



EMPLOYEE RELATIONS

602.1 – FAIR EMPLOYMENT PRACTICES

- 1. Policy Purpose:** It is the policy of the District to provide equal employment opportunity for all applicants and employees.

Policy Coverage: This policy applies to all employees (represented and non-represented, part-time (hourly), temporary/casual/seasonal, provisional, volunteers, as well as contract workers) and applicants of the East Fork Fire Protection District.

Adopted Date: 01/15/2019

Revised Date: N/A

Policy #: 602.1

- 2. Policy:**

The District recognizes the fundamental rights of applicants and employees to be assessed based on merit. Recognition of seniority and current employment with the District may also be considered. Therefore, it is the policy of the District to provide equal employment opportunity for all applicants and employees. The District prohibits and will not tolerate discrimination in any form based on race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, genetic information, domestic partnership, gender identity or expression, political affiliation, membership in the Nevada National Guard, or any other class that becomes protected by federal and/or state law

- 3. The District will:**

- A. Recruit, hire, train, and promote for all job classifications without regard to race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, genetic information, domestic partnership, gender identity or expression, political affiliation, membership in the Nevada National Guard, or any other class that becomes protected by federal and/or state law, as well as to ensure that all compensation, benefits, transfers, layoffs, return from layoffs, District-sponsored training, social, and recreation programs will be administered in conformance with the District's policy.

- B. Comply with all applicable laws prohibiting discrimination in employment including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Equal Employment Opportunity Act of 1972, the Immigration Reform and Control Act of 1986, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, the applicable Nevada Revised Statutes on Equal Employment Opportunity (NRS 613), Nevada Revised Statute regarding National Guard service (NRS 412.139/.1395), and any other applicable federal, state, and local statutory provisions as they may be amended from time to time.
- C. Provide reasonable accommodation wherever the need for such is known by the District, and/or the applicant or employee indicates a need for such reasonable accommodation, provided that the individual is otherwise qualified to perform the essential functions of the assigned job and the employee's performance of the assigned job duties does not pose a threat to the safety of him/herself or others.
- D. Hold all managers and supervisors responsible for ensuring that personnel policies, guidelines, practices, procedures, and activities follow federal and state fair employment practices, statutes, rules, and regulations.

4. Scope of this policy:

This policy applies to all persons involved in the operation of the District and prohibits harassment, discrimination, and retaliation by any employee, including supervisors and coworkers, volunteers, customers or clients of the District, and any vendor or other service provider with whom the District has a business relationship. The District will not tolerate instances of harassment, discrimination, or retaliation, whether or not such behavior meets the threshold of unlawful conduct. While single incidents of alleged harassment, discrimination, or retaliation may not be sufficiently severe or pervasive to rise to the level of being a violation of the law, the District nevertheless prohibits such conduct and may impose appropriate disciplinary action against any employee engaging in such.

5. Equal Employment Opportunity Officer designated:

The primary responsibilities for ensuring fair employment practices for the District are promoted and adhered to are assigned to the District's designated Equal Employment Opportunity (EEO) Officer. The District's designated EEO Officer will also serve as the Americans with Disabilities (ADA) Coordinator, unless otherwise noted, and as such, also has responsibility for coordinating the District's compliance with federal and state disability laws. The EEO Officer shall be designated by the District Fire Chief. The name and work telephone number of the designated individual will be posted on bulletin boards at District's work sites (reference: Notice – Designation of Equal Employment Opportunity Officer). In the event the designated EEO Officer is unavailable, the District Fire Chief, or his designee is designated, or will designate an alternative EEO Officer.

RESPONSIBILITY FOR REVIEW: The District Fire Chief, or his designee and/or the Executive Office Manager, or his/her designee will review this policy every 3 years or sooner as necessary.