

Letter from the Township Manager

Date: November 22, 2006

RE: EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION

It is the policy of the Township of Montclair to provide equal access to employment opportunities and to administer all personnel policies, practices, and benefits of employment on a non-discriminatory basis. Equal Employment Opportunity exists when employment decisions are free of bias or discrimination.

All employees are entitled to a workplace free of words, actions, or conduct that are discriminatory with regard to race, color, creed, national origin, nationality, ancestry, age, sex, familial status (including pregnancy), marital status, religion, domestic partnership status, affectional or sexual orientation, atypical hereditary or cellular blood trait, genetic information, liability for military service, and mental or physical disability (including perceived disability, and AIDS and HIV status). Employees or supervisors who, through such discriminatory words, actions, or conduct, create a work environment hostile to fellow workers are subject to disciplinary action.

Discrimination is also prohibited with regard to terms and conditions of employment, including policies and practices affecting:

- > Recruitment, hiring and placement
- > Work assignments and working environment
- > Evaluations
- > Promotions, demotions or transfers
- > Disciplinary actions, layoffs, recalls, or terminations
- > Training and educational programs
- > Compensation or benefits

Department Heads are responsible for developing and implementing strategies necessary to achieve EEO and Affirmative Action objectives. Department managers and supervisors are directed to make all employment decisions based on established Township policy, and to ensure EEO compliance in their individual areas of responsibility.

Acts of discrimination among employees are inappropriate and will not be tolerated. Behavior of this nature is a form of misconduct and is subject to disciplinary action up to and including termination. Any employee or applicant who feels that he or she has suffered unlawful discrimination should contact the Director of Human Resources or the Affirmative Action Officer located in the Montclair Municipal Building at 205 Claremont Avenue, or call (973) 509-4938 or (973) 509-5703 respectively, for assistance.

Reprisal against or interference with an employee's right to file a complaint constitutes a serious violation of the Township's EEO Policy. Any employee who willfully engages in such conduct shall be subject to disciplinary action, including termination.

Sincerely,

Joseph Hartnett
Township Manager