

MENDOCINO COUNTY POLICY #10	EQUAL EMPLOYMENT OPPORTUNITY
ADOPTED: September 10, 1985 REVISED: June 9, 1992	ADOPTED BY: Minute Order REVISED BY: Minute Order

The County of Mendocino is an equal opportunity employer and is committed to an active Equal Employment Opportunity/Affirmative Action Program (EEO/AAP). It is the stated policy of the County of Mendocino that all employees and applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, ancestry, national origin, age, sex, marital status, medical condition, disability, or any other consideration made unlawful by federal, state, or local law. All such discrimination is unlawful.

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 basis. All other personnel actions such as compensation, benefits, layoffs, terminations, training, etc., are also administered without discrimination. Equal employment opportunity will be promoted through a continual and progressive EEO/AAP.

The objective of the EEO/AAP is to ensure nondiscrimination in all conditions and privileges of employment and, as well as use of company facilities and participation in all County sponsored activities, to actively recruit and include for consideration for employment minorities, women and individuals with disabilities.

To comply with applicable laws ensuring equal opportunities to qualified individuals with a disability, Mendocino County will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless such an accommodation would cause an undue hardship or that such accommodation would cause unsafe conditions for other employees.

Any applicant or employee who requires special accommodations to perform the essential functions of the job should contact the County Personnel Department and request such accommodations. The individual with a disability should specify what accommodation he/she needs to perform the job. The County will conduct an investigation to identify the barriers that make it difficult for the applicant/employee to have an equal opportunity to perform his/her job. The County will identify possible accommodations, if any, that will eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the County shall make the accommodation.

The Director of Personnel has been designated EEO/AAP Coordinator. Inquiries concerning the application of federal and state laws and regulations should be referred to him/her. If you believe you have been subjected to any form of unlawful discrimination, provide a written complaint to the Director of Personnel as soon as possible. Your complaint should be specific and should include name(s) of individual(s) involved and the name(s) of any witnesses. The County will take immediate action to make an effective, thorough and objective investigation and attempt to resolve the situation. The coordinator is responsible for administering program progress and initiating corrective action when appropriate. All personnel actions are monitored and analyzed to ensure the adherence of this policy. Regular annual reports are submitted to the Board of Supervisors for review and evaluation of progress.

If it is determined that unlawful discrimination has occurred, effective remedial action will be taken, commensurate with the severity of the offense. The action taken by the County to remedy the situation will

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be made known to you and the County will not retaliate nor permit retaliation against you for filing a complaint.

To achieve the goals of our EEO/AAP, it is necessary that each member of this organization understand the importance of the program and his/her individual responsibility to contribute toward its maximum fulfillment.