

As a recipient of federal grant funds, the United States Department of Justice (DOJ) requires the City of Tampa to submit an Equal Employment Opportunity Plan (EEOP).

The attached EEOP was prepared pursuant to DOJ guidelines, using data and methodologies required by the DOJ. It is not to be considered or used for any purpose other than that for which it was intended.

The City of Tampa is an equal opportunity employer that has not and will not discriminate against any one because of a protected status. Copies of the City's policies prohibiting discrimination are contained in the EEOP.

# EEOP SHORT FORM



City of Tampa, Florida  
August 2020

## Step 1: Introductory Information

**Grant Title:** FY 2019 Body-Worn Camera Program  
**Grant Number:** 2019-BC-BX-0060  
**Grantee Name:** Office of Justice Programs  
**Award Amount:** \$585,156  
**Grantee Type:** Local Government Agency  
**Contact Person:** Tammy Shaw  
**Telephone #:** (813) 274-5640  
**Contact Address:** 411 N Franklin Street, 10th Floor, Tampa, Florida 33602  
**DOJ Grant Manager:** Gerardo Velazquez  
**DOJ Telephone #** (202) 598-7412

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**Grant Title:** FY 2019 Comprehensive Opioid Abuse Site-Based Program (COAP)  
**Grant Number:** 2019-AR-BX-K012  
**Grantee Name:** Office of Justice Programs  
**Award Amount:** \$900,000  
**Grantee Type:** Local Government Agency  
**Address:** 306 E. Jackson Street, Tampa, Florida 33602  
**Contact Person:** Tammy Shaw  
**Telephone #:** (813) 274-5640  
**Contact Address:** 411 N Franklin Street, 10th Floor, Tampa, Florida 33602  
**DOJ Grant Manager:** Kimberly White  
**DOJ Telephone #** (202) 598-7402

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**Grant Title:** FY 19 USDOJ Local Law Enforcement Crime Gun Intelligence Center (CGIC)  
**Grant Number:** 2019-DG-BX-0013  
**Grantee Name:** Office of Justice Programs  
**Award Amount:** \$750,000  
**Grantee Type:** Local Government Agency  
**Address:** 306 E. Jackson Street, Tampa, Florida 33602  
**Contact Person:** Tammy Shaw  
**Telephone #:** (813) 274-5640  
**Contact Address:** 411 N Franklin Street, 10th Floor, Tampa, Florida 33602  
**DOJ Grant Manager:** Joseph Husted  
**DOJ Telephone #** (202) 353-4411

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**Grant Title:** FY 2019 Urban Area Security Initiative (UASI)  
**Grant Number:** R0070  
**Grantee Name:** Department of Homeland Security  
**Award Amount:** \$3,087,500  
**Grantee Type:** Local Government Agency  
**Address:** 306 E. Jackson Street, Tampa, Florida 33602  
**Contact Person:** Deirdre Joseph  
**Telephone #:** (813) 276-3388  
**Contact Address:** 411 N Franklin Street, 10th Floor, Tampa, Florida 33602  
**DOJ Grant Manager:** Justin Williams  
**DOJ Telephone #** (850) 815-4341

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**Grant Title:** FY 2018 Urban Area Security Initiative (UASI)  
**Grant Number:** 19-DS-04-11-23-02-231  
**Grantee Name:** Department of Homeland Security  
**Award Amount:** \$2,850,000  
**Grantee Type:** Local Government Agency  
**Address:** 306 E. Jackson Street, Tampa, Florida 33602  
**Contact Person:** Deirdre Joseph  
**Telephone #:** (813) 276-3388  
**Contact Address:** 411 N Franklin Street, 10th Floor, Tampa, Florida 33602  
**DOJ Grant Manager:** Justin Williams  
**DOJ Telephone #** (850) 815-4341

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# EEO Utilization Report

## Organization Information

Name: City Of Tampa

City: Tampa

State: FL

Zip: 33602

Type: County/Municipal Government (not law enforcement)

Fri 08-21-2020 12:07:42 EDT

## **Step 1: Introductory Information**

### **Policy Statement:**

The City of Tampa is committed to the policy of equal employment opportunity and to programs which fulfill that purpose. The City has adopted multiple policies, requirements, and union contract language that address equal opportunity and non-discrimination. Our personnel manual contains policies B1.1 and B1.2 (attached) which prohibit discrimination. Additionally, the City's four union contracts contain specific statements and requirements for non-discrimination (also attached).

