

THE CITY OF LARGO
EQUAL EMPLOYMENT OPPORTUNITY
AND RECRUITMENT PLAN STATEMENT

The City of Largo is an Equal Employment Opportunity employer. It is our policy that qualified people will be considered for employment, promotion, training and retention, without regard to race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital status, familial status (including pregnancy and/or adopting or having custody of a child under the age of 18) or the presence or perceived presence of any sensory, mental or physical disability. This policy also applies to any veteran honorably discharged from any branch of the armed forces of the United States.

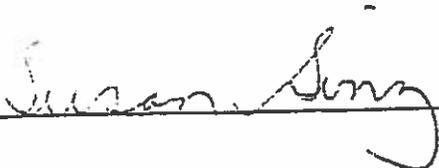
The overall goal of the City's Equal Employment Opportunity policy is to promote the recruitment of under-represented groups and eliminate barriers to hiring, promotion, training and retention of all qualified individuals.

The City Manager and the Human Resources Director assume responsibility for implementing the City of Largo's Equal Employment Opportunity and Recruitment Plan. Department directors, division managers, and supervisors are responsible for enforcing this policy and the City of Largo's discrimination and harassment policies. All employees are expected to comply with the provisions of the City's policies against harassment and discrimination.

As appointing authorities, we hereby direct that this plan be implemented in accordance with the City's Equal Employment Opportunity and Recruitment policy.



Norton Craig, City Manager



Susan Sinz, Human Resources Director



EQUAL EMPLOYMENT OPPORTUNITY AND RECRUITMENT PLAN

The City of Largo is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, or disability status.

CURRENT LAWS COVERING NON-DISCRIMINATION

Title VII of the Civil Rights Act of 1964

Protects all employees and applicants and ensures equal opportunity for employment and personnel decisions without regard to race, color, religion, sex, sexual orientation, national origin, age or disability in addition to providing a work environment free from retaliation based upon participation in the Equal Employment Opportunity (EEO) process.

Age Discrimination in Employment Act (ADEA) of 1967

Protects all who are 40 or older from discrimination because of age. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Americans with Disabilities Act (ADA) of 1990

Protects a qualified person with a disability in the private sector and in state and local governments from discrimination. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law also requires that employers reasonably accommodate the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless doing so would impose an undue hardship on the operation of the employer's business.

- Any applicant protected by current laws covering non-discrimination will be considered for employment consistent with his/her ability to perform the essential functions of the position with or without accommodation.
- The applicant's current treating physician will be provided a copy of the job description and must submit a fitness for duty release indicating applicant can perform the work required with or without accommodation.
- If accommodation is required, the physician should note the specific requirements of the accommodation with the release.



EQUAL EMPLOYMENT OPPORTUNITY AND RECRUITMENT PLAN

SUMMARY

The City of Largo's Employment Opportunity and Recruitment Plan is designed to ensure compliance with all laws and statutes. We are committed to maintaining a work environment in which all employees and applicants are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits all discriminatory practices, including harassment. Acts of discrimination and/or harassment will not be tolerated and shall be promptly reported as outlined in the City of Largo's Harassment and Discrimination Policy.

We have a commitment to support equal employment opportunity by affirming the value of diversity while promoting an environment free from discrimination. We are committed to assisting those persons with disabilities who have special needs related to their employment. Concerns and complaints related to discrimination protected under federal, state, and local law, should be directed to: **Director, Human Resources**, P. O. Box 296, Largo, FL 33779.

The City of Largo's mission statement is to provide superior services that enhance the quality of life and community pride. Our City-wide values include: Integrity, Professionalism, Teamwork, Diversity, Respect, Competence, Responsiveness, Pride, Passion, Creativity, Empathy. Combining our Mission, Vision and Values with our Equal Opportunity and Recruitment Plan, we work to establish a collaborative and high performance workforce. Please see attachment outlining our City of Largo Mission, Vision and Values.

In addition, this plan reinforces the City of Largo's Strategic Plan which states:

- a safe, healthy, livable community by increasing, emphasizing and strengthening partnerships with community organizations, neighborhood groups and business associations.
- a balanced, vibrant community by enhancing the City's ability to take full advantage of the diverse labor market.
- a results-oriented government by implementing strategies that increase cultural diversity in the City's work force, by promoting effective interactions with ethnic populations and by supporting policies and programs that assure equality of opportunity and prevention of discrimination.



EQUAL EMPLOYMENT OPPORTUNITY AND RECRUITMENT PLAN

RECRUITMENT PLAN

City of Largo incorporates proactive measures to recruit, hire, develop and retain qualified and diverse individuals for City employment and foster a work environment where employees from diverse backgrounds can reach their potential. In order to accomplish these goals, we:

- Increase the City of Largo's visibility by advertising in diverse medias, and develop positive and productive relations with community groups, social service agencies, educational institutions and cultural organizations that serve racial minorities, women, persons with disabilities and veterans to facilitate targeted recruitment.
- Ensure those with disabilities who are able to perform the essential functions of the job with or without accommodations are considered for employment, promotion, transfer and training without regard to physical, mental or sensory disability. Continue to provide an interactive process to evaluate requests for reasonable accommodation.
 - In addition to ensure compliance with all laws and state statutes covering Equal Employment Opportunity, we also support veterans' preference statues and laws by:
 - encouraging qualified veterans, including disabled veterans, to apply for positions within the City
 - ensure nondiscrimination in employment, promotion, transfer and training by providing training to all supervisors and managers in veterans' preference laws and statutes
 - partner with Florida Department of Veteran's Affairs for advice and recruitment strategies to located qualified veterans for position vacancies.
- Provide quarterly training to new employees regarding the City's Discrimination and Harassment Policy and Equal Employment Opportunity and Recruitment Plan.

City of Largo

Mission

Provide superior services that enhance the quality of life and community pride.

Vision

The City of Largo will be recognized as a vibrant, distinctive community with a dynamic, diverse, innovative, and high performance workforce that provides superior services through responsible stewardship.

Values

Integrity

Governing one's actions by adherence to ethical principles; saying and doing what is right and necessary.

Professionalism

Conducting oneself according to all the City of Largo's values and performing assigned duties to the highest performance standards.

Teamwork

Working among and within City departments and with external partners to deliver superior products or services.

Respect

Acknowledging the worth of others and treating them with dignity.

Diversity

Recognizing and appreciating the uniqueness of each individual through valuing the contribution made and the synergy created by different experiences and perspectives.

Competence

Possessing the essential knowledge, abilities, attitudes, skills, and habits to get the job done.

Responsiveness

Soliciting and carefully considering community input into service delivery decisions.

Passion

Approaching the job with excitement, devotion, enthusiasm, curiosity; caring about results and enjoying coming to work.

Creativity

Thinking beyond the confines of standard practices and procedures to solve problems and improve service delivery, acting individually or as a team.

Empathy

Understanding and caring about others' viewpoints and circumstances.

Pride

Earning self-respect by doing the best job one can.