



## Department of Public Works and Engineering

### Equal Employment Opportunity Policy No. 3-8

#### Policy Statement

The personnel policies and practices of the Department of Public Works & Engineering are to recruit, hire and promote for all job classifications without regard to race, religion, color, sex or any other protected categories as identified in Executive Order 1-50, "Workplace Discrimination and Harassment," except where such factor is a bona-fide occupational qualification (BFOQ).

#### Purpose

To ensure that all applicants, both internal and external, are afforded an equal employment opportunity.

#### Scope

This policy applies to all Department of Public Works and Engineering employees and supersedes any other former Departmental policy, procedure or directive.

#### Policy Guidelines

In providing equal employment opportunity, the Department will continue to observe the following policies and practices:

1. Appropriate steps will be taken to ensure that all employees and job applicants are advised of this policy, and the Department's commitment to providing equal employment opportunity.
2. All management/supervisory persons are charged with the responsibility of implementing this policy.
3. Appropriate steps will be taken to assure that placement and promotion at all job levels in the Department will be carried out on the basis of the individual's qualifications and the requirements of the position under consideration.
4. The Department urges any employee with a problem or question about his/her employment relationship to contact the Human Resources Department's Employee Relations Office, Office of Inspector General or any other reviewing authority.

#### Compliance

Adherence to the above is mandatory. Any employee who violates this policy may be

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All policies are subject to amendment. It is the employee's responsibility to refer to the Department of Public Works and Engineering's intranet site for the official, most recent version. Individuals printing a copy of this policy are responsible for ensuring that revisions to the document have not been issued since it was printed.

subject to corrective action.

### Attachments

Attachments	Title
N/A	

### Revision History

Rev.	Revision Date	Modified by	Description
01	03/13/17	DO/MSB	New Format