As stated in policy B1.1 which is a mayoral executive order, "It is the policy of the City of Tampa to provide equal treatment of all persons without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, or expression, age, disability, familial status, or marital status. The City endorses and requires compliance with applicable state and federal laws, including but not limited to the Civil Rights Act of 1991 and the American's with Disability Act (ADA), to ensure equal employment opportunity and equal access to public services."

Following File has been uploaded:City of Tampa Personnel Manual.pdf

## Step 4b: Narrative of Interpretation

The Analysis Chart provided by the Office of Justice specifies which job categories show underutilization of two or more standard deviations. Our categories and % are as follows:

Officials/Admin: Males/Hispanic\Latino and Asian Males -2%; Females/White -11%, Hispanic\Latino -3%. While the % of Hispanic\Latino reflect greater than a negative -2% in the Utilization Analysis Chart, these do not appear on the Utilization Analysis Chart: Two or more Standard Deviations.

Professionals: Females/White -12%. Asian Males and Females appear on the Utilization Analysis Chart: Two or more Standard Deviations, but are indicated as -1% on the Utilization Analysis Chart.

Technicians: Males/Asians -2%; Females/White -24%, Hispanic\Latino and Black or African American -5%, Asians -2%. These are reflected as underutilized in both charts.

Protective Serv Sworn Officials: Males/Hispanic\Latino -4%, Black or African American -2%. While the % of Black or African American males reflect greater than a -2% in the Utilization Analysis Chart, these do not appear on the Utilization Analysis Chart: Two or more Standard Deviations.

Protective Serv Sworn Patrol Officers: Males/Hispanic\Latino -5%; Females/White -11%, Hispanic\Latino and Black or African American -8%. These are reflected as underutilized in both charts.

Protective Serv Non-Sworn: Females/White -33%, Hispanic\Latino -11%, Black or African American -8%. These are reflected as underutilized in both charts. In addition, Asian Females are reflected on the Utilization Analysis Chart: Two or more Standard Deviations as -1%.

Admin Support: Males/White -47%, Hispanic\Latino -24%, Black or African American -5%. These are reflected as underutilized in both charts.

Skilled Craft: Females/White -18%, Hispanic\Latino -12%, Black or African American -6%. These are reflected as underutilized in both charts. In addition, Asian Females are reflected on the Utilization Analysis Chart: Two or more Standard Deviations as -1%.

## Step 5: Objectives and Steps

### 1. To reduce the under-utilization of Hispanic or Latina Females, Black or African American and White females in the Protective Services: Sworn-Patrol Officers

- a. Encourage Female employees to attend job-related training programs and/or attend college courses through the educational reimbursement program.
- b. Maintain and expand trainee, internship, and volunteer opportunities to increase awareness of City jobs and encourage Females to apply for vacancies.
- c. Encourage Females to apply for positions by posting our openings on several searchable internet job sites and sending job postings to a wide variety of organizations.
- d. Continue to review and update current processes and advertising resources to improve equal employment opportunity and reach underutilized applicant groups.
- e. Work with senior leaders to identify and eliminate potential barriers and improve opportunities to attract, retain and promote more Females.

### 2. To reduce the under-utilization of Hispanic or Latino Males in the Protective Services: Sworn-Officials and Sworn-Patrol Officer job categories.

- a. We will continue to work with our Hispanic liaison to reach out to Hispanic community partners and continue our internal mentorship program.
- b. Continue advertising in Salados, an on- line magazine which appeals to Hispanic communities.
- c. Work with senior leaders to identify and eliminate potential barriers and improve opportunities to attract, retain and promote more Hispanic or Latino Males.
- d. Maintain and expand trainee, internship, and volunteer opportunities to increase awareness of City jobs and encourage Hispanic or Latino Males to apply for vacancies.



e. Continue outreach to Hispanic communities through our Hispanic Liaison to attract Hispanic or Latino Male applicants.

