

## PERSONNEL POLICY MANUAL

LETA		POLICY No. 1
Section:		EFFECTIVE: 05/93
Subject:	EEO/AAP	REVIEW:
Source:	Executive Director	REVISION:
		REVISED:

### **POLICY**

LETA and all offices under its jurisdiction reaffirms its policy of equal opportunity by hereby stating that no person shall, on the basis of race, color, religion, sex, age, national origin, disabled, veteran status, or any other non-merit factor, be discriminated against in any employment practice. The agency is committed to this policy because it is our belief that it is morally right, it is good personnel management, and it is legally required by Title VII of the Civil Rights Act of 1964, as amended; by the Equal Opportunity Act of 1972; Executive Order 11246; the Rehabilitation Act of 1973, as amended; and the Vietnam Era Veterans' Readjustment Assistance Act of 1974; and Americans with Disabilities Act of 1990.

LETA will take affirmative action to ensure that the following policies will be implemented at all levels of administration:

1. Recruit, hire, place, train and promote in all job classifications without regard to non-merit factors such as race, color, age, religion, sex, national origin, disability, or veteran status, except where such a factor is a bona fide occupational qualification.
2. Identify and use existing and potential talent through upgrading and promotion of present employees. All promotions will be based only on valid equal employment promotional requirements.
3. Base decisions on employment so as to further the principles of equal employment opportunity.
4. Ensure that all personnel actions, such as compensation, benefits, transfers, layoffs, recall from layoffs, education, tuition assistance, and social and recreational programs, be administered without regard to race, color, religion, sex, age, national origin, disability, veteran status or any other non-merit factor.

### **PURPOSE**

The purpose of this policy is to ensure equal employment opportunities for all applicants and employees of LETA.

### **APPLICABILITY**

Applies to all employees and applicants for positions at LETA.

## **DEFINITIONS**

Equal Employment Opportunity means that no person shall, on the basis of race, color, religion, sex, age, national origin, disability, veteran status, or any other non-merit factor, be discriminated against in any employment practice.

## **RESPONSIBILITY**

It is the responsibility of the Executive Director or her designee to ensure that all personnel at LETA with any responsibility for recruitment, appointment, placement, evaluation, training, or any other aspect of personnel management are charged with the responsibility of seeing that this policy is successfully implemented by giving full support through active cooperation and personal example.

## **VIOLATION OF THIS POLICY**

Persons who fail to adhere to the Equal Employment Opportunity Policy are subject to administrative disciplinary action.