



2.01 EQUAL EMPLOYMENT OPPORTUNITY (EEO)/AFFIRMATIVE ACTION

Purpose

The City of Portland is an equal employment opportunity employer and is committed to an active affirmative action and diversity program. The City will continue to recruit, hire, train, and promote into all job levels without regard to race, religion, gender, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, source of income, or Vietnam era veterans status. The City will continue to administer all other personnel matters in accordance with this rule.

Elected officials and all employees of the City of Portland, management and supervisory staff in particular, shall ensure that the intent and the stated requirements of this rule are implemented in all employee relations and personnel practices. It is the responsibility of every employee to ensure that the work environment is free of any practice of discrimination or harassment. The City Affirmative Action Officer is responsible for implementation of the affirmative action program.

Additionally, contractors doing business with the City of Portland are required to assure that equal employment opportunity be offered by their organization(s), and that they comply with appropriate sections of this policy and with applicable state and federal regulations. The provisions for external affirmative action measures are contained in City Code Chapter 23.

Accommodations

Any accommodations made in accordance with the American Disabilities Act must be in writing.

Special Provisions Relative to Age

Equal employment opportunity as to age applies to persons who are age 18 or older. State law forbids employment discrimination on the basis of age. It is unlawful to fail or refuse to hire or to discharge an individual or otherwise discriminate against any individual with respect to his/her compensation, terms, conditions, or privileges of employment, because of such individual's age.

Special Provisions Relative to Disability

Equal employment opportunity for persons with disabling conditions includes making a reasonable accommodation to known disabilities of a qualified disabled applicant or employee who would be able to perform the essential duties of the job if such accommodation is made.

Bona Fide Occupational Qualifications

Age, gender or physical requirements may be considered if they constitute a bona fide occupational qualification necessary for performance of the essential duties of the job.

Physical capacity requirements relating to minimum standards for employment may be a reasonable selection factor. However, such standards must be reasonably necessary for the specific work to be performed and uniformly applied to all applicants for the particular job category, regardless of age or sex.

Complaint Procedure

The City of Portland has an internal complaint procedure designed to address and resolve complaints of discrimination, including retaliation and harassment. See the Administrative Rule on Workplace Harassment Prohibited. Individual bureaus may have work rules and complaint procedures specific to their work places. The City will take appropriate action to prevent discrimination, including retaliation and harassment, and to ensure that the rights of employees who file complaints are respected, whether the complaint is filed through the internal complaint procedure, a grievance, or with a local, state, or federal agency, or court.

Contact Information

Any person having questions about this rule or the City's Diversity Development/Affirmative Action program should contact the City Diversity Development/Affirmative Action Office at 503.823.6959.

References

41 CFR §60-1.4; §60-2.13(a); §60-2.20; City Code Chapter 23

**Administrative Rule
History**

Adopted by Council March 6, 2002, Ordinance No. 176302
Effective April 5, 2002



JOB ACCOMMODATION REQUEST FORM
CITY OF PORTLAND BUREAU OF HUMAN RESOURCES

To the Employee:

To initiate this request, please complete this form, and the attached Authorization for Use or Disclosure of Health Information. Give these completed forms to your supervisor.

Employee Information:

Name: _____

Work Phone: _____

Classification/Title: _____

Department: _____

Work Schedule (Days & Hours) _____

Work Location: _____

Accommodation Request Information: *(Please attach additional sheets as necessary)*

1. Describe your limitation(s) and how they affect your ability to do your job?

2. What is your requested accommodation? *(Please include any alternatives.)*

Signature: _____

Date: _____

**THIS INFORMATION SHALL BE KEPT IN THE EMPLOYEE'S
SEPARATE EMPLOYEE MEDICAL FILE**

CITY OF
PORTLAND

Whereas, on July 26, 1990, President George H.W. Bush signed into law the Americans with Disabilities Act (ADA) to ensure the civil rights of people with disabilities; and

Whereas, this legislation established a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities; and

Whereas, the ADA has expanded opportunities for Americans with disabilities by reducing barriers, changing perceptions, and increasing full participation in community life; and

Whereas, the full promise of the ADA will only be reached if public entities remain committed in their efforts to fully implement the ADA; and

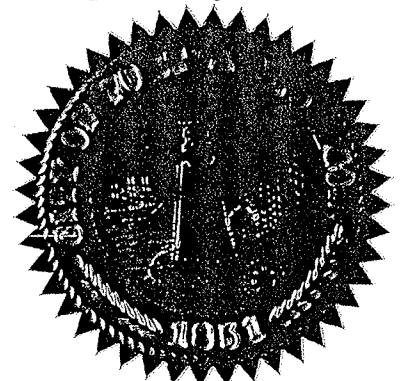
Whereas, the City of Portland and partner organizations are recognizing the 20th Anniversary of the ADA by hosting a series of educational trainings and events during the months of June and July; and

Whereas, on the 20th Anniversary of the Americans with Disabilities Act, we celebrate and recognize the progress that has been made under the ADA by reaffirming the principles of equality and inclusion and recommitting our efforts to reach full ADA Compliance;

Now, therefore, I, Sam Adams, Mayor of the City of Portland, Oregon, the "City of Roses," do hereby proclaim Monday, July 26th, 2010 to be the

20th Anniversary of the Americans with Disabilities Act

in Portland, and I urge all residents, organizations and businesses to take action in promoting the ADA.



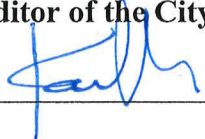
Proclaim July 26, 2010 to be the 20th Anniversary of the Americans with Disabilities Act in Portland (Communications)

JUL 21 2010

PLACED ON FILE

Filed JUL 16 2010

LaVonne Griffin-Valade
Auditor of the City of Portland

By 

COMMISSIONERS VOTED AS FOLLOWS:		
	YEAS	NAYS
1. Fritz		
2. Fish		
3. Saltzman		
4. Leonard		
Adams		