### **3. Target all recruitment program applications for positions in job categories that indicate underutilization**

- a. The City of Tampa is fully committed to the principles of Equal Employment Opportunity. As such, it is the city's policy not to discriminate against any employee or applicant, regardless of race, color, religion, age, sex, national origin, disability, veteran or marital status or any other legally protected status. The City will strive towards its goal to recruit and retain a diverse workforce which mirrors the latest Tampa metropolitan area population demographics.
- b. The City will monitor the employee population and use a mix of advertising methods to ensure the widest coverage to create awareness of opportunities based on the nature of the position and available advertising budget. The City will make reasonable accommodations for all applicants and employees with disabilities who can perform the essential job functions, with or without such accommodations.
- c. Review underutilization findings with respective City departments
- d. Exploring the possibility of establishing a Diversity Recruiter position (requires budget approval) to more aggressively target opportunities to better reach diverse applicants and participate in local cultural events
- e. Highlight job opportunities on the city's website and social media platforms; increase advertising in journals and events targeting women, Hispanic, Asian and Black applicants
- f. Partnering with MacDill AFB to target transitioning military personnel and family members; participate in local job fairs and post job opportunities with local community organizations
- g. Enhanced website to include employee success stories and job highlights
- h. Partner with local colleges to highlight job and internship opportunities and communicate job opportunities to alumni networks, placement offices and internship coordinators at Historically Black Colleges via emails and job board postings
- i. As an active member of the Mayor's Workforce Development Committee, the Human Resources department will partner with local businesses to explore workforce needs and develop additional entry level opportunities as part of the Mayor's T3 initiative
- j. Periodically evaluate hiring standards to seek opportunities to be more inclusive and review employee population data quarterly

### **Step 6: Internal Dissemination**

The City of Tampa Human Resources Department will continue to post a copy of the current EEOP on its internal (iNet) website for employee awareness and access.

### **Step 7: External Dissemination**

A current copy of the EEOP will continue to be posted on the City of Tampa's website, with various locations including the Employee's Guide section for employment applicants and citizen information.

