

EQUAL OPPORTUNITY EMPLOYMENT/ANTI-DISCRIMINATION POLICY  
SADDLE CREEK COMMUNITY SERVICES DISTRICT (SCCSD)

1. Purpose: The purpose of this policy is to insure that SCCSD employment operations are conducted in accordance with Federal and State laws and in a non-discriminatory manner.
2. Policy: SCCSD and its employees, contractors and agents shall not discriminate with respect to service provisions, program operations or in recruitment, selection, testing, training, transfer, promotion or demotion, termination, performance appraisal process, compensation, or any other term, condition or privilege of employment because of the individual's race, religious creed, color, medical condition, sex, sexual orientation, marital status, age, national origin, ancestry, disability or veteran status.

SCCSD employees, contractors and agents are expected to administer all personnel functions in a manner that is fair and equal to all employees and prospective employees. It is therefore the obligation of all SCCSD employees to comply with this policy in spirit and in practice. Failure to do so may result in disciplinary action up to and including termination. The following is a list of responsibilities assigned to SCCSD staff to insure the policy is enforced:

- a. General Manager: The General Manager is responsible for insuring that SCCSD employees carry out this policy and that any complaint charging a violation of the policy is properly investigated.
  - b. Management/Supervisory: Management/Supervisory employees are responsible for taking affirmative steps to insure the work environment is free from incidents of discrimination and for investigating and taking appropriate action if such incidents occur. Appropriate action shall include submitting a written report of the incident to the General Manager.
  - c. Employees: All employees are responsible for adhering to the provisions set forth in this policy.
3. Grievance/Complaint Procedure: The following procedure to be followed if an employee or citizen wishes to file a complaint against SCCSD alleging discrimination or discriminatory practices that conflict with this policy or Federal or State law.
    - a. Complaints may be filled verbally or in writing by known or anonymous persons. Complaints should include a brief description of the alleged violation.
    - b. Complaints should be filed with the SCCSD General Manager, 1000 Saddle Creek Drive, Copperopolis, CA 95228 (Telephone #209-785-0100). Any SCCSD employee who is contacted regarding such a complaint shall immediately relay all information/documentation to the General Manager.
    - c. While all complaints will be investigated, there may be insufficient information to properly evaluate anonymous complaints.
    - d. A written determination as to the validity of the complaint and a description of the proposed resolution, if any, shall be prepared by the General Manager and forwarded to the complainant, if known, within thirty (30) days after the date the complaint was received by the General Manager. A copy of this written documentation shall be filed with the SCCSD Clerk and shall be maintained for the time period required by law.
    - e. In the event a complainant disagrees with the General managers findings he/she may request a Reconsideration Hearing before the SCCSD Board of Directors. Such request must be made in writing within thirty (30) days from the date the complainant was notified of the General Manager's findings. If notification was made by certified mail, the complainant must make a written request for a Reconsideration Hearing within thirty-five (35) days from the date the certified letter was mailed.
    - f. The right of a complainant to a prompt and equitable resolution of a complaint by SCCSD shall not preclude that person from pursuing other legal remedies that may be available.

