

EQUAL EMPLOYMENT OPPORTUNITY

Policy: The County prohibits discrimination against employees or applicants for employment on the basis of race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship status, age, marital status, physical or mental disability, medical condition, sexual orientation, or any other basis protected by law. The County will afford equal employment opportunity to all qualified employees and applicants as to all terms and conditions of employment, including compensation, hiring, training, promotion, transfer, discipline and termination. Any employee, job applicant, or volunteer who believe they have experienced any form of employment discrimination are encouraged to report this immediately, using the complaint procedures provided below.

Delivery of Services: The County will not discriminate in the delivery of services or benefits based on the above identified bases.

Program: The County will promote equal opportunity through a continual and progressive Equal Employment Opportunity Program (EEOP). The objective of the program is to ensure nondiscrimination in all areas of employment (e.g. recruitment, hiring, promotions, and training), and in the delivery of services and benefits.

Procedures: Any employee, job applicant, or volunteer who believes he/she has experienced any form of employment discrimination are encouraged to report this immediately with their supervisor, department head, or with the County Human Resources Director.

If a County employee becomes aware of a complaint alleging discrimination involving a County employee(s), applicant(s), volunteer(s), the employee must immediately notify the Human Resources Department. The Human Resources Department will follow-up with the complainant.

Any allegation of discrimination in violation of this policy will require a complainant to complete a Confidential Discrimination Complaint form and submit this form to the Human Resources Director. The Human Resources Director shall promptly, thoroughly and confidentially investigate the complaint; and review the information gathered through the investigation to determine whether the alleged conduct constitutes discrimination. After conclusion of the investigation, a report will be issued with the results of the investigation and the determination as to whether harassment occurred to the appropriate person. If harassment occurred, the County shall take effective remedial action against the harasser up to and including termination.

Should the complaint be against the Human Resources Director or Human Resources staff the complaint shall be filled with the County Administrative Officer or County Counsel.