**Utilization Analysis Chart**  
**Relevant Labor Market: Hillsborough County, Florida**

Job Categories	Male										Female																																																																																																																																																																																																																																																																																																																																																																																																												
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other																																																																																																																																																																																																																																																																																																																																																																																																							
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<b>Sworn-Officials</b>																	Workforce #/%	181/61%	28/9%	28/9%	0/0%	0/0%	0/0%	0/0%	0/0%	38/13%	8/3%	13/4%	0/0%	1/0%	0/0%	0/0%	0/0%	CLS #/%	6,210/53%	1,605/14%	1,295/11%	70/1%	85/1%	0/0%	85/1%	85/1%	1,305/11%	225/2%	665/6%	25/0%	40/0%	0/0%	30/0%	15/0%	Utilization #/%	8%	-4%	-2%	-1%	-1%	0%	-1%	-1%	2%	1%	-1%	-0%	-0%	0%	-0%	-0%	<b>Protective Services:</b>																	<b>Sworn-Patrol Officers</b>																	Workforce #/%	358/57%	85/14%	64/10%	2/0%	11/2%	2/0%	3/0%	0/0%	58/9%	29/5%	10/2%	1/0%	1/0%	0/0%	0/0%	0/0%	Civilian Labor Force #/%	13,850/25%	10,355/18%	6,055/11%	40/0%	575/1%	4/0%	349/1%	175/0%	11,405/20%	7,055/13%	5,470/10%	23/0%	450/1%	15/0%	290/1%	295/1%	Utilization #/%	33%	-5%	-0%	0%	1%	0%	-0%	-0%	-11%	-8%	-8%	0%	-1%	-0%	-1%	-1%	<b>Protective Services:</b>																	<b>Sworn</b>																																																																																																																																																																																																																																													
Workforce #/%	181/61%	28/9%	28/9%	0/0%	0/0%	0/0%	0/0%	0/0%	38/13%	8/3%	13/4%	0/0%	1/0%	0/0%	0/0%	0/0%																																																																																																																																																																																																																																																																																																																																																																																																							
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<b>Protective Services:</b>																	<b>Sworn-Patrol Officers</b>																	Workforce #/%	358/57%	85/14%	64/10%	2/0%	11/2%	2/0%	3/0%	0/0%	58/9%	29/5%	10/2%	1/0%	1/0%	0/0%	0/0%	0/0%	Civilian Labor Force #/%	13,850/25%	10,355/18%	6,055/11%	40/0%	575/1%	4/0%	349/1%	175/0%	11,405/20%	7,055/13%	5,470/10%	23/0%	450/1%	15/0%	290/1%	295/1%	Utilization #/%	33%	-5%	-0%	0%	1%	0%	-0%	-0%	-11%	-8%	-8%	0%	-1%	-0%	-1%	-1%	<b>Protective Services:</b>																	<b>Sworn</b>																																																																																																																																																																																																																																																																																																																	
<b>Sworn-Patrol Officers</b>																	Workforce #/%	358/57%	85/14%	64/10%	2/0%	11/2%	2/0%	3/0%	0/0%	58/9%	29/5%	10/2%	1/0%	1/0%	0/0%	0/0%	0/0%	Civilian Labor Force #/%	13,850/25%	10,355/18%	6,055/11%	40/0%	575/1%	4/0%	349/1%	175/0%	11,405/20%	7,055/13%	5,470/10%	23/0%	450/1%	15/0%	290/1%	295/1%	Utilization #/%	33%	-5%	-0%	0%	1%	0%	-0%	-0%	-11%	-8%	-8%	0%	-1%	-0%	-1%	-1%	<b>Protective Services:</b>																	<b>Sworn</b>																																																																																																																																																																																																																																																																																																																																		
Workforce #/%	358/57%	85/14%	64/10%	2/0%	11/2%	2/0%	3/0%	0/0%	58/9%	29/5%	10/2%	1/0%	1/0%	0/0%	0/0%	0/0%																																																																																																																																																																																																																																																																																																																																																																																																							
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Job Categories	Male										Female									
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other				
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/				
CLs #/%	295/34%	75/9%	25/3%	0/0%	0/0%	0/0%	0/0%	345/39%	45/5%	95/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%				
Utilization #/%																				
<b>Protective Services: Non-sworn</b>																				
Workforce #/%	231/58%	86/22%	45/11%	1/0%	1/0%	2/1%	5/1%	0/0%	21/5%	3/1%	1/0%	2/1%	0/0%	0/0%	0/0%	0/0%				
CLs #/%	49,625/25%	13,730/7%	9,155/5%	45/0%	1,890/1%	80/0%	560/0%	555/0%	75,170/38%	23,000/12%	16,685/9%	190/0%	2,715/1%	105/0%	1,360/1%	495/0%				
Utilization #/%	33%	15%	7%	0%	-1%	0%	1%	-0%	-33%	-11%	-8%	0%	-1%	-0%	-1%	-0%				
<b>Administrative Support</b>																				
Workforce #/%	26/9%	12/4%	10/3%	0/0%	3/1%	0/0%	1/0%	0/0%	102/34%	46/15%	88/30%	4/1%	3/1%	0/0%	3/1%	0/0%				
CLs #/%	29,690/56%	14,745/28%	4,400/8%	85/0%	715/1%	20/0%	470/1%	220/0%	1,640/3%	865/2%	220/0%	0/0%	140/0%	0/0%	10/0%	25/0%				
Utilization #/%	-47%	-24%	-5%	-0%	-0%	-0%	-1%	-0%	31%	14%	29%	1%	1%	0%	1%	-0%				
<b>Skilled Craft</b>																				
Workforce #/%	230/42%	115/21%	173/31%	4/1%	4/1%	1/0%	6/1%	0/0%	7/1%	3/1%	8/1%	0/0%	0/0%	0/0%	0/0%	0/0%				
CLs #/%	39,360/27%	28,675/20%	13,540/9%	140/0%	2,580/2%	80/0%	655/0%	250/0%	28,610/19%	18,660/13%	10,990/7%	60/0%	2,135/1%	65/0%	575/0%	385/0%				
Utilization #/%	15%	1%	22%	1%	-1%	0%	1%	-0%	-18%	-12%	-6%	-0%	-1%	-0%	-0%	-0%				

### Significant Underutilization Chart


Job Categories	Male							Female								
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators					✓				✓							
Professionals					✓				✓				✓			
Technicians					✓				✓				✓			
Protective Services: Sworn-Officials		✓							✓	✓						
Protective Services: Sworn-Patrol Officers									✓	✓	✓					
Protective Services: Non-sworn									✓	✓	✓		✓			
Administrative Support	✓	✓	✓						✓	✓	✓		✓			
Skilled Craft																

