



Wayne County Policy

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|------------------------------|------------------------------|----------------------|-----------|
| Title: | Equal Employment Opportunity | | |
| Wayne County Policy # | | Date Issued: | |
| Category: | | Date Revised: | 4/30/2013 |
| Approved By: | Tish King | | Pages: 4 |

I. PURPOSE

It is the policy of the County of Wayne to provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, ancestry, citizenship, age, pregnancy, physical or mental disability, sexual orientation, arrest record, veteran or military status, unfavorable discharge from military service, or any other legally protected status under state, local or federal law. This policy applies to all terms and conditions of employment, including but not limited to hiring, job assignments, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

II. POLICY PROVISIONS

1. County employees will strive to create and support a work environment representative of the citizens we serve and reflective of the demographics of Wayne County.
 2. The County shall include an Equal Employment Opportunity statement in all recruitment materials. When appropriate, as part of the County's overall recruitment plan, may utilize the following procedures:
 - A. The County may list job openings with appropriate employment services, development departments, and state and local occupational skill centers which emphasize recruitment of minorities, females, and disabled applicants.
 - B. When positions are placed with outside recruiting sources, the County may request these sources to actively refer qualified women, minority, and other applicants from a legally protected class.
 3. Management endeavors to be equitable and impartial in its relations with employees and applicants without regard to race, color, religion, sex, national origin, ancestry, citizenship, age, pregnancy, physical or mental disability, sexual orientation, arrest record, veteran or military status, unfavorable discharge from military service, or any other legally protected status under state, local or federal law.
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- A. The County policy requires that all P/Human Resources actions involving recruiting, compensation, benefits, transfers, termination, re-employment, rehire, County sponsored training, tuition reimbursement, grievance processing, disciplinary measures be administered in a non-discriminatory fashion.
- B. The County may participate in programs developed by civic organizations, minority groups, women's organizations, community agencies, community leaders, and community schools and colleges.
4. The P/Human Resources Department is responsible for monitoring any P/Human Resources Equal Employment Opportunity programs/initiatives. These responsibilities include, although are not necessarily limited to:
 - A. Involvement with the community, local, state, and national minority and women's organization;
 - B. Periodic discussions with management, supervisors, and employees to ensure program implementation; and
 - C. Periodic audit of P/Human Resources practices with respect to training programs, hiring, promotion, legally required poster display, etc. to ensure all employees are treated on an equal basis.
5. The County may conduct active recruitment programs in an attempt to encourage minorities and women to apply for available positions, as well as to encourage existing minority and female employees to participate in County programs (training, social, etc.).
6. The County will ensure that the P/Human Resources staff involved in recruitment, screening, selection, promotion, transfer, termination, and related human resources actions are properly trained to preclude bias.

III. ENFORCEMENT

The Department of P/Human Resources is responsible for development, revision, communication, and enforcement of this policy. The Department of P/Human Resources will



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assist in the interpretation and monitoring of adherence to this policy. The Company prohibits employees from violating this right of their co-workers or citizens. Any employee in violation of this policy may be subject to disciplinary action up to and including termination.

IV. DISCLAIMER

If in direct conflict with other internal or departmental policy, this policy will be considered to be the overriding policy unless otherwise directed by the Director of Personnel/Human Resources or his/her designee.

In the event that any provision of these policies is in conflict with the terms and conditions of existing collective bargaining agreements (CBA), the terms and conditions of the agreements shall take precedence. On those topics where the CBA is silent, the provisions of these policies shall apply.

V. RELATED DOCUMENTS

- a. Civil Service Rules and Regulations
 - b. Collective Bargaining Agreements
 - c. Wayne County Charter
 - d. Recruitment/Hiring Policy
 - e. Transfer/Promotion Policy
 - f. Non-Discrimination Policy
 - g. Sexual Harassment Policy
 - h. Non-discrimination Policy
 - i. EEO Policy
 - j. Workplace Violence Policy
 - k. Ordinance – Ethics No. 2012-209
 - l. Ordinance – Fraud No. 2012-364
 - m. Wayne County Employee Handbook
 - n. Wayne County Work Rules
 - o. Anti-Discrimination Laws
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VI. REVISION HISTORY

| ACTION | DATE | BY WHOM | REASON |
|---------|------------|--------------------------|---------|
| Created | | | |
| Revised | 04/30/2013 | Tish King, Director P/HR | Revised |
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