



ADMINISTRATIVE REGULATION

Office of the City Manager

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| Number | 921 |
| Responsible Department | Human Resources |
| Established/Effective Date | April 1, 2011 |
| Latest Revision Date | June 30, 2023 |
| Next Review & Reauthorization Date | June 30, 2025 |

SUBJECT: Equal Employment Opportunity Policy

1. Purpose:

To establish a City policy ensuring that all employment decisions, including recruitment, selection, promotions, terminations, transfers, layoffs, compensation, training, benefits, and other terms and conditions of employment, are made without regard to race, color, ancestry, national origin, religion, creed, age (40 and over), physical and/or mental disability, sex, gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military or veteran status, or any other category/status protected by federal and/or state statutes.

2. Authority:

- Charter of the City of Huntington Beach, Section 401 and 403
- City of Huntington Beach Code of Ethics
- Title VII of the Civil Rights Act of 1964
- Age Discrimination in Employment Act
- Title 1 of the Americans with Disabilities Act
- Guidelines of the Equal Employment Opportunity Commission
- State of California Fair Employment and Housing Act (Government Code subsection 12900-12976 et seq.).

3. Application:

This regulation applies to all City employees, as well as elected officials, members of advisory boards, commissions, and committees of the City, volunteers, contractors, and vendors.

4. Definitions:

4.1 Protected Status – Any one or more of the following: race, color, ancestry, national origin, religion, creed, age (40 or over), physical and/or mental disability, sex, gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military or veteran status, or any other category/status protected by federal and/or state statutes.

4.2 Discrimination – Unlawful discrimination is the unjust or prejudicial treatment of individuals based on their membership in a protected status. An action, practice, or policy that has an adverse impact on an individual's or group's employment or terms and conditions of employment for reasons related to protected status.

4.3 Equal Opportunity – The prohibition of discrimination in recruitment, selection, promotions, terminations, transfers, layoffs, compensation, training, benefits, and other terms and conditions of employment.

5. Policy:

It is the policy of the City to maintain an environment that values diversity, is fair, and provides equal treatment in all its relations with its employees and applicants. All employment decisions, including recruitment, selection, promotions, terminations, transfers, layoffs, compensation, training, benefits, and other terms and conditions of employment, shall be made without regard to protected status (defined in 4.1 above).

6. Responsibilities:

6.1 The City Manager, elected and appointed Department Heads, and/or their designated representatives shall be responsible for citywide implementation of this policy.

6.2. The Director of Human Resources shall manage the Equal Employment Opportunity Policy. The Department Head's and manager's responsibilities will include monitoring and reporting all Equal Employment Opportunity activities as required by Federal, State and Local agencies.

A copy of this Policy shall be provided to all employees, elected officials, members of advisory boards, commissions and committees of the City, volunteers, contractors and vendors, upon appointment.

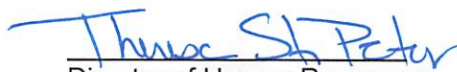
All employees and elected officials will acknowledge receipt of this policy during the City's onboarding process and record of receipt will be maintained in their personnel file by the Human Resources Department. All members of advisory boards, commissions and committees of the City, volunteers, contractors and vendors, will be provided a City Policy Acknowledgement of Receipt Form, which shall be submitted to their staff liaison for recordkeeping per the City's Records Retention Policy.

Attachment:

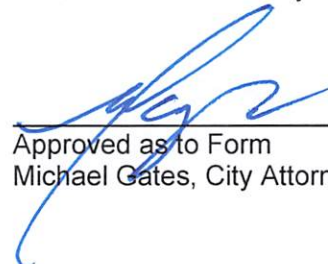
1. City Policy Acknowledgement of Receipt Form

Distribution:


All employees may access the Administrative Regulations via the SurfNet or City Website: www.huntingtonbeachca.gov/AR



Thomas St. Peter
Director of Human Resources



Approved as to Form
Michael Gates, City Attorney



Al Zelinka
City Manager

Review Schedule

| REVIEW DATE | DEPT. HEAD INITIAL | CITY MANAGER SIGNATURE |
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