



ADMINISTRATIVE POLICIES

| | | | |
|-----------------|------------------------------|---------------------|-----------------------|
| SECTION: | Human Resources | POLICY #: | 301 |
| TITLE: | Equal Employment Opportunity | PROCEDURE #: | N/A |
| | | ORDER #: | 19-147 |
| DEPT: | Human Resources | PROGRAM: | N/A |
| ADOPTED: | 03/81 | REVIEWED: | REVISED: 12/19 |

PURPOSE: The purpose of this policy is to establish Marion County's commitment to Equal Employment Opportunity in promoting diversity within the county workforce.

AUTHORITY: The Marion County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the county under ORS 203.010, 203.035 and 203.111, and 203.230.

The Marion County Board of Commissioners expresses the governing body's official, organizational position on fundamental issues or specific repetitive situations through formally adopted, written policy statements. Policy statements serve to provide rules for public officials on the conduct of county business.

Marion County Administrative Policies and Procedures outline the forms and methods through which the Board of Commissioners takes formal action on administrative policy. It is the official record of county administrative policy.

APPLICABILITY: All county departments and employees.

GENERAL POLICY: Marion County is an equal opportunity employer, prohibiting discrimination and harassment of any type and affording equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, age, national origin, disability status, protected veteran status, or any other characteristic protected by law. Marion County conforms to the spirit as well as the letter of applicable laws and regulations.

POLICY GUIDELINES:

1. RESPONSIBILITIES

- 1.1. Marion County's employment practices shall be in compliance with applicable state and federal laws to:

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY

- 1.1.1. Promote good faith efforts to achieve established affirmative action objectives; and
- 1.1.2. Take proactive steps to develop diverse applicant pools for position vacancies.
- 1.2. Marion County's Affirmative Action Program is a proactive plan intended to provide enhanced consideration for qualified applicants in under-represented categories when filling employment vacancies. Positive steps will be taken to ensure the fulfillment of objectives pursuant to this policy.
- 1.3. Employment related decisions include, but are not limited to the following:
 - 1.3.1. Hiring
 - 1.3.2. Promotion
 - 1.3.3. Demotion
 - 1.3.4. Transfer
 - 1.3.5. Termination
 - 1.3.6. Layoff
 - 1.3.7. Training
 - 1.3.8. Compensation
 - 1.3.9. Benefits
 - 1.3.10. Performance evaluations
- 1.4. The Human Resources Department provides the necessary administrative support for the Affirmative Action Plan.
- 1.5. The Chief Human Resources Officer shall serve as Affirmative Action Officer and is designated the responsibility and authority for overall coordination and implementation of the plan.
- 1.6. Department heads and supervisors are responsible for supporting and implementing the Affirmative Action Plan as it applies to their departments.
- 1.7. The Human Resources Department shall analyze the county workforce annually to determine compliance with the Affirmative Action Plan referenced in Section 1.6. This, along with a determination of the current available workforce in the recruitment area, will define employment goals.
 - 1.7.1. Employment goals shall align with the Marion County Affirmative Action Plan. Such goals shall be reviewed at least annually to assure that they are significant, measurable, and attainable.
- 1.8. Marion County conducts mandatory annual harassment prevention training for all employees, and maintains and enforces Administrative Policy 602, Non-discrimination.
 - 1.8.1. See the Marion County Administrative Policies and Procedures page <https://apps.co.marion.or.us/APAP/> for information on Policy 602, Non-discrimination, and its related procedures.

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY

- 1.9. Employees or applicants for employment who experience behavior in violation of this policy are encouraged to contact their supervisor, a member of management, or the Human Resources Department.
- 1.10. Violations of this policy will not be tolerated. Every concern in this area that is brought to the attention of management or Human Resources will be promptly, thoroughly, and fairly investigated, and when appropriate, disciplinary action will proceed, up to and including termination of employment.

2. EXCEPTIONS

There are no exceptions to this policy.

3. IMPLEMENTATION

- 3.1. The Chief Human Resources Officer is responsible for implementation and administration of the Affirmative Action Plan.
- 3.2. Elected officials, department heads, managers, and supervisors are expected to be knowledgeable of and shall be responsible for implementing this policy in their respective departments.

4. PERIODIC REVIEW

This policy shall be reviewed by the Human Resources Department at least every three years, or more often if needed, and updated as necessary.

Adopted: 03/81
Reviewed:
Revised: 05/93
01/96
12/19