



Township of Montclair 205 Claremont Avenue Montclair, NJ 07042 tel: 973-509-4926 fax: 973-783-8826

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## MEMORANDUM

**TO: Township Employees and Applicants for Employment**  
**FROM: Timothy F. Stafford, Esq., Township Manager**  
**DATE: January 3, 2022**  
**RE: Equal Employment Opportunity and Affirmative Action**

It is the policy of the Township of Montclair to provide equal access to employment opportunities and to administer all personnel policies, practices, and benefits of employment on a non-discriminatory basis. Equal employment opportunity exists when employment decisions are free of bias or discrimination.

All employees are entitled to a workplace free of words, actions or conduct that are discriminatory with regard to race, color, creed, national origin, nationality, ancestry, age, sex, familial status (including pregnancy), marital status, religion, domestic partnership status, affectional or sexual orientation, gender identity, gender expression, atypical hereditary or cellular blood trait, genetic information, liability for military service and mental or physical disability (including perceived disability and AIDS and HIV status). Employees or supervisors who, through such discriminatory words, actions, or conduct, create a work environment hostile to fellow workers are subject to disciplinary action.

Discrimination is also prohibited with regard to terms and conditions of employment, including policies and practices affecting:

- Recruitment, hiring and placement
- Work assignments and working environment
- Promotions, demotions, or transfers
- Disciplinary actions, layoffs, recalls or terminations
- Evaluations
- Compensation or benefits
- Training and educational programs

Department Heads are responsible for developing and implementing strategies necessary to achieve EEO and Affirmative Action objectives. Department managers and supervisors are directed to make all employment decisions based on established Township policy and to ensure EEO compliance in their individual areas of responsibility.

Acts of discrimination among employees are inappropriate and will not be tolerated. Behavior of this nature is a form of misconduct and is subject to disciplinary action up to and including termination. Any employee or applicant who feels that he or she has suffered unlawful discrimination should contact the Director of Human Resources of the Affirmative Action Officer located in the Township Municipal Building located at 205 Claremont Avenue or call 973.509.4939 or 973.509.4935 respectively for assistance.

Reprisal against or interference with an employee's or an applicant's right to file a complaint constitutes a serious violation of the Township's EEO policy. Any employee who willfully engages in such conduct shall be subject to disciplinary action up to and including termination.

*Montclair is an affirmative action/equal opportunity employer.*