommend appropriate action.