

POLICY TITLE: EMPLOYMENT
POLICY NUMBER: 3060

COMMITTEE APPROVAL DATE: 09/05/2018
BOARD APPROVAL DATE: 09/26/2018

WRITTEN/REVISED BY: HUMAN RESOURCES
SUPERSEDES: 06/26/2013

SCOPE:

3060 This policy applies to all Beach Cities Health District (“District”) Employees.

RESPONSIBILITY:

3060.1 It is the responsibility of management to understand, communicate, and enforce this policy uniformly among District employees. It is the responsibility of employees to understand the policies, guidelines, and procedures communicated by their supervisor, and to follow them accordingly.

CONTENTS:

3060.2 Equal Employment Opportunity:

3060.2.1 Equal Employment Opportunity has been, and will continue to be, a fundamental principle at the District where employment is based on personal capabilities and qualifications as well as the ability to efficiently provide high quality service to the public.

3060.2.2 The District provides equal opportunity for all persons in all aspects of employment, including recruitment, selection, promotion, transfer, training, compensation, , benefits, discipline, working conditions, reduction in force, reinstatement, and all other terms and conditions of employment.

3060.2.3 Such equality of opportunity shall be based solely on job related knowledge, skills, and job performance, and shall be without discrimination because of actual or perceived race, color, religious creed, religious dress or grooming, gender, gender identity or expression, pregnancy and its related medical conditions, national origin, ancestry, disability, medical condition, genetic information, marital status, age or sexual orientation, amnesty, or military and veteran status, denial of family care and medical leave, or any other protected status under applicable federal, state and local laws.

3060.3 Employment At Will:

All District employees are employed at will and, as such, are free to resign at any time without reason. The District also retains the right to terminate an employee’s employment at any time with or without reason or notice. Nothing contained in the District’s employee handbook or any other document provided to the employee is intended to be, nor should be, construed as a guarantee that employment or any benefit will be continued for any period of time. The terms and conditions of employment may be changed without cause and without notice, including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties and work location. At-will employment will not be modified by any employee or manager and will not be modified in any publication or document. The only exception to this policy can be made through a written agreement signed by the Chief Executive Officer and the District Board of Directors.

3060.4 Nepotism:

3060.4.1 It is the goal of the District to avoid creating or maintaining circumstance in which the appearance or possibility of favoritism, conflicts or management disruptions exist. For purposes of this policy, “Nepotism” is defined as favoritism granted to family members or friends, regardless of merit. Family members include spouses, registered domestic partners, children, stepchildren, wards, grandchildren, parents, grandparents, siblings, in-laws, uncles, aunts, nieces, nephews and cousins. Friends include roommates, dating relationships or other relationships that have the potential of creating a conflict of interest.

3060.4.2 No job applicant or employee shall be denied employment or benefits of employment solely based upon family status or friendship status. The District seeks the most qualified candidates for all positions; however, family members, friends of employees (specific to this policy), board members, board advisory committees or in any other position of authority may not have direct or indirect supervision over the progress, performance, pay or welfare of the other and together they will not be involved with matters of finance, policy, operations or human resources to the extent permitted by law.

3060.4.3 The District may allow existing personal relationships to be maintained or employ individuals with personal relationships to current employees so long as there is no actual or perceived conflict of interest or have the potential to create an adverse impact on work productivity, safety, security or morale.

3060.4.4 If there is a current supervisor/subordinate relationship that conflicts with the intent of this policy, the District reserves the right to reassign or transfer one of the employees to a comparable position with comparable salary and benefits in order to eliminate any potential conflicts of interest and in the interest of preventing an adverse impact with supervision, safety, security, or morale. If a transfer to a comparable position is unavailable, the District may consider whether a transfer to a lower position is possible depending on the needs of the District and the qualifications of the employee. If a position is not available, the District may terminate the employee.

3060.4.5 In the event that a personal romantic relationship develops between employees while working at the District, it is the responsibility of the employee to notify their Department Head or Human Resources accordingly. If there is an existing personal romantic relationship between a District employee and an individual being considered for employment with the District, it is the employee’s responsibility to notify their Department Head or Human Resources.

3060.4.6 The District reserves the right to exercise appropriate managerial judgment on a case-by-case basis to take actions that are necessary to ensure the integrity of District operations as well as the overall welfare of its employees.

EXCEPTIONS:

3060.5 The Chief Executive Officer is the only person authorized to make exceptions to this policy.