



Moving Genesee County Forward

**GENESEE COUNTY
EQUAL EMPLOYMENT OPPORTUNITY PLAN**

I. POLICY STATEMENT

It is the policy of Genesee County and its departments to pursue equal employment opportunity regardless of religion, race, color, national origin, sex, disability, age, marital status, height, weight, arrest record, genetic information and familial status as defined by federal and state law in our relationship with applicants for employment, employees of the county, and the public.

II. DISSEMINATION AND COMMUNICATION

This Equal Employment Opportunity Policy shall be made available to employees, applicants, and organizations outside the department through employee handbooks, policy directives, posting in conspicuous locations, the Internet, and through notification to departments, etc.

Supervisory personnel will be advised of the Policy through meetings and/or trainings, with emphasis on individual responsibilities for implementation of the Policy.

III. RESPONSIBILITIES

A. Implementation

The Human Resources & Labor Relations Director shall implement this Equal Employment Opportunity (EEO) Plan. The Plan shall be consistent with applicable law.

B. Supervisors

Supervisors are responsible for assuring that hiring decisions are based on job-related factors.

Employees shall be treated in a non-discriminatory manner, consistent with applicable law, rules, regulations and policies.

IV. ADMINISTRATION OF EQUAL EMPLOYMENT OPPORTUNITY ACTIVITIES

The Human Resources & Labor Relations Department is responsible to undertake activities necessary to implement equal employment opportunity activities consistent with the plan. Overall Equal Employment Opportunity responsibilities shall be coordinated with the Department's Human Resources & Labor Relations Director.

Activities in this area may include:

- (1) Implementing the EEO Plan through internal and external communication techniques.
- (2) Identifying steps that will be taken to assure equal employment opportunity in developing pools of potential qualified employees including identifying areas where equal employment opportunity improvement is necessary and recommending actions for solving them.
- (3) Reviewing and analyzing personnel selection processes, to ensure that they afford equal employment opportunity. Appropriate steps to remedy any identified barriers will be taken in accordance with applicable law, rules, and regulations and as approved by the Human Resources & Labor Relations Director.
- (4) Analyzing employment practices, including reassignments and promotions, and programs offered to employees, including training and other professional development activities to ensure that such activities occur in a non-discriminatory manner.
- (5) Reporting data related to the composition of the workforce by race, gender, and disability status.
- (6) Coordinating Section 504/ADA/reasonable accommodation activities.
- (7) Investigating allegations of illegal discrimination and sexual harassment complaints.

V. EMPLOYMENT PRACTICES

A. RECRUITMENT

Qualified applicants who reflect the composition of all such persons in the relevant labor market will be sought. All personnel involved in the recruiting, screening, and

selection processes will be properly trained to ensure the elimination and absence of bias in all personnel actions.

Recruitment of applicants to assure equal opportunity may include the following employment resources:

- (1) Posting of vacancy(s), internally and externally (website)
- (2) Contacting colleges and schools
- (3) Referral Agencies

B. HIRING

The department will make hiring decisions based upon an evaluation of a person's qualifications and ability to satisfactorily perform the essential duties of the position, with or without accommodation, consistent with applicable law, rules, regulations, and if applicable, in accordance with any contractual requirements.

C. PROMOTIONS AND CAREER ADVANCEMENT

In accordance with the principles of equal employment opportunity, the departments will 1) promote employees based on experience, training, and ability to perform duties of a higher level, and 2) encourage employees to participate in available career advancement activities e.g., training programs (internal and external) and tuition reimbursement (if available).

VI. REPORTING OF EEO EFFORT

A. EMPLOYEE RELATIONS AND DEVELOPMENT

The Human Resources & Labor Relations department is responsible for providing other information necessary for the administration of EEO within the departments and will continue to review on an ongoing basis:

- (1) Participation by employees in training and other professional development activities to assure that participation occurs in a non-discriminatory manner, and
- (2) Performance evaluations and disciplinary actions, to assure that such actions are taken in a non-discriminatory manner.