

Section 3. General Employment Policies

3.0 Employment

The laws of the State of California affirm that employees are hired and serve at the pleasure of the MCWD. However, under normal circumstances, all regular, full-time employees, except the General Manager are entitled to certain disciplinary and grievance procedures specified in Section 12. All employees have a responsibility to read and understand Section 13 that defines the type of discipline that may be imposed by MCWD and the processes associated with the type of discipline.

3.1 Equal Employment Opportunity

MCWD is an equal opportunity employer. It is MCWD's policy to provide equal employment opportunity for all applicants and employees, in all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, social/recreational programs and general treatment during employment.

MCWD does not unlawfully discriminate on the basis of race, creed, color, age, religion, religious dress practices and religious grooming practices, gender, nationality, national origin, ancestry, citizenship status, military or veteran status, physical or mental disability, medical condition (including pregnancy, childbirth, breastfeeding and related medical conditions, HIV or AIDS-related conditions), marital status, genetics, gender identification, or sexual orientation. MCWD shall make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified applicant/employee unless undue hardship for the employer would result. Applicants may submit requests for accommodations to the Management Services Administrator. The Management Services Administrator and/or a designee of the General Manager shall conduct an investigation into whether reasonable accommodations can be made. For more information, please refer to Section 17.

It is the responsibility of every manager and employee to follow this policy. Employees with questions or concerns about any type of discrimination or harassment on any of the basis mentioned above in the workplace are encouraged to bring these issues to the attention of his/her immediate supervisor, the Management Services Administrator, or the General Manager or designee. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination shall be subject to disciplinary action up to and including termination of employment with MCWD.

3.2 Harassment

MCWD is committed to providing a workplace free of harassment. In keeping with this commitment, MCWD maintains a strict policy prohibiting all forms of unlawful harassment, including sexual harassment and harassment based on race, color, religion, religious dress practices religious grooming practices, sex, national origin, age,