

## **TOWN OF NEW LISBON**

### **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The Town of New Lisbon is an Equal Opportunity Employer. Discrimination on the basis of race, color, sex, religion, age, national origin, marital status, disability or veteran status will not be tolerated.

This policy applies to all terms and conditions of employment, including but not limited to employment, advertising, hiring, placement, compensation, training, promotion, demotion, termination, layoff, transfer, disciplinary actions, leave of absence or any other benefits. Discrimination based on any of the above is strictly prohibited and any supervisor, administrator or employee who engages in or tolerates such behavior is subject to disciplinary action in accordance with the Civil Service Law, collective bargaining agreements or any other applicable State or Federal Laws.

If an employee believes that he or she has encountered violations of this policy, the employee may advise his or her Department Head. In addition, an employee can file a written complaint with the New Lisbon Supervisor, 908 County Hwy. 16, Garrattsville, NY 13342 or the New Lisbon Town Clerk, 829 County Hwy. 16, Garrattsville, NY 13342 within 30 calendar days of the incident. Retaliation against the complainant will not be tolerated. False accusations will be treated as a disciplinary offense and will result in the same level of punishment as would be administered to one who engages in such behavior.

The policy of the Town of New Lisbon is to investigate all such complaints. If an investigation confirms that a violation has occurred, The Town of New Lisbon will take corrective action, including any discipline that is appropriate up to and including immediate termination of the employment of the offender. The New Lisbon Town Board shall determine what level of discipline is appropriate on a case by case basis.

Once a complaint has been received, an investigation shall begin immediately and shall be completed within 30 days of receipt. Informal resolution will be encouraged. If no informal agreement can be reached, the case shall be referred to the New Lisbon Town Board for their determination within 60 days of receipt of the complaint. All records relating to a complaint will be filed with the New Lisbon Town Clerk in the appropriate employee files.

Copies of the Town of New Lisbon Equal Employment Opportunity Policy will be distributed to all current employees and will be given to all new employees at the time they are hired or appointed.