



Agenda Item:

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## COUNCIL COMMUNICATION City Manager's Office

### GENERAL INFORMATION

Agenda Date: 03/22/04  
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Communication

Roll Call

Submitted by: Tom Turner, Director, Human Resources Department

### SUBJECT—

The revised City of Des Moines Employee Work Place Policy Handbook

### SYNOPSIS—

The Human Resources Department revised the City of Des Moines Employee Work Place Policy Handbook. The revised Handbook was reviewed and approved by the Work Environment Committee and the Equal Opportunity Advisory Committee.

### FISCAL IMPACT—

N/A

### RECOMMENDATION—

Approval

### BACKGROUND—

The City's Equal Opportunity Program/Affirmative Action Plan was revised and updated in 1980, 1994 and 1997. On May 28, 1996, the Work Environment Committee was created to review the status of the city's harassment policies and procedures; identify existing issues related to harassment and discrimination in the workplace; and recommend strategies to ensure that the City's work

environment is free from harassment and discrimination. The 1997 revised document was one of the Work Environment Committee's efforts.

In March of 2003 the Human Resources Department started the process of revising the City of Des Moines Employee Work Place Policy Handbook. (Formerly the EO Program/AA Plan). The Work Environment Committee reviewed the changes in the Handbook in April and May and approved the changes. The Equal Opportunity Advisory Committee reviewed the changes in the Handbook in January 2004 and approved the changes.

The revised Employee Work Place Policy Handbook is attached to the Roll Call and Fact Sheet for this item. Attached below is a summary of the recommended changes to the handbook:

## Summary of Changes to Employee Work Place Policy Handbook

### Sexual orientation

Sexual orientation was added as a protected class under the following policies:

- Policy on Affirmative Action and Valuing and Managing Diversity
- Work Environment Complaint Procedures
- No Harassment Policy

### Equal Opportunity Advisory Committee

The EO Committee has not been active since May 1998; however, over the last six months a review of the structure, purpose and duties of this committee was conducted by the Human Resources Department. As a result of this review, some of the duties of the committee were changed to better reflect the City's goal of having a diverse work force and supporting a work environment that is committed to delivering effective, courteous and responsive service; and treating citizens and employees with fairness, dignity and respect.

A substantial portion of the committee's work will deal with providing Diversity and EO/AA related programs for City employees, and serving as their department's EO Coordinators.

The duties of the committee include:

- Periodic review of the Affirmative Action and EEO Program reports, goal setting and evaluation of both plan and program.
- Assisting in the overall EO/AA training program for management and supervisory personnel, and providing Diversity and EO/AA related programs for City employees.
- Making recommendations for changes and improvements in the Affirmative Action Plan and EEO Program.
- Serving as a forum for employees to raise questions concerning the policy, its implications and purpose, as well as recommending improvements in the policy.

The duties of the Departmental EO Coordinator:

- Report directly to the respective department director or his/her designee on areas that impact Affirmative Action, EEO and Valuing and Managing Diversity.

- Work with the Employee Development Specialist to maintain notices pertaining to training opportunities provided by the Human Resources Department and make available such resource information to departmental employees.
- Ensure that the Equal Opportunity Policy Statement, No Harassment Policy and the Work Environment Complaint Procedures are posted in conspicuous locations in the department.
- Counsel employees on EEO problems and advise employees who believe they have been unlawfully discriminated against of their rights to file a complaint under the City's Work Environment Complaint Procedures.
- Attend training sessions on the City of Des Moines Employee Work Place Policy Handbook.

### Equal Opportunity Training and Development

Department directors, division heads and supervisors will be required to attend three hours of comprehensive Affirmative Action/EEO training per year. A minimum of two hours of such required training will be offered every other year for all other employees.

### Policy Statement on Disability Discrimination

Under the Policy Statement on Disability Discrimination, the following sections were included: Actions Which May Constitute Discrimination, Policy Implementation, Reasonable Accommodation Policy, Examples of Reasonable Accommodation, Request for Accommodation, Review of Requests for Reasonable Accommodation, and the Appeal Process.

After the approval of the "Employee Work Place Policy Handbook" by the City Council, the Handbook will be circulated to all employees through departmental orientation sessions/training.