



Policy No. 10	Page: 1	Page 1 of 3
Equal Employment Opportunity and Affirmative Action Policy		
Authority:	Shorewood Village Board	

The Village Board is adopting Policy No. 10 for the purpose of compliance with Federal Employment Law. The Village of Shorewood is an Equal Employment Opportunity and Affirmative Action Employer. The Village's Equal Opportunity and Affirmative Action Policy is reflected in the following statements:

- In compliance with federal law, including the provisions of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, Executive Order 11246, the Uniformed Services Employment and Reemployment Rights Act, as amended, and the Genetic Information Nondiscrimination Act of 2008 (see note [i](#)), it has been and continues to be the policy of the Village of Shorewood to recognize the competence and ability of applicants for employment or existing employees. The Village will provide equal employment opportunities to all individuals regardless of race, age, sex, creed or religion, color, qualified disability, marital status, military or veteran status, genetic information, national origin, ancestry, arrest record, conviction record (unless there is a substantial relationship between nature and timing of the crime and the nature of the job), or any other characteristic protected by law. In addition, the Village of Shorewood does not discriminate against individuals on the basis of their sexual orientation (see note [ii](#)), gender identity (see note [iii](#)), or gender expression (see note [iv](#)).
- In compliance with Title I and Title V of the Americans with Disabilities Act of 1990, as amended, the Village of Shorewood will not discriminate on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.
- In compliance with federal law, the Village of Shorewood does not retaliate against individuals for 1) filing or encouraging one to file a complaint of unlawful discrimination, 2) participating in an investigation of unlawful discrimination, or 3) opposing unlawful discrimination. In addition, the Village does not retaliate against individuals for filing or encouraging one to file a complaint of discrimination, participating in an investigation of discrimination, or opposing discrimination. "Retaliation" includes any adverse employment action or act of revenge against an individual for filing or encouraging one

to file a complaint of discrimination, participating in an investigation of discrimination, or opposing discrimination.

- Village officials will base employment decisions on the principles of equal employment opportunity consistent with federal and state employment laws.
- Village officials will take affirmative action to ensure that promotion decisions are in accord with principles of equal employment opportunity as outlined in federal and state employment law by imposing only valid requirements for promotional opportunities.
- Village officials will ensure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoffs, Village sponsored training, education, social and recreational programs, will be administered without regard to individuals on the basis of their race, sex, religion, color, national or ethnic origin, age, disability, military service, sexual orientation, gender identity, or gender expression.

Responsibilities:

- Each Village supervisor must be aware of his or her individual responsibility to ensure adherence to the Village's Equal Opportunity and Affirmative Action Policy.
- The Village Manager is charged with the overall responsibility of monitoring compliance with the Village of Shorewood Equal Employment Opportunity and Affirmative Action Policy and for coordinating and implementing provisions of Shorewood's affirmative action programs.

Guidelines:

Each Village official has an important role in the employment process that includes keeping up to date on policies, procedures, and affirmative action commitments. Records pertaining to employment decisions must be complete and accurate in accordance with record keeping guidelines.

- The Village of Shorewood will include the phrase "Equal Opportunity Affirmative Action Employer" in all printed employment advertisements. Media and organizational sources specializing in recruitment and referral of women, people of color, and individuals with disabilities will be provided copies of vacancy announcements as determined practicable and useful by the Village of Shorewood.
- Decisions to hire individuals must be based on specified job-related criteria. To fulfill this obligation, the hiring manager should solicit only information which directly relates to an applicant's ability to perform the tasks of the position sought.

- Compensation decisions regarding staff should be made on the basis of established pay procedures. Variations in pay may be justified if based on education, experience, merit, or other legitimate documented factors. When a pay for performance system is utilized, to the extent possible, performance criteria should relate to objective standards and measurements, and be uniformly applied.
- Termination decisions are based upon objective criteria. Performance deficiencies and other disciplinary action are administered according to established Village policies.

i The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits discrimination in health coverage and in employment based on genetic information.

ii Sexual orientation refers to a person's self-identification as heterosexual, homosexual, bisexual, asexual, pansexual, or uncertain.

iii Gender identity is generally defined as a person's own sense of identification as male, female, both, or neither as distinguished from actual biological sex, i.e. it is one's psychological sense of self.

iv Gender expression is everything we do that communicates our sense of identification to others.



*Adopted November 22, 1976

*Resolution December 6, 1976

*Revised September 8, 2014

*Adopted March 2, 2015