

City of Alamosa
Equal Employment Opportunity Plan
2019-2022

SECTION 1 – PURPOSE

The City of Alamosa is committed to providing equal employment opportunities to all applicants and employees. Accordingly, the City evaluates applicants and employees on individual merit and qualifications, without regard to race, religion, color, sex, sexual orientation, national origin, age, disability, or genetic information. The only exceptions are based on bona fide occupational qualifications. The purpose of this plan is to:

- Attract and retain a diverse workforce that is reflective of the community;
- Increase inclusion among employees of differing identities and backgrounds to promote a welcoming and productive workforce that responds to the needs of a diverse community;
- Promote a work environment that is free from all forms of discrimination and harassment, including unfair treatment based on sex, pregnancy, childbirth or related medical conditions, race, veteran status, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, gender (including gender identity and gender expression), sexual orientation, use of family medical leave, genetic testing, or any other basis protected by federal or state law;
- Provide opportunities for career development and advancement for all employees, and identify barriers and challenges to diversity and inclusion and remove them or develop solutions, and;
- Increase the pool of qualified, diverse applicants, particularly for job categories or areas that are underrepresented.

SECTION 2 – PROHIBITIONS

Employees of the City of Alamosa shall not, in their official capacity, discriminate in employment practices against any person because of the person's race, color, religion, sex, sexual orientation, national origin, age, disability, or genetic information. "Employment practices" as used in this Plan means all terms and conditions of employment, including, but not limited to, recruiting, advertising, screening, classification, selection, appointment, hiring, assignment, transfer, promotion, demotion, discipline, layoff, termination, leave practices, rates of pay, fringe benefits, or other forms of pay or credit for services rendered, and access to and use of City facilities. In addition, discrimination on the basis of race, color, or national origin for programs and activities receiving Federal financial assistance is also prohibited.

Any intentional or unintentional conduct of discrimination that is based on race, color, religion, sex, sexual orientation, national origin, age, or disability will not be tolerated and will result in disciplinary

action up to and including termination. Retaliation against persons alleging discrimination and persons involved in the act or investigation process is also prohibited.

Except as required by law, all employment is "at-will" and employees have no job tenure in or expectation of continued City employment; accordingly, the City may terminate an employee at any time.

SECTION 3 – EVALUATION BY THE CITY OF ALAMOSA OFFICE OF HUMAN RESOURCES & RISK MANAGEMENT

The City of Alamosa Office of Human Resources & Risk Management shall undertake the following actions beginning in the fall of 2019 and regularly every four years:

1. Identify and analyze any problem areas inherent in the utilization or participation of all qualified persons in employment phases (recruitment, selection, and promotion). Identification and analysis are necessary prerequisites to the successful development and implementation of this Plan. All racial or ethnic data collected to perform evaluations under this Plan shall be cross-classified by race and sex.
2. Analyze present representation of minority persons, including women, in the eight job categories identified by the Equal Employment Opportunity Commission. Initial data shall be gathered through a voluntary survey distributed to all employees in the fall of 2019 and to be completed, on a voluntary basis, by all job applicants going forward.
3. Analyze recruitment and employment selection procedures, such as job descriptions, application forms, recruitment methods and sources, interview procedures, test administration and test validity, education requirements, referral procedures, and final selection methods to ensure that equal opportunity is being afforded in all job categories.
4. Analyze seniority practices, promotion procedures, lateral and vertical transfer procedures, and formal and informal training programs to ensure that equal opportunity is being afforded to all qualified individuals.
5. Maintain a job classification record clearly indicating each job classification or assignment and the number of employees within each respective job category by race, sex, and national origin (for example, Hispanic, Asian or Pacific Islander, and American Indian or Alaskan Native); and maintain a record of job descriptions (describing essential job functions or duties) and the pay range for each classification.
6. Maintain statistical records of the number of individuals by race/color, sex and national origin (if available) that have been hired for employment through the Office of Human Resources & Risk Management within the preceding fiscal year.
7. Obtain statistical data from the Department of Justice, the Bureau of Labor Statistics, the Colorado Department of Labor and Employment, or other reliable entity regarding the characteristics of the pertinent labor markets within the City's statistical area, including total population, total workforce, and existing unemployment by race/color, sex, and national origin.

