



City of Seattle Equal Employment Opportunity Program



Contents

- City of Seattle Equal Employment Opportunity Program.....1
- Statement of Policy3
- City of Seattle EEO Program Structure5
- Designation of Personnel Responsible for EEO Program.....6
- Plan for Dissemination Internally and Externally11
- Actioning EEO Data Findings12
- Plan for monitoring and reporting the EEO Program12



Statement of Policy

Equal Employment Opportunity/ Affirmative Action

The City of Seattle is an Equal Opportunity and Affirmative Action employer committed to creating an inclusive environment free of discrimination and harassment for all employees, job applicants, volunteers, and contractors. The City of Seattle will not tolerate any form of discrimination or harassment based on age, ancestry, color, creed, disability, gender identity, marital status, national origin, parental status, political ideology, race, religion, sex, sexual orientation, use of service animal, military status or veteran and use of section 8 certificate. Our goal is to be an inclusive workforce that is representative, at all job levels, of the citizens we serve.

Legal Authorities

- Seattle Fair Employment Practices
- Washington Law Against Discrimination
- Civil Rights Act Title VI and VII
- Age Discrimination in Employment Act
- Genetic Information Non-discrimination Act
- Equal Pay Act of 1963
- Americans with Disabilities (ADA)

Affirmative Action/Equal Employment Opportunity. The City of Seattle's Equal Employment Opportunity (EEO) Policy and Affirmative Action Plan are established in accordance with the laws and regulations set forth in Titles VI and VII of the Civil Rights Act of 1964, the Equal Employment Act of 1972, Presidential Executive Order 11246, as amended, the Office of Contract Compliance Programs Chapter 60 of Title 41CFR and Part 60-2 as amended and the U.S. Department of Justice, Office for Civil Rights, 28 CFR 42.301 governing requirements for grant recipients to establish and maintain an EEO Plan, which includes race/gender workforce analysis, and hiring and implementation plan components.

The City of Seattle commits to an equal employment opportunity policy that prohibits discrimination on the basis of age, ancestry, color, creed, disability, gender identity, marital status, national origin, parental status, political ideology, race, religion, sex, sexual orientation, use of service animal, military status or veteran and use of section 8 certificate.

The City's Affirmative Action Program directs management at all levels to develop and implement strategies designed not only to achieve a workforce that is a reasonable

representation of the relevant labor market consistent with and dependent upon the business conditions and number of placement opportunities that may occur, but also to ensure equal employment opportunity for all.

For a copy of the City's Affirmative Action Plan and Equal Employment Opportunity Policy, please contact EEO@seattle.gov

City of Seattle EEO Program Structure

City of Seattle Structure and Designation of EEO Program

The City of Seattle functions in a federated Human Resources structure in which departments maintain a degree of autonomy and responsibility to manage employment and functional business areas. While in the federated system, city departments continue to collaborate and share administrative resources.

