

**New Orleans City Park
New Orleans, Louisiana
Human Resources Policies and Procedures**

Policy Number: HR 01-06

Equal Employment Opportunity Policy Date: 08/01/2017

Approved by: 
Robert Becker, Appointing Authority CEO

I. PHILOSOPHY

No person will be discriminated against on the basis of race, color, religion, sex, sexual orientation, age, national origin, handicap, veteran's status, or any other non-merit factor in any employment practice. New Orleans City Park (NOCP) is committed to this policy because it is our belief that it is morally right and good Human Resources management.

II. PURPOSE

The basic purpose of this policy is to provide guidelines and methods of achieving the goal of Equal Employment Opportunity.

III. REGULATORY AUTHORITY

Equal Employment Opportunity is legally required by Title VII of the Civil Rights Act of 1964, as amended, by the Equal Employment Opportunity Act of 1972, Executive Order 11246, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990 and the Civil Rights Act of 1991.

IV. APPLICABILITY

NOCP personnel with any responsibility for recruitment, appointment, placement, training, evaluation, or any other aspect of Human Resources management, are charged with ensuring that this policy is successfully implemented by giving it complete support through active cooperation and personal example.

V. PROCEDURE

The Human Resource Director will take action to ensure that the following will be implemented at all levels of administration:
Recruit, hire, place, train and promote in all job classifications without regard for non-merit factors such as race, color, age, religion, sex, national origin, handicap or veteran's status, except where sex, age or physical condition constitutes a documented, bona fide occupational qualification necessary for the performance of a particular job;

All promotions will be recommended and approved in accordance with Equal Employment Opportunity requirements;

Base employment decisions on the principles of equal employment opportunity; Ensure that all personnel actions, such as compensation, benefits, transfers, layoffs, recalls from layoff, education, tuition assistance, social and recreation programs are administered without regard to race, color, religion, sex, age, national origin, handicap, veteran's status or any other non-merit factor.

Equal Employment Opportunity is documented for each Office/Division/Section, and referred to as the New Orleans City Park Affirmative Action Plan.

VI. VIOLATIONS

Individuals who fail to adhere to the Equal Employment Opportunity Policy may be subject to administrative disciplinary action, including but not limited to, dismissal.

The Human Resource Director will periodically analyze personnel actions to ensure compliance with this policy.

VII. EMPLOYEE NOTIFICATION OF POLICY

This policy has been distributed to all employees and may be accessed through the Human Resources Department upon request.