

Title: Equal Employment Opportunity
Policy Number: 102
Effective Date: July 1, 2009
Revision Date:
Authorized by: Board of Supervisors

Policy:

As otherwise provided by law, Pottawattamie County will provide equal opportunity in employment to all employees and applicants for employment. No person will be discriminated against in employment because of race, religion, color, sex, age, national origin, disability, military status, political affiliation, sexual orientation, gender identity, or any other legally protected status. Applicants or employees capable of performing the essential functions of the job may not be discriminated against because of a physical or mental disability. The County seeks always to service the citizens of Pottawattamie County in the most equitable manner possible, and it will be vigilant in its attempts to ensure fair employment practices.

Comments:

- (1) This policy applies to all terms, conditions, and privileges of employment and all policies of Pottawattamie County.
- (2) The Human Resources Director who reports directly to the Board of Supervisors on matters relating to this policy is responsible for formulating, implementing, coordinating, and monitoring all efforts in the area of equal employment opportunity.
- (3) Any communication from an applicant for employment, an employee, a government agency, or an attorney concerning any equal employment opportunity matter should be referred to the Human Resources Director.
- (4) While overall authority for implementing this policy is assigned to the Human Resources Director, an effective equal employment opportunity program cannot be achieved without the support of Department Heads, supervisory personnel and employees at all levels. Any employee who believes that they have suffered from discrimination should report this concern to their Department Head, supervisor or to the Human Resources Director.
- (5) Complaints of discrimination will be handled and investigated in accordance with County policy, unless special procedures are considered appropriate. All complaints of discrimination will be investigated promptly and in as impartial and confidential a manner as possible and a timely resolution of each complaint should be reached and communicated to the parties involved. The County prohibits any form of retaliation against employees for bringing bona fide complaints or providing information about discrimination.