



CITY OF PROVIDENCE

Angel Taveras, Mayor

City of Providence **Non-Discrimination Policy Regarding Employment**

The City of Providence ("The City") shall not unlawfully discriminate in hiring, training, transfer, promotion, provision of compensation or employment benefits on the basis of Race, Color, Religion, National Origin, Gender, Gender Identity, Age, Veteran Status, Marital Status, Sexual Orientation, Genetic Information or Disability.

- a) The City will not ask a job applicant about the existence, nature, or severity of a disability. Applicants may be asked about their ability to perform specific job functions. In certain pre-approved circumstances, medical examinations or inquiries may be made, but only after a conditional offer of employment is made and only if required of all applicants for the particular position;
- b) Upon request, the City will make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability, unless the accommodation would cause an undue hardship on the operation of the City's business. If an applicant or an employee requests a reasonable accommodation and the individual's disability and need for the accommodation are not readily apparent or otherwise known, the City may ask the individual for information necessary to determine if the individual has a disability-related need for the accommodation;
- c) The City will make an individualized assessment of whether a qualified individual with a disability meets selection criteria for employment. To the extent the City's selection criteria have the effect of disqualifying an individual because of a disability, the criteria will be job-related and consistent with business necessity.

Employee medical records and personnel files are confidential. The City Human Resources Department maintains employee's medical records separate from personnel files.

The Equal Employment Opportunity Officer is designated to address inquiries regarding the City's non-discrimination policies. All inquiries and/or suspected violations of this policy should be directed to:

Olayinka Y. Oredugba, EEO Officer

Human Resources Department

25 Dorrance Street - Rm. 401

Providence, RI 02903

401-421-7740 Ext. 250

401-273-9510 Fax

oooredugba@providenceri.com

HUMAN RESOURCES

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