

SAMPLE - HIRING POLICY

The City/County of _____ is an Equal Opportunity Employer. All personnel actions shall be made on a non-discriminatory basis without regard to race, color, religion, sex, disability, age or national origin.

In compliance with Section 504, the City/County will make whatever reasonable accommodations that are needed for employment of otherwise qualified people with disabilities.

As vacancies occur and/or new positions are created every effort will be made to upgrade employees from lower classification positions.

Applications will be accepted at any time and a list will be maintained of all applicants.

If no qualified applications are on file, the position will be publicly advertised and contain a statement pledging non-discrimination.

Vacancies will be filled to the greatest extent feasible with qualified lower income residents. The City/County will make every effort to increase both its minority and female employment.