



MANAGEMENT POLICY

POLICY NUMBER:

101.02

SUBJECT:

Equal Employment Opportunity

EFFECTIVE DATE:

1/25/2010

REVISED DATE:

- I. Purpose
To preserve an employment environment free from all aspects of illegal discrimination.
- II. Scope
The policy applies to all employees and applicants for employment with the Rio Verde Fire District.
- III. Policy
The District shall maintain a policy of nondiscrimination with regard to all employees and applicants for employment. There shall be no tolerance for discrimination or bias because of race, religion, sex, age, national origin, disability or any basis prohibited by statute. All aspects of employment within the District shall be governed on the basis of merit, competence, and qualifications. The District is the final judge of the suitability of all candidates for employment.

The District shall comply with the applicable provisions of the Americans with Disabilities Act of 1990 by guaranteeing equal opportunity to individuals with disabilities. The District prohibits discrimination against “qualified individuals with disabilities” in all employment practices, including recruitment, advertising, job application procedures, hiring, length of service, layoff, firing, advancement, compensation, benefits, training, and other terms, conditions, and privileges of employment
- IV. Procedure
 - A. An employee or job applicant that feels they have been treated unfairly, or discriminated against in any way, or is aware of the possibility that someone else has been discriminated against, shall notify a District representative via one of the following options:
 1. The employee’s immediate supervisor, or
 2. The next higher level of management above the immediate supervisor, or
 3. The Fire Chief.
 - B. Use of normal chain of command is not required in bringing forth a concern of discrimination. Regardless of who receives the initial complaint, the Fire Chief shall be notified on the same day by the person receiving the initial complaint, if possible. If the complaint is directly against the Fire Chief, the employee or applicant also has

the option to notify the Chairperson of the Board of Directors or any member of the Board of Directors.

C. Investigation and handling of a complaint of alleged discrimination shall be handled as a highly sensitive personnel matter. All communications regarding this subject are to be kept in confidence to the greatest extent possible, understanding that the investigative process may require some additional conversation.

D. Any employee, who in good faith brings forth a complaint of discrimination, shall be free from any retribution or reprisal on the part of management or other employees. Likewise, any employee who participates in good faith in the investigative process shall also be free from any form of reprisal or retribution on the part of management or other employees.

E. If an employee is found to have made a false and pretentious complaint of discrimination or deliberately provided false information during an investigation, the employee shall be subject to disciplinary action.

F. Any individual with a qualifying disability may make a request for reasonable accommodation to their immediate supervisor or in case of an applicant for employment, to the Fire Chief. Upon receipt of such request, a meeting will be held to discuss the feasibility of the accommodation request.