



# TRINITY COUNTY PERSONNEL POLICY

<b>SUBJECT:</b>	Equal Employment Opportunity Policy
<b>POLICY NO.:</b>	2021-01
<b>INITIAL DATE PREPARED:</b>	June 2, 2021
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<b>RESOLUTION NO.:</b>	N/A

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**PURPOSE:**

Trinity County is an Equal Opportunity Employer and is committed to an active Equal Employment Opportunity Program (EEOP). It is the policy of the County of Trinity that all applicants and employees shall receive equal consideration and treatment in employment without regard to race, color, ancestry, national origin, politics, religious creed, age (over 40 years), sex, gender identity, gender expression, marital status, medical condition, physical handicap or physical disability, mental disability, pregnancy, childbirth, military service, or any other characteristic protected by state or federal law.

All recruitment, hiring, placements, transfers, and promotions will be on the basis of individual skills, knowledge and abilities, and the feasibility of any necessary job accommodation, regardless of the above identified characteristics. All other personnel actions such as compensation, benefits, layoffs, terminations, training, etc., are also administered without discrimination. Equal Employment Opportunity (EEO) will be promoted through a continual and progressive EEOP. The objective of an EEOP is to ensure non-discrimination in employment.

Trinity County will also conform with the Americans with Disabilities Act of 1990 (ADA, 42 USC Sections 12101 et. Seq., and US Department of Justice implementing Regulations, 28 CFR, Part 35).

The County Administrative Officer, or designee, has been designated as the EEO Coordinator (Coordinator). The Coordinator is responsible for overseeing the implementation of this policy and for coordinating the investigation of complaints regarding policy violations. Inquiries concerning the application of Federal and State laws and regulations should be referred to the Coordinator. The Coordinator is also responsible for administering program progress and initiating corrective action where appropriate. All personnel actions are monitored and analyzed to ensure the adherence of this policy. This policy will be incorporated into the County Personnel Rules and a copy will be available on the County's website. It is the duty of all employees to abide by the policy and to promote a workplace free from illegal discrimination or harassment. It is expected that managers and supervisors be particularly aware of the policy and spirit of equal employment opportunity.

No one will be subject to, and the County prohibits, any form of discipline or retaliation for reporting perceived violations of this policy, pursuing any such claim, or cooperating in any way in the investigation of such claims.

County recruitment, advertising, bulletins and related materials, and employment contracts will state that the County of Trinity is an equal opportunity employer.

In addition to the foregoing, the County of Trinity maintains a commitment to respect and follow all of its responsibilities in regard to matters of employment.

The County of Trinity will update and reaffirm this Equal Employment Opportunity Policy annually.

## **DISSEMINATION OF POLICY**

To ensure that all employees, applicants for employment, and the public are aware of the County of Trinity's official policy on Equal Employment Opportunity (EEO) and its commitment to nondiscrimination and all applicable Federal and State civil rights laws, the following has been developed:

### **A. INTERNAL DISSEMINATION**

1. The Federal and State Notices of Equal Employment Opportunity are to be posted in Departments at locations accessible to employees.
2. The policy shall be included in the online employee handbook listing of policies and in employee publications.
3. A discussion of equal employment opportunity and non-discrimination policies shall be included in the orientation of all new employees. New employees will be given a copy of the EEO Policy and sign an acknowledgment of receipt of this policy.

### **B. EXTERNAL DISSEMINATION**

1. All recruiting sources will continue to be informed of the County of Trinity's equal employment opportunity policy.
2. The phrase "AN EQUAL OPPORTUNITY EMPLOYER" will be used in all recruitment publications.
3. Additionally, the County of Trinity will notify each labor union or representative of workers with which we have a collective bargaining agreement or other contract or memorandum of understanding of our EEO commitment.

## **RESPONSIBILITY FOR THE EQUAL EMPLOYMENT OPPORTUNITY PLAN**

1. The Board of Supervisors provides the policy direction and sets the tone which ultimately determines the success of the program.
2. The Coordinator assists and advises the Department of Human Resources and the Board of Supervisors. The Coordinator also ensures the continuing day-to-day implementation and administration of the County Equal Employment Opportunity Program (EEOP).

3. Department Heads are responsible for hiring decisions, promotions, disciplinary actions and ensuring that County and departmental personnel policies and procedures are enforced. They are responsible for carrying out these assignments in a nondiscriminatory manner. Department Heads are responsible for creating a positive environment in which Equal Employment Opportunity can succeed.
4. Managers/Supervisors are required to carry out their duties in directing, training, monitoring, evaluating and disciplining subordinates without regard to non-job-related factors. They are responsible for the consistent application of discipline rules and other personnel actions and procedures.

### **DATA COLLECTION/ANALYSIS**

An information system will be maintained to provide the data and information necessary for analysis and for the evaluation of progress in equal employment opportunity. The data will include, but not be limited to the following: current workforce composition by race, sex, age, department, salary, classification, and function.

### **MONITORING AND EVALUATION**

The Coordinator is responsible for data collection and analysis, the monitoring and evaluating of all employment processes, including the recruitment and selection process, for compliance with EEO principles and the County-Wide EEOP.

### **MERIT SYSTEM STANDARDS**

All employment shall be affected in accordance with true merit system standards. It is not, and it shall not be, a policy of the County of Trinity to hire or promote on the basis of any quota system. No person shall be hired for, or promoted to, any position except on the basis of bona fide occupational qualifications.

**ACKNOWLEDGMENT OF RECEIPT OF TRINITY COUNTY'S EQUAL EMPLOYMENT OPPORTUNITY POLICY**

I acknowledge I have received a copy of the County of Trinity's Equal Employment Opportunity Policy/Program (the "Policy"). I have read the Policy and understand it. I understand any employee who engages in conduct prohibited by the Policy may be subject to disciplinary action, up to and including termination.

I understand it is my obligation to refrain from engaging in conduct in violation of the Policy and also to report conduct that I believe violates the policy to enable the County to take action as appropriate.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date