Update this data on the same four year schedule as the demographic survey referenced in paragraph 2, above.

SECTION 4 – IMPLEMENTATION

City Manager

The City Manager is responsible for providing executive leadership and oversight to ensure that department heads take action as necessary to achieve and implement the Plan's goals and objectives.

Department Heads

Department Heads will adhere to the City's Equal Employment Opportunity Plan, and are responsible for achieving progress toward the goals and objectives of the Plan in their departments. Specifically, the department heads will:

- Participate with the HR Manager in identifying challenges and obstacles and working with departmental supervisors and staff to address problem areas, and;
- Ensure that all employment decisions, including interviews, offers of employment and compensation commitments, assignments, training, development of job-related knowledge and skills, evaluation, and employee relations, are consistent with the City's personnel practices and equal employment opportunity principles.

Manager of the Office of Human Resources & Risk Management

In addition to other duties, the Manager of the Office of Human Resources & Risk Management (the "Manager") implements and enforces this Plan by:

1. Instituting a program for attracting minorities through the dissemination of job postings, use of advertising media patronized by minorities, use of minority group contacts and community relations programs. However, nothing in this policy shall be operated in a manner that excludes any person or group from equal employment opportunity and the program tries at all times to disseminate information to all persons or groups in the community - minorities, majorities, men and women alike.
2. Disseminating this Plan to all Department Heads and making it available to all applicants and the general public.
3. Completing necessary evaluations and making recommendations to the City Manager concerning any changes that are needed in the personnel policies. Where changes are recommended, the Manager shall set forth in written detail the specific steps that should be taken to achieve equal employment opportunity. As an example, if through evaluation, it is determined that certain selection practices and procedures (i.e. minimum educational levels) are not validly

related to the performance of the essential functions of a specific job or position and that said practices may cause a disparate impact on the basis of race, color, religion, sex, sexual orientation, national origin, age, or disability, then the Manager recommends that the practice or procedure be changed.

4. Receiving notice from City departments of new or available employment opportunities

5. Coordinating the presentation of grievances. People who believe they have been adversely affected by any act or practice prohibited by this Plan may file a grievance. Employees must file a grievance in accordance with the City's Employee Handbook and Personnel policies. Other persons may seek to redress their grievances by filing a grievance directly with a Department Director or HR Manager. In the latter case, if the person aggrieved is not satisfied by action of the Department Director or HR Manager, the person may appeal their grievance to the City Manager and make an oral or written presentation of his/her grievance. The City Manager may take any action authorized under City Charter or ordinance, and any such action or refusal to act shall be final action on the grievance by the City of Alamosa.

In addition to the above, or in place of the above procedure, employees and applicants have the option of filing a complaint with either, or both, the state and federal external compliance agencies. The address and phone numbers for each agency are listed below:

To file a claim with the Colorado Civil Rights Division, **CCRD**, contact its office below. More information about filing a claim with the CCRD can be found at the [CCRD website](#).

Division of Civil Rights - Main Office

1560 Broadway, Suite 1050
Denver, CO 80202
Phone: (303) 894-2997
Toll-Free (English/Spanish): (800) 262-4845
Fax: (303) 894-7830

Grand Junction - Regional Office

222 South 6th Street, Suite 301
Grand Junction, CO 81501
Office Phone: [970-248-7304](#)
Fax: 303-894-7830

Pueblo - Regional Office

301 North Main Street, Suite 305
Pueblo, CO 81003
Office Phone: [719-542-1298](#)
Fax: 303-894-7830

To file a claim with the **EEOC**, contact your local EEOC office below. More information about filing a claim with the EEOC can be found at the [EEOC Filing a Charge](#) page.

EEOC — Denver District Office

303 East 17th Avenue
Suite 410
Denver, CO 80203
Phone: 303-866-4000
TTY: 800-669-6820

All City Employees

City employees are responsible for supporting a work climate that is conducive to achieving equal employment opportunities and that is free of any form of discrimination or harassment.

This Equal Employment Opportunity Plan has been promulgated on 23rd day of September, 2019, by the City Manager.



Heather Brooks, City Manager

[APPENDIX – DEMOGRAPHIC DATA UPDATED ANNUALLY]