

LDWA PERSONNEL POLICIES & PROCEDURES

SECTION I: EQUAL EMPLOYMENT OPPORTUNITY (EEO)

- 1. GENERAL POLICY.** It is the policy of LDWA to comply with Equal Employment Opportunity standards in all phases of personnel administration: job structuring, recruitment, examination, selection, appointment, placement, training, upward mobility, discipline, etc, without unlawful regard to race, color, religion, sex, age, physical or mental disability, national origin or veteran status.
- 2. LDWA BOARD MEMBER RESPONSIBILITIES.** The LDWA Board will ensure that its members and employees are in compliance with all of the personnel policies and procedures in this manual, including all EEO standards. Additionally, LDWA Board will ensure that each employee and Board member receives a copy of this Personnel Policies and Procedures Manual and that the each signs and dates a Policy Statement and Acknowledgment Form found in the back of their manual, acknowledging they have received, read, and understand the contents herein. LDWA Board will then file the signed and dated Policy Statement and Acknowledgment Form in the employee personnel file.
- 3. EMPLOYEE RESPONSIBILITIES.** All employees are responsible for informing themselves about the policies, practices, and benefits set forth in LDWA Personnel Policy and Procedures Manual by reading them and, if necessary, asking that they be explained to them. Additionally, all employees are required to sign and date a Policy Statement and Acknowledgment Form stating receipt and understanding of this manual.