

Agenda Item: Consider approval of changes to the Policies and Procedures of the District

Background: During the June board meeting, the board approved changes to Chapter 10 of the Policies and Procedures Manual, except section 10-23. Legal counsel has reviewed section 10-23 and proposed the following changes highlighted in red:

10-23 EQUAL EMPLOYMENT OPPORTUNITY

- 1) The District is an equal employment opportunity employer. The law prohibits employment discrimination and harassment due to:
 - a) Race
 - b) Color
 - c) National origin
 - d) Sex (including pregnancy)
 - e) Age (forty and older)
 - f) Religion
 - g) Disability as defined by law
 - h) Veteran or military status
 - i) Sexual orientation or gender identity
 - j) Any other class protected under federal, state or local laws.
- 2) **Illegal** discrimination, harassment, **and retaliatory conduct** are prohibited in all aspects of employment, including hiring, compensation, training, promotions, **performance evaluations**, benefits, etc.
- 3) **Any employee found to have engaged in discriminatory, harassing or retaliatory conduct is subject to immediate disciplinary action, up to and including termination.**
- 4) **The District will not tolerate any form of illegal harassment, or other abusive conduct, including verbal, visual and physical conduct that demeans or shows hostility toward an individual based on a protected class.**
- 5) **Employees who believe they have been subjected to illegal discrimination, harassment or retaliatory conduct in the workplace should immediately notify their Department Manager or the District's HR Program Manager. Management will initiate a prompt, thorough investigation and will take remedial action, as appropriate. Reports of discrimination, harassment and/or retaliatory conduct are treated as discreetly and confidentially as practical.**
- 6) **Retaliatory conduct is defined as retaliation against an employee because the employee has made a discrimination, harassment or retaliation complaint, or because the employee has**

testified, assisted or participated in any manner in an investigation, proceeding, or hearing relating to violation of this policy.

The proposed changes are recommended for approval by the full board.

Recommendation: Consider approval of the changes to P&P 10-23.