**Law Enforcement Category Rank Chart**

Job Categories	Male										Female									
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other				
<b>Police Chief Pilot</b>																				
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%				
<b>Police Flight Officer</b>																				
Workforce #/%	3/60%	2/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%				
<b>Chief of Police</b>																				
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%				
<b>Assistant Chief of Police</b>																				
Workforce #/%	1/50%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%				
<b>Police Major</b>																				
Workforce #/%	3/50%	2/33%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%				
<b>Police Captain</b>																				
Workforce #/%	6/50%	1/8%	2/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%				
<b>Police Lieutenant</b>																				
Workforce #/%	14/70%	0/0%	2/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/15%	1/5%	0/0%	0/0%	0/0%				
<b>Police Sergeant</b>																				
Workforce #/%	44/68%	4/6%	5/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/11%	1/2%	4/6%	0/0%	0/0%				
<b>Police Detective</b>																				
Workforce #/%	61/56%	10/9%	10/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	20/18%	5/5%	3/3%	0/0%	0/0%				
<b>Police Corporal</b>																				
Workforce #/%	47/62%	8/11%	8/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/8%	1/1%	6/8%	0/0%	0/0%				
<b>Protective Services:</b>																				
<b>Sworn-Patrol Officers</b>																				
Workforce #/%	358/57%	85/14%	64/10%	2/2%	1/12%	2/0%	3/0%	0/0%	0/0%	58/9%	29/5%	10/2%	1/0%	1/0%	0/0%	0/0%				

I understand the regulatory obligation under 28 C.F.R. ~ 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

  
[signature] Kelly Austin      Director Human Resources      [title]      8/21/00      [date]

**Collective Bargaining Agreement – City of Tampa Amalgamated Transit Union Local  
1464**

**ARTICLE 2  
NON-DISCRIMINATION**

2.1. The parties specifically agree that all provisions of this Agreement shall be applied in accordance with applicable law to all employees in the bargaining unit without regard to race, color, creed/religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, familial status or marital status, or any other protected class as defined by federal law. The provisions in this agreement shall be equally applicable to all employees covered herein without regard to membership or nonmembership in a labor organization as provided by law; except that the certified employee organization shall not be required to process grievances for employees who are not members of the organization.

2.2. It is agreed that no employee shall be required as a condition of employment or promotion within the bargaining unit to join or refrain from joining the Union. Furthermore, it is agreed that neither Union officers or representatives nor the City shall discriminate, interfere, or coerce any employees into joining or not joining the Union.

2.3. Employee allegations of discrimination may be filed through the grievance procedure (Article 6), the Federal Equal Employment Opportunity Commission, the State's Florida Commission on Human Rights, the City's Human Resources Department, and/or any other procedure provided by law.

2.4. A copy of B1.2, Discriminatory Conduct, Personnel Manual, shall be reprinted in the appendix of this Agreement.

**Collective Bargaining Agreement—City of Tampa and International Association of Firefighters,  
Local 754**

**ARTICLE 6 NO DISCRIMINATION**

6.1. The City and the Union specifically agree that the provisions of this Agreement shall be equally applicable to all employees covered herein without regard to race, color, creed/religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, familial status, marital status, military status, or any other protected class as defined

by federal law. The provisions in this agreement shall be equally applicable to all employees covered herein without regard to membership or nonmembership in a labor organization as provided by law; except that the certified employee organization shall not be required to process grievances for employees who are not members of the organization.

**Collective Bargaining Agreement – City of Tampa and Tampa Police Benevolent Association (Officers through Sergeant unit):**

ARTICLE 7

NO DISCRIMINATION

7.1. The City and the PBA specifically agree that the provisions of this Agreement shall be equally applicable to all employees covered herein without regard to race, color, creed/religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, familial status, marital status, military status, or any other protected class as defined by federal law. The provisions in this agreement shall be equally applicable to all employees covered herein without regard to membership or nonmembership in a labor organization as provided by law; except that PBA shall not be required to process grievances for employees who are not members of the organization.

**Collective Bargaining Agreement – City of Tampa and Tampa Police Benevolent Association (Lieutenants unit):**

ARTICLE 7

NO DISCRIMINATION

7.1. The City and the PBA specifically agree that the provisions of this Agreement shall be equally applicable to all employees covered herein without regard to race, color, creed/religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, familial status, marital status, military status, or any other protected class as defined by federal law. The provisions in this agreement shall be equally applicable to all employees covered herein without regard to membership or nonmembership in a labor organization as provided by law; except that PBA shall not be required to process grievances for employees who are not members of the organization.



