

City of McAllen
Equal Employment Opportunity Policy Statement

The City of McAllen is an Equal Opportunity Employer. As City Manager, I reaffirm our agency's strong commitment to our policy of affording equal employment opportunity to all employees and applicants for employment regardless of sex, race and color, national origin, religion, age or disability. This policy applies to all terms and conditions of employment including but not limited to recruitment, hiring, promotion, demotion, transfer, termination, reinstatement, compensation, benefits and training. It is part of our policy to prohibit any form of harassment based on sex, race, color, national origin, religion, age, disability, sexual orientation, veteran or marital status. These forms of discrimination are prohibited by state and federal law in the workplace and in any location that could reasonably be regarded as an extension of the workplace, such as business travel or outside training. Further, we are committed to providing reasonable accommodation for qualified employees and applicants with disabilities and for employees' religious observance.

Human Resources Director, Juan Gonzalez, is responsible for administering this policy. Mr. Gonzalez's office is located at 1300 Houston, McAllen, TX, 2nd Floor, telephone (956) 681-1047.

If an employee or applicant believes that he or she has been subjected to discrimination or harassment based on any of the protected classifications listed above and wishes to file a complaint, or request a reasonable accommodation, that person should contact the immediate supervisor, next level supervisor, or Mr. Gonzalez directly. Supervisors who receive such a complaint or request are required to consult with Mr. Gonzalez by no later than the next business day following receipt of the complaint or request. All complaints or requests will be handled in a timely and confidential manner, to the extent provided by law.

All employees are required to fully cooperate with the investigation of a complaint. All employees shall be protected from any form of retaliation for filing a complaint or cooperating in the investigation of a complaint. If an investigation reveals that a complaint is substantiated, immediate corrective action will be taken. An employee who is found to have violated this policy may be subject to disciplinary action up to and including termination of employment. Such an employee may also be subject to personal legal and financial liability.

Apart from the complaint procedures outlined above, employees and applicants may file external complaints of discrimination directly with the U.S. Equal Employment Opportunity Commission or the Texas State Division of Human Rights.

It is the responsibility of all employees to act in accordance with the Equal Employment Opportunity policy. Managers and supervisors have a particular responsibility to ensure that all employees within their respective areas are treated in an impartial, consistent and fair manner. This responsibility is measured in the same manner as their performance toward other business objectives. This policy will be posted at prominent locations throughout the agency and will periodically be mailed to all employees' homes.



Mike R. Perez
City Manager

8/13/08