



HR eNews - your connection to HR solutions!

Did You Know...

Job titles should be gender neutral?

Employer Risks and Exposures

Both Title VII of the Civil Rights Act and the New York State Human Rights regulation prohibit employers from discriminating against applicants and employees based on their gender. Stereotypes about a person's ability to perform certain jobs due to his/her gender is also prohibited (e.g., not hiring a female applicant to work as a construction worker because of a stereotype that women aren't strong enough to perform heavy lifting).

Job titles that imply a preference for one gender could be perceived as discriminatory. An applicant or employee who successfully files a sex discrimination complaint against an employer can be awarded front pay, back pay, restored benefits, attorney's fees, and court costs. In 2004, the Equal Employment Opportunity Commission (EEOC) received 24,249 complaints of sex-based discrimination and recovered \$100.8 million in monetary benefits for employees and applicants.

Avoiding Disaster

Review all job titles as well as the language in classified ads, your employee handbook, and other business communications to ensure only gender-neutral terms are used.

The table below gives examples of job titles *not* to use in column one and the recommended job titles in column two:

NOT RECOMMENDED	RECOMMENDED
Foreman	Working Leader or Team Leader
Policeman	Police Officer
Fireman	Firefighter
Waiter or Waitress	Server
Salesman	Salesperson
Stewardess	Flight Attendant
Male or Female	Applicant or Employee

- [Affirmative Action Programs](#)
- [Background Checking](#)
- [Drug and Alcohol Testing Policies](#)
- [Employee Handbooks](#)
- [Employee and Supervisory Training](#)
- [Hire By Design](#)
- [HR Audits](#)
- [Job Descriptions](#)
- [Labor Relations](#)
- [Managed Separations](#)
- [On-Site Director of HR](#)
- [Performance Appraisal Programs](#)
- [Personnel Forms](#)
- [Public Sector HR Consulting](#)
- [Recruiting and Hiring Programs](#)
- [Safety Programs](#)
- [Unemployment Insurance Claims and](#)

[Hearings](#)

[Wage & Salary](#)

[Workers' Comp](#)

[360°](#)

[Organizational
Assessments](#)

[Newsletters](#)

**Call AMTEK's Human Resource Hot Line at 1.800.457.8829
for more information about workplace discrimination.**

This HR eNews is not intended to render legal advice but is meant for general informational purposes only.

CLICK HERE www.amteKHR.com FOR A DIRECT LINK TO OUR WEB SITE

Copyright © 2005 by AMTEK Management Services Corp., East Syracuse, New York

HR eNews dated 8/22/05