

SECTION I : EQUAL EMPLOYMENT OPPORTUNITY (EEO)

1. GENERAL POLICY. It is the policy of Cottonwood Heights Parks and Recreation Service Area to comply with the Equal Employment Opportunity Commission's (EEOC) standards in all phases related to personnel administration including but not limited to: job structuring, recruitment, examination, selection, appointment, placement, training, upward mobility, discipline, discrimination, harassment etc., without unlawful regard to race, color, religion, sex, gender/gender identity, age, disability, national origin, veteran status or genetic information.
2. COMPLIANCE RESPONSIBILITIES. The Executive Director, or designee, will ensure Cottonwood Heights Parks and Recreation Service Area is in compliance with all EEOC standards and the policies and procedures as set forth in the Employee Policies and Procedures Manual. The Executive Director, or designee, will ensure that each employee is provided a digital or paper copy of the Service Area's Employee Policies and Procedures Manual during their on-boarding process. The Executive Director or designee will also ensure that each employee receives department specific orientation upon employment with Cottonwood Heights Parks & Recreation Service Area. A paper or digital copy of the Service's Areas Employee Policies and Procedures Manual is available to all employees upon request.

APPROVED AND PASSED THIS _____ DAY OF _____, 2021

COTTONWOOD HEIGHTS
PARKS AND RECREATION SERVICE AREA

By: _____

Ben Hill, Executive Director

BOARD OF TRUSTEES

By: _____

Bart Hopkin, Chairperson