

## **P4025 EQUAL OPPORTUNITY EMPLOYMENT**

### **BOARD POLICY:**

**Employment for each specific vacancy shall be offered to the individual judged best qualified for the position with no discrimination with regard to race, color, religion, sex, national origin, or age, or persons with disabilities. In meeting staffing needs, the administration shall strive to maintain an equitable balance of employees in the various general categories of positions with regard to race, age, sex, and national origin.**

Administrative Implemental Procedures:

1. The Human Resources Division will conduct an Equal Opportunity Employment program through recommendations for employment, transfers, assignment changes, and terminations.
2. The Human Resources Division shall be responsible for maintaining employee records with sufficient detail to determine staffing balance or imbalance.

Administrative Responsibility: Human Resources

Latest Revision Date: November 2005

Previous Revision Date: November 1994 P4025