

The County of Butler

#### **604 EQUAL EMPLOYMENT OPPORTUNITY (NON-DISCRIMINATION)**

The County is an Equal Employment Opportunity employer. As such, it does not condone discrimination in any form and strives to ensure that decisions regarding employment at the County are based solely on an individual's qualifications and suitability without regard to race, color, religion, sex, age, national origin, veteran status or non-job related physical disability.

The County declares that it is committed to Equal Opportunity in its policy of nondiscrimination in the provision of all services provided to members of the public by the agencies and facilities of the County.

By providing a copy of this Manual to all employees, the County has provided materials and information necessary to assure compliance with the provisions of the law by all employees. All employees shall then be obligated to make himself or herself familiar with said provisions.

No employee shall violate any provision of the Equal Opportunity Employment statutes.

This Equal Opportunity Employment Policy extends to all terms, conditions and privileges of employment as well as the use of all County facilities and participation in all County-sponsored activities, including the following:

1. Recruitment, advertising, and job application procedures;
2. Hiring, upgrading, demotion, transfer, layoff, and rehiring;
3. Rates of pay or any other form of compensation and changes in compensation;
4. Job assignments, job classifications, organizational structures, job descriptions, and seniority lists;
5. Leaves of absence, sick leave, or any other leave;
6. Fringe benefits available by virtue of employment, whether or not administered by the County;
7. Selection and financial support for training; including, professional meetings, conferences and other related activities, and selections for leaves of absence to pursue training;

8. Activities sponsored by the County including social and recreational programs; and
9. Any other term, condition or privilege of employment.

Harassment, retaliation, coercion, interference, or intimidation of any employee due to that employee's race, color, religion, sex, age, national origin, veteran status or any physical disability is strictly forbidden, and any employee who experiences such activity should report it as soon as possible to his or her Department Head who shall in turn notify the Personnel Director.

Violations of this provision shall be subject to disciplinary action up to and including dismissal and be in accordance with the employee's applicable Collective Bargaining Agreement or Memorandum of Understanding, if any. The disciplinary action shall be directly related to the severity of the conduct or cumulative conduct.