

**CITY OF FRISCO PERSONNEL POLICIES**  
**SECTION: LEAVE**

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**Subject:** \_\_\_\_\_ **EQUAL EMPLOYMENT OPPORTUNITY** **Date:** **12/07/04**  
**Approved by:** **14-09-51** **Revision Date:** **09/16/14**

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**I. STATEMENT OF PURPOSE:**

In accordance with Section 14.02 of the City Charter for the City of Frisco, Texas, it is the policy of the City of Frisco to provide equality of rights as stipulated under state and federal law. The City shall not deny or abridge any individual's rights with respect to the appointment to, or removal from, any position. The City is committed to the principals of the entire body of Equal Employment Opportunity law.

**II. SCOPE:**

All applicants and employees of the City of Frisco who fall within a protected class (race, color, religion, sex (including pregnancy)), age, national origin (including citizenship), veteran status, disability, and genetic information as designated by all relevant laws and regulations, and otherwise qualified for the position. This policy shall apply to all employment actions including, but not limited to: recruitment, testing, hiring, training opportunities, promotion, demotion, transfer, layoff, discipline, termination, salary and benefits. All employment decisions shall be made on the basis of individual qualifications, bona fide occupational qualifications for the job in question, and the feasibility of any necessary job accommodations.

**III. PROCEDURES:**

The following principles will be observed as a means of ensuring equal employment opportunity for all applicants and employees of the City of Frisco:

- A. Recruit, hire and promote all job applicants based on merit, not on the basis of race, color, religion, sex (including pregnancy), age, national origin (including citizenship), veteran status, disability, and genetic information.
- B. Ensure that all personnel actions, including but not limited to hiring, placement, compensation benefits, transfers, training, and termination, are administered without regard to race, color, religion, sex (including pregnancy), age, national origin (including citizenship), veteran status, disability and genetic information.
- C. Ensure that all facilities of the City of Frisco are available to applicants and employees on a non-discriminatory basis.
- D. An employee with questions or concerns regarding any type of discrimination in the workplace is required to bring these issues to the attention of his/her Director who will immediately report it to the Director of Human Resources.

An employee may raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination or retaliation will be subject to disciplinary action, up to and including termination.

**IV. RESPONSIBILITY:**

City of Frisco department heads, managers and supervisory personnel are responsible for implementing this policy within their areas of responsibility. Any member of City management and supervisory personnel who receive a report involving potential discrimination is responsible for recording adequate information for conducting an inquiry, and making immediate contact with the City's Director of Human Resources or designee.

**V. RETALIATION:**

It is a violation of this policy to retaliate or engage of any form of reprisal because a person has raised a concern, filed a complaint of, or been a witness to discrimination. Acts of retaliation and refusal to participate in an investigation of discrimination are subject of appropriate corrective action, up to and including termination. However, if the City determines that an individual intentionally provided false information regarding a complaint and/or refused to participate in an investigation, corrective action, up to, and including termination, may be taken against the person who gave the false information.

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.