



TRINITY COUNTY HUMAN RESOURCES POLICY

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| SUBJECT: | Equal Employment Opportunity Policy |
| POLICY NO.: | 19-02 |
| INITIAL DATE PREPARED: | May 7, 1986 |
| LAST DATE REVISED: | November 1, 2016, November 6, 2018, October 16, 2019 |
| RESOLUTION NO.: | N/A |

REAFFIRMATION OF TRINITY COUNTY'S EQUAL EMPLOYMENT OPPORTUNITY POLICY

PURPOSE:

Trinity County is an Equal Opportunity Employer and is committed to an active Equal Employment Opportunity Program (EEOP). It is the policy of Trinity County that all applicants and employees shall receive equal consideration and treatment in employment without regard to race, color, ancestry, origin, politics, religion, age (over 40 years), sex, marital status, medical condition, physical handicap or physical disability, mental disability, 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 bases. 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 and wherever possible, to actively recruit and include for consideration for employment minorities, women, and the physically disabled.

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 his/her designee, has been designated as the EEO Coordinator. He/she 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 him/her. The Coordinator is 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 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.

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

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

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