

Town of Thurston



7578 County Route 333
Campbell, NY 14821

Equal Employment Opportunity (EEO) Policy

Purpose

To provide equal employment opportunity in direct employment with the Town of Thurston.

Policy

It is the policy of the Town of Thurston to provide equal opportunity to all of its employees and applicants for employment and to assure that there shall be no discrimination against any person on the basis of race, color, religion, creed, national origin, sex, age, physical or mental handicap, marital status or political beliefs unless related to a bona fide occupational requirement.

To this end, The Town of Thurston will take affirmative actions to equalize opportunity for employment at all levels of operation for those classes of people who have traditionally been denied equal opportunity -- minority group members, women, and the handicapped; and the Town of Thurston recognizes an obligation to make reasonable accommodations to the known physical or mental limitations of an otherwise qualified handicapped applicant or employee unless the accommodation imposes an undue hardship.

All applicants for employment with the Town of Thurston will be recruited from the reasonably available labor market and evaluated on each person's individual qualifications and abilities.

All Town of Thurston employees shall be afforded equal employment opportunity during their terms of employment, and are guaranteed protection against retaliation for exercising any legal or administrative procedures to secure rights to equal employment opportunity or testifying on behalf of someone else doing so.

Adoption of this document reaffirms the Town of Thurston's policy of nondiscrimination in employment, including but not limited to the following:

- | | |
|---------------|--------------|
| • recruitment | • promotion |
| • selection | • transfer |
| • placement | • discipline |
| • testing | • demotion |

- training
- layoff and termination

All supervisory personnel are responsible for and shall be committed to achieving and promoting equal employment opportunity with the Town of Thurston and for implementing this equal employment opportunity policy.

Assignment of Responsibility

Primary responsibility for the development, implementation and maintenance of procedures in accordance with this equal employment opportunity policy is assigned to the Town Supervisor or their designee, who will serve as the equal opportunity officer and will conduct periodic reviews of the Town of Thurston's personnel action to ensure that the policy of equal opportunity is being adhered to. When necessary, the Town Supervisor or their designee will apprise the Town Board or any developing problems for which remedial action would be appropriate related to equal opportunity.

The Town Board hereby directs all employees of the Town of Thurston engaged in any phase of employment, including but not limited to the following:

- | | |
|---------------|--------------------------|
| • recruitment | • promotion |
| • selection | • transfer |
| • placement | • discipline |
| • testing | • demotion |
| • training | • layoff and termination |

to take appropriate steps to ensure that employment opportunities with the Town of Thurston are offered on an equal basis to all without regard to race, color, sex, creed, religion, national origin, age, physical or mental handicap, marital status, or political beliefs unless such distinction is a bona fide occupational qualification.

Implementation

The Town of Thurston shall make good faith efforts to implement this policy. Actions taken to reflect these good faith efforts will include, at minimum:

- seek out those who have been denied equal opportunity as applicants whenever vacancies occur;
- provide equal pay for equal work;
- apprise all contractors and subcontractors of their affirmative action responsibilities in all contracts awarded by this jurisdiction;

- include the following clause in all vacancy announcements:

We are an Equal Opportunity Employer.

- provide assistance to members of protected groups in completing applications;
- provide assistance to individuals needing help in meeting training and educational qualifications for job vacancies whenever possible;
- post EEO posters in conspicuous places on Town of Thurston premises;
- inform all supervisory personnel of their duties and responsibilities with respect to equal employment opportunity; and
- inform all employees of the Town of Thurston's commitment to equal employment opportunity and of their rights and remedies under the law.

Effective Date

This policy shall take effect upon approval by the Town Board.

The Town of Thurston is an Equal Opportunity Employer.