


HUMAN RESOURCES POLICY AND PROCEDURE MANUAL

	General Employment Policies	Section 501
	Equal Employment Opportunities (EEO)	Date Originated 09/01/2009
		Date Revised 07/23/2009
		Date Effective 07/23/2009
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Policy

It is the policy of the Muscogee (Creek) Nation (MCN) to provide equal employment opportunities to all employees and applicants for employment and prohibits discrimination of any type without regard to age, color, sex, disability, national origin, race, religion, or veteran status.

Scope of Policy

This policy applies to all terms and conditions of employment including, but not limited to:


1. All MCN branches of government and/or agencies that have not established their own policies.
1. Full-Time, Part-Time, Temporary, Special Employment Programs, and Emergency Hires.
2. Recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Policy Standards

MCN is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment.

1. MCN is a recipient of federal funds and is required to comply with the applicable provisions of laws and policies prohibiting discrimination, including but not limited to:
 - a. Title VII of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, or national origin (including limited English proficiency).
 - b. Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based on disability.
 - c. Title IX of the Education Amendments Act of 1972, which prohibits discrimination based on sex in education programs or activities.
 - d. Age Discrimination Act of 1975, which prohibits discrimination based on age.
 - e. U.S. Department of Homeland Security regulation 6 C.F.R. Part 19, which prohibits discrimination based on religion in social services programs.
2. In addition to federal laws, and in compliance to MCNCA Title 37 §3-203, the MCN shall prefer to employ Indians in all positions where:
 - a. An Indian applicant is equally or more qualified than a non-Indian applicant; or

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- b. An Indian applicant is capable of being trained on the job to perform the required job duties within a 60-day period; or
- c. A position description requires that the employee speak and/or understand the Mvskoke or Yuchi language, to be familiar with the culture or government of the Muscogee (Creek) people, or other qualifications which can be met only by the employment of qualified Indian people.