PADRE DAM MUNICIPAL WATER DISTRICT
EQUAL EMPLOYMENT OPPORTUNITY POLICY

16.1 STATEMENT OF POLICY (Ord. No. 2001-08, 08-14-01)

It is the policy of Padre Dam Municipal Water District to recruit, hire, and promote for all job classifications without regard to race, religion, creed, color, national origin, ancestry, sex, sexual orientation, marital status, pregnancy, physical or mental disability, medical condition or age. The same policy applies to transfers, promotions, compensation, benefits, District sponsored training, education, social and recreational programs and for all layoff and return-from-layoff practices.

Decisions on employment shall be based upon an individual's qualifications for the position being filled. Promotion decisions shall be made on the individual's qualifications as related to the requirements of the position which is to be filled.

This Equal Employment Opportunity Program is a statement of the equal opportunity policies and procedures of the District. It is consistent with prior District standards and policies of equal opportunity and follows and implements the requirements in applicable federal and state laws and regulations.

The Equal Employment Opportunity Program ("EEOP") is adopted to implement equal employment policies of the District. The program includes policies and procedures for the communication of the District's policy; formal internal and external dissemination of the policy; establishment of responsibilities for the implementation of the program; and description of other steps to assure the effectiveness of the policies of the District.

The General Manager shall have overall responsibility for this program. The Equal Employment Opportunity Officer ("EEOO") shall be the Director of Human Resources and shall administer the day-to-day program. (Ord. No. 95-12, 11-14-95)

16.2 EQUAL OPPORTUNITY POLICY (Ord. No. 2001-08, 08-14-01)

It is the policy of the District to:

A. Recruit, hire, and promote persons for and to all job classifications without regard to race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, sexual orientation, pregnancy, or age, to the extent required by law.

B. Hire, promote, or transfer relatives of District employees, subject to the provisions of Section 16.9.

C. Base decisions on employment upon an individual's qualifications for the position being filled.

D. Make promotion decisions on the individual's qualifications as related to the requirements of the position for which he or she is being considered.

E. Ensure, to the extent required by law, that all other personnel actions such as compensation, benefits, transfers, layoffs, returns-from-layoff, District-sponsored training, education, tuition assistance, and social and recreation programs will be administered without regard to race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, sexual orientation, pregnancy or age.

F. Recognize that all employees and all applicants for employment are fellow human beings entitled to equal consideration and treatment in every respect.

G. Continue to sustain and develop a system that promotes the maintenance and applications of these standards.

H. Prohibit unlawful harassment, including sexual harassment, of any employee. (See Section 16.10, Policy Against Harassment and Section 16.11, Policy Against Sexual Harassment.)

16.3 IMPLEMENTATION AND DISSEMINATION OF EEO POLICY

In order that the equal opportunity policies of the District can be effective, the following activities will be undertaken:

A. The District shall notify community organizations whenever the District has employment opportunities available and shall maintain records of the organizations' responses.

B. District staff, management and supervisory personnel shall, from time to time attend training and educational sessions at which equal employment opportunity programs and requirements are discussed.

C. The District shall disseminate its equal employment opportunity policy within the District by publicizing it in any employee newspapers, annual reports, or other publications, by conducting staff, employee and representatives' meetings to explain and discuss the policy, and by posting the policy.

D. The District shall disseminate its equal employment opportunity policy externally by informing and discussing it with recruitment sources, by advertising in news media and by notifying and discussing it with its contractors and suppliers.

E. The District shall encourage minority and female applicants.

F. The District shall ensure that employee specifications, selection requirements, tests, and other employee recruitment or evaluation procedures do not discriminate in application or effect.

G. The District shall develop, where reasonable, on-the-job training opportunities, and participate and assist in any association or employee group training program relevant to the District's employee needs.

H. The District shall encourage qualified minority and female employees to seek promotion opportunities.

I. The District shall make sure that seniority practices, job classifications, and other employee practices and classifications do not have an unlawfully discriminatory effect.

J. The District shall make certain that all District activities are nonsegregated.

K. The District shall monitor all personnel activities to ensure that this equal employment opportunity program is being carried out.

L. The District shall solicit bids for contracts from available contractors, including minority contractor groups and associations.

16.4 RESPONSIBILITIES OF EQUAL EMPLOYMENT OPPORTUNITY OFFICER

The Equal Employment Opportunity Officer is responsible for implementation of the District's policy regarding equal employment opportunity. The responsibilities include, but are not limited to:

A. Developing policy statements and internal and external communication techniques.

B. Maintaining liaison with federal, state and local agencies legally charged with equal employment

responsibilities.

C. Conducting discussions with managers, supervisors, and employees to be certain that equal employment opportunity policies are being followed.

D. Taking steps to ensure that all protected classes are given full opportunities for transfers and promotions.

E. Developing contacts with minority and female group organizations and recruitment sources.

F. Ensuring that recruitment sources are aware of the District's equal employment policy.

G. Ensuring that employment standards accurately reflect the requirements of the job.

H. Ensuring that pre-employment and achievement tests, if they are used, are valid.

I. Keeping management informed of the latest developments in the equal employment opportunity field.

J. Ensuring that the District is in technical compliance with all applicable laws and regulations.

16.5 HIRING PROCESS AND PROCESSING OF APPLICATIONS
(Ord. No. 2001-08, 08-14-01)

All applications for existing vacancies will be recorded by the District as having been accepted or rejected and will be maintained by the District for one year. An applicant will not be dropped from further consideration solely because the position applied for is filled by another.

Applicants who are hired will be treated, as regards all terms, conditions and privileges of employment, without discrimination on the grounds of race, color, religion, sex, sexual orientation, marital status, pregnancy, age, national origin, ancestry, physical or mental disability or medical condition except where a bona fide occupational qualification exists.