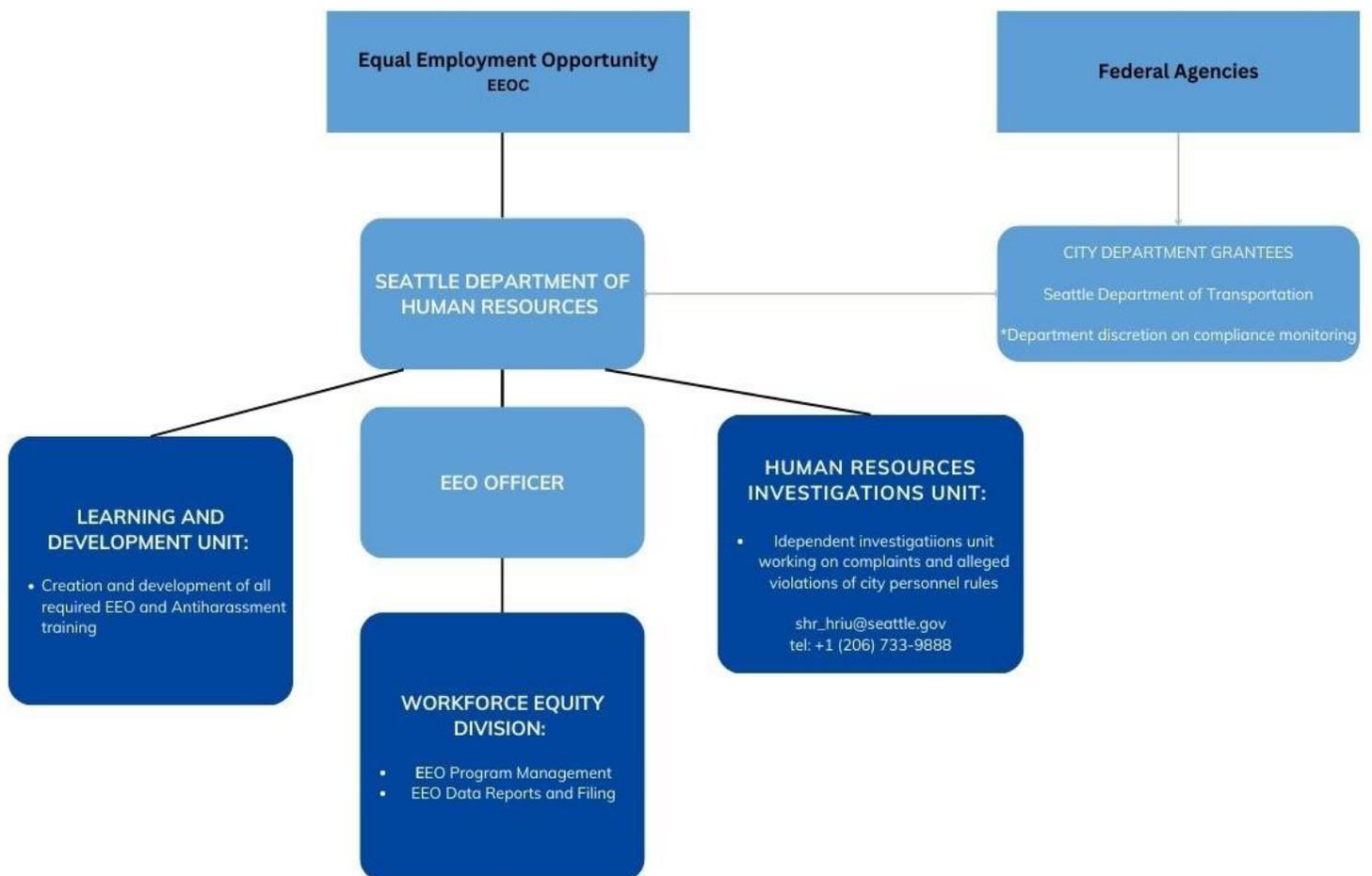
The City of Seattle's Department of Human Resources is its own department that functions as an administrative and policy driven department for other city departments. The citywide EEO Program covers the creation and dissemination of EEO policy, filing of the EEO-4 reports, and advising on program management of equal employment activities.

Seattle Human Resources (SHR), also known as the Seattle Department of Human Resources (SDHR), manages some Citywide programs including but not limited to; labor relations, recruitment compliance, learning and development projects, and various employee benefits. SDHR offers select services and consultation within our subject-matter expertise to City departments and the HR community, in partnership with our labor unions and executive departments, for the benefit of our Citywide workforce.

Designation of Personnel Responsible for EEO Program

Given that the city operates under a federated model, the structure of the citywide Equal Employment Opportunity (EEO) program is distinct and tailored to accommodate this governance framework. In a federated model, various departments and agencies maintain a degree of autonomy while adhering to federal, state, and local policies and standards. Consequently, the EEO program is designed to reflect this decentralized approach, ensuring that each department can effectively implement and manage department specific EEO initiatives within its unique operational needs. See Organization Chart below.

City of Seattle Equal Employment Opportunity Program Department Structure



Equal Employment Opportunity Officer

The citywide EEO Officer is Christopher Artis, Workforce Equity Director who reports directly to the Director of SDHR. The EEO Officer's contact information is listed on the EEO policy statement and in web communications. The EEO Officer in partnership with the EEO Program Manager manages citywide EEO program policy and data management. SDHR compiles and submits the EEO-4 report and continues to action new workforce equity initiatives to address the underutilization of communities within the workforce.

The EEO Officer's Program responsibilities include:

- Maintaining up-to-date EEO Policy statement and written EEO Program.
- Collaborating with executives and leadership teams in targeting problem areas, settings goals, and developing programs to achieve goals.
- Designing, implementing, and monitoring reporting systems to measure program effectiveness, program advancements, and continual program review.
- Review employment practices/policies (ie. SDHR recommended hiring practices, EEO employee training, promotions audits, investigations practices)
- Complies with federal requirements for citywide EEO data (EEO-4 report to be filed biennially to the EEOC)
- Maintaining awareness of current EEO laws and regulations, and ensuring the laws and regulations affecting nondiscrimination are disseminated to responsible officials
- Auditing postings of the EEO policy statement to ensure compliance information is posted and up to date.

