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HUMAN RESOURCES

To: Gregg Mandsager, City Administrator
From: Stephanie Romagnoli, Human Resources Manager
Date: May 24, 2011
Re: Update to EEO Policy

Attached to this memo is a revised version of the City's Equal Employment Opportunity policy. It has been 11 years since this policy has been updated and a number of items in the law have changed which is necessitating this request.

This policy, as provided here, is in compliance with both federal and state regulations regarding equal employment protections. It has been reviewed by City Attorney Matt Brick.

At this time, I am requesting approval of this updated policy from the City Council. Please let me know if any additional information is required.

Equal Opportunity Policy

It is the policy of the City of Muscatine to provide equal opportunity to all employees, applicants and program beneficiaries; to provide equal opportunity for advancement of employees; to provide program and employment facilities which are accessible to the handicapped and to administer its programs in a manner that does not discriminate against any person because of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability or, where applicable, familial, genetic or veteran status.

The Mayor has ultimate responsibility for the overall administration of this equal opportunity program as the total integration of equal opportunity into all parts of personnel and program management is the Mayor's responsibility. The Mayor will review all policies and procedures as they affect equal opportunity and affirmative action and ensure compliance with relevant federal and state laws.

The right of appeal and recourse is guaranteed by the City of Muscatine. Any person who feels that he or she has been denied employment, participation, representation or services in any program administer by the City because of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability or, where applicable, familial, genetic or veteran status, has the right to file an equal opportunity complaint. Information and assistance relative to equal opportunity complaints shall be provided by Human Resources, who can be contacted at City Hall.

This Equal Opportunity Policy of the City shall be posted in conspicuous places within the facility, distributed to all employees, contractors and to the persons of all advisory and policy-making groups.

Mayor of the City of Muscatine, Iowa

Richard W. O'Brien

City Administrator of the City of Muscatine, Iowa

Gregg Mandsager

Date