Title: Equal Employment Opportunity Policy

I. Purpose and Scope

A. The Town of Orange Park is committed to ensuring that all applicants and employees are afforded equal opportunities in all employment actions with the Town of Orange Park.

II. Directives

A. The issue of equal employment is of great importance to the Town of Orange Park and to its management and staff.

B. All applicants and employees shall be afforded equal employment opportunity regardless of race, color, age, gender, religious creed, national origin, disability status, marital status, citizenship, or any other status protected by law.

C. Equal employment opportunity shall be provided in all employment actions including, but not limited to, hiring, job assignment, retention, opportunities for training and development, pay, benefits, promotion, demotion, transfer, layoff, termination, and ethics and standards of personal conduct.

D. Applicants and employees who meet all regular employment standards, and are otherwise qualified, shall be given reasonable accommodations and access for known disabilities, providing that the accommodation will not create an undue hardship on the employer and/or prevent the proper performance of the essential duties and responsibilities of the job.

E. It is the Town's intent to promote full realization of equal employment opportunity through positive continuing programs.

F. It is the responsibility of Town supervisors and management staff to ensure that policies, procedures, management practices, and other supervisory activities are in full compliance with the intent of this policy.

III. Reservation of Authority

A. The authority to issue or revise this Policy is reserved to the Town Council of Orange Park.

Mayor of the Town of Orange Park