Human Resources Investigations Unit within SDHR

SDHR's Human Resources Investigation Unit is a resource for current or former employees to start an investigations process related to discrimination, harassment, or retaliation.

Employees who experience a violation of applicable equal employment laws and/or mandated reporters who become aware of such violations are instructed to file a report with HRIU. To contact HRIU please email their inbox: shr_hriu@seattle.gov.

Learning and Development Team within SDHR

The learning and development team within SDHR conducts research and development of all EEO required trainings for citywide implementation. To ensure all employees and managers are aware of and action anti-discriminatory practices, SDHR's Learning and Development team updated and published two vital training courses specific to citywide EEO policy in 2024.

Citywide EEO Training Requirements:

All city employees must complete the Anti-harassment and Anti-discrimination eLearning which includes topics on:

- Recognizing Protected classes & Activities
- Distinguishing Prohibited Behaviors
- Understanding Mandatory Reporter Responsibilities
- Responding to Prohibited Behaviors

All people managers must complete the Equal opportunity essentials training which includes topics on:

- Anti-harassment and anti-discrimination overview
- Responsibility as a mandatory reporter
- Prohibited behaviors reporting options
- Harm reduction framework

Department Specific Designation of Programs

Departments that receive grants are responsible for a range of additional Equal Employment Opportunity (EEO) activities specific to their department. These responsibilities include, but are not limited to, the following:

- **Grantee Program Requirements from Assigned Federal Agency:** Each department must ensure adherence to the specific program requirements set forth by the federal agency that awarded the grant. This includes compliance with all relevant EEO monitoring, reporting, and implementation guidelines to ensure nondiscrimination and equal opportunity in all aspects of the program.
- **Required Training Activities:** Departments must develop and administer any additionally required mandatory training sessions related to EEO.
- **Required Data Collection and Submission:** Departments are responsible for collecting and maintaining accurate data related to EEO activities. This includes gathering information specific to grantee requirements on workforce demographics, tracking EEO complaints and resolutions, and monitoring compliance with EEO policies. Departments must also submit this data to the relevant federal agency as part of their reporting requirements.
- **Overall Program Activities and Designation of Responsibilities:** Departments must oversee the implementation of EEO activities within their programs. This involves developing and executing EEO plans, ensuring that all program activities align with EEO principles, and designating specific staff members to manage and coordinate department specific EEO efforts. These designated individuals are responsible for ensuring compliance, addressing EEO concerns, and fostering an inclusive and equitable environment within the department.

Plan for Dissemination Internally and Externally

The City of Seattle is an equal opportunity employer and ensures that policy is provided to all employees. The City of Seattle disseminates the EEO policy internally and externally through these measures:

Internal Dissemination:

- EEO Policy Statement and Resources regarding human resources investigations, antiharassment training, and employment data are available to all employees on a shared in web service.
- EEO Policy training is available to all managers and required for new people managers.
- Equal Opportunity Essentials training is available to all employees.
- Anti-harassment and Anti-discrimination training is required for all employees to complete.
- EEO Policy Statements and materials are shared with departments to decide dissemination of physical material

External Dissemination:

- To comply with EEOC standard, the City of Seattle has the EEO policy statement posted on the public website: www.seattle.gov/human-resources/about-us/workforce-equitysources | seattle.gov. EEO Policy statements are listed on all job postings and recruitment entities for city employment.
- The City of Seattle states in all external disseminations of the EEO policy that it is an equal employment opportunity employer. This includes the dissemination internal on NEOGOV recruitment postings, LinkedIn postings, and on physical job listings.

Actioning EEO Data Findings

The federated system allows departments to be responsible for their recruitment, hiring, and retention practices. SDHR's Workforce Equity team has created the UNITE (Unifying Next Level Inclusion through Equity) framework to support citywide adoptions of equitable HR practices. The UNITE framework provides departments with resources and data to action change in human resource policies and practices specifically barriers in hiring and career advancement for underutilized communities. The UNITE framework will address marginalized communities represented in the workforce and all departments will create SMART goals to achieve these outcomes.

Plan for monitoring and reporting the EEO Program

The City of Seattle monitors and reports the EEO Program through numerous initiatives and data sequences. The UNITE framework and Workforce Equity unit within SDHR works to inform and guide departments on equitable hiring practices and encourage retention strategies for all employees.

Through the deployment of a new human resource information system, Workday, the city aims to mobilize all employees and managers with the data and reporting tools to understand our workforce better. In addition, the City of Seattle compiles and submits the EEO-4 Report to comply with EEOC requirements and further workforce data reporting throughout the city.