**City of Tampa Personnel Manual**  
**B. Directives and Benefits**  
**B1.1 Equal Opportunity**

*Issue Date: 08/18/14*

**B1.1A Policy**

1. It is the policy of the City of Tampa government to provide equal treatment of all persons without regard to race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, familial status or marital status. The City endorses and requires compliance with applicable state and federal laws, including but not limited to the Civil Rights Act of 1991 and the Americans with Disabilities Act (ADA), to ensure equal employment opportunity and equal access to public services.
2. All managers and supervisors are expected and required to insure that this policy is fully implemented and vigorously enforced.
3. All department directors are responsible for verification that managers, supervisors, and employees attend mandatory training regarding discriminatory conduct including specific cultural diversity training and Americans With Disabilities Act training. As is always the case when failure to meet directives occurs, disciplinary action shall be considered when supervisors fail to attend scheduled training or fail to ensure that subordinate employees attend scheduled training.
4. Employment
  - a. It is the policy of the City of Tampa government to provide equal opportunity in employment for all qualified persons; to prohibit discrimination in employment because of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, familial status, marital status, or membership/non-membership in any labor organization; and to promote the full realization of equal employment opportunity through positive and continuing programs.

b. This policy of equal employment opportunity applies to every aspect of the City of Tampa employment policies and practices. It includes providing reasonable accommodations to the known physical and mental limitations of qualified disabled applicants and employees in order for them to perform the essential functions of the job in question. Any and all such reasonable accommodations will be provided on an individual basis in the most cost effective manner available unless the provision of such accommodations would create an undue hardship.

c. It is also the intent of the City of Tampa to comply in all respects with equal opportunity laws and provisions and to establish affirmative action plans to accomplish the City's goals of hiring and promoting when there is minority or female underutilization.

d. Inappropriate behavior or harassment on the job because of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, familial status or marital status, is prohibited by state and federal laws and/or by this directive of the City of Tampa. This includes actions ranging from blatant physical or verbal aggression to subtle coercion through touching or in any manner seeking sexual favors. Sexual advances and other offensive verbal or physical conduct which is discriminatory will not be condoned when such interferes with the individual's work performance, is either explicitly or inexplicably made a term or condition of employment or other job related decisions.

e. The City of Tampa ADA Grievance Procedure is available to employees with discrimination complaints. The City of Tampa's Office of Human Rights investigates employee complaints regarding race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, familial status, or marital status. The Human Resources Department conducts management investigations regarding allegations of violations (see B1.1, B1.2, B23.1, B23.2) and is responsible for the City's response to complaints filed with local, state or federal agencies.

## 5. Services

a. Employees have the responsibility to provide services to the public without regard to the person's race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, familial status or marital status.

b. Assistance for providing reasonable accommodations for the delivery of services in accordance with the Americans With Disabilities Act is provided by the Human Resources Department. Complaints regarding violations of the Americans With Disabilities Act are processed through the City of Tampa ADA Grievance procedure. All complaints will be thoroughly investigated by the Human Resources Department.

*Issue Date: 08/18/14*

**City of Tampa Personnel Manual**  
**B. Directives and Benefits**  
**B1.2 Discriminatory Conduct**

*Issue Date: 08/18/14*

**B1.2 Policy**

1. The City of Tampa is committed to the equal treatment of all persons, without regard to race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, familial status or marital status. As part of that commitment, the City has forbidden its employees the use of slurs, derogatory comments, or any other physical or verbal conduct directed at or based upon another person's race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, familial status or marital status.
2. Such incidents threaten the safety, security and well being of not only those against whom they are directed, but all who live and work here as well. They give the erroneous impression that the City of Tampa and its officials and employees do not accept the concepts of equal opportunity and treatment under the law. For these reasons, the City considers these incidents to be among the most serious violations of City policy which an employee can commit and deserving of serious disciplinary action up to and including dismissal.
3. This policy will be stringently and uniformly applied. The words and conduct treated in this policy have no place in the City of Tampa and will not be tolerated.
4. Employees shall not engage in offensive verbal or physical conduct directed against an employee, a citizen, or any other person or member of the public based upon race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, familial status or marital status. Employees shall not engage in such conduct at any time during working hours or on any City premises. Employees are also forbidden from such conduct while off

duty, if such conduct adversely affects the employee's ability to perform his or her City duties.

5. All managers and supervisors are expected and required to insure that this policy is fully implemented and vigorously enforced.
6. Any complaints concerning employee violations will be thoroughly investigated by the Human Resources Department for immediate and corrective action as warranted.
7. Violation of this policy shall be grounds for immediate dismissal in the absence of extenuating circumstances, but in no case shall the disciplinary action for a violation be less than a suspension without pay for fifteen working days.
8. Investigations and disciplinary action administered shall continue to be conducted in accordance with any applicable federal, state, or local laws regarding the methods of investigations, complaint reviews, and employee rights of appeal.

*Issue Date: 08/18/14*