



## **HUMAN RESOURCE POLICY EQUAL EMPLOYMENT OPPORTUNITY**

**EFFECTIVE DATE:** February 16, 2002

**REVIEW DATE:** August 12, 2010

**REFERENCES:** Title VII of the Civil Rights Act of 1964  
Age Discrimination in Employment Act 1957 (ADEA)  
Americans with Disabilities Act of 1990 (ADA)  
Immigration Reform Control Act of 1986 (IRCA)  
Equal Pay Act 1963 (EPA)  
[Rules of the State Personnel Board Rule 3 478-1-.03](#)

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### **PURPOSE:**

The State accounting office (SAO) values diversity and believes that the vision for the future of the agency can only be achieved with the full participation of people from diverse backgrounds, work experiences and perspectives. We recognize that building a state governmental authority where individuals of many backgrounds successfully work together will not only benefit SAO, but also our statewide community and society as a whole.

SAO assures equal opportunity in the areas of, but not limited to, recruitment, hiring, promotion, transfer, training, termination and discipline. Any unlawful discrimination on the basis of a person's race, sex, age, religion, national origin, political affiliation, disability or veteran's status is prohibited.

### **POLICY:**

SAO is committed to identifying and implementing positive and persistent measures to ensure equal opportunity in the recruitment, hiring and promotion of a diverse staff. It is SAO's policy to recruit, employ, train, develop and promote individuals on the basis of their qualifications, competence and merit.

SAO believes that all persons are entitled to equal opportunity and adheres to all applicable federal and state laws including: Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act 1957 (ADEA), the Americans with Disabilities Act of 1990 (ADA), Immigration Reform Control Act of 1986 (IRCA) and the Equal Pay Act 1963 (EPA).



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### **MANAGERS' RESPONSIBILITY:**

It is the responsibility of the SAO Leadership Team to ensure that all activities and programs adhere to Equal Opportunity Employment laws. All reporting should be made to Human Resources Shared Services team.

### **EMPLOYEES' RESPONSIBILITY:**

Any SAO employee, who believes they or someone else has been subjected to any form of unlawful discrimination, should provide an immediate written complaint to the Human Resources Shared Services team with details of the discrimination.

The complaint should be specific and should include the names of the individuals involved and the names of any witnesses. SAO will immediately undertake an effective, thorough and objective investigation and attempt to resolve the claim. SAO will not retaliate against any employee for filing a complaint and will not knowingly permit any retaliation by any other employee.