

Circus Circus Hotel & Spa Employment Procedures

Following are procedures and general policies for employment and advancement at the **Circus Circus Hotel** which is a signatory to the consent decree entered into with the U. S. Department of Justice. They are published in compliance with that agreement:

1. APPLICATION

All applications for employment must be made at the central personnel office. Department heads and supervisors are not authorized to take applications. All applicants will be informed they may complete an application form for any position for which they believe they are qualified.

2. REFERRAL PROCEDURES

Certain job classifications or positions are covered under collective bargaining agreements. These agreements impose obligations on the applicant and the hotel. The hiring procedures of each union with such an agreement will be posted for convenient reference. Applicants are advised to familiarize themselves with the procedures governing the job for which they apply.

3. VACANCIES

A list of current permanent vacancies will be posted. Permanent vacancies will be filled by available qualified personnel.

4. UPGRADING

In keeping with the hotels' non-discrimination policy, all employees may be advanced to available vacancies based solely on their qualifications.

5. NON-DISCRIMINATION POLICY

Following is the formal policy on non-discrimination directed to all hotel departments:

"You are reminded that state and federal laws, as well as the established policy of this hotel, prohibit discrimination against any employees or applicants for employment based upon race, color, sex, creed or national origin.

"This non-discrimination policy relates to recruiting, hiring, placement, compensation, training, upgrading, layoff and termination.

"All aspects of employment will be based strictly upon the respective qualifications of the applicant or employee, as the case may be.

"Any employee who believes that he or she has been discriminated against in violation of this policy may refer his complaint to his department head. If the matter is not handled to his satisfaction, he may then refer it to (name of the official as posted at the hotel)."

