

WASHINGTON COUNTY, VIRGINIA



EQUAL EMPLOYMENT OPPORTUNITY

Policy Title: Equal Employment Opportunity

Policy Number: 01-02

Effective Date: August 28, 2018

Policy Covers: All Employees at all Locations

POLICY

Washington County shall provide equal opportunity in employment and advancement and shall administer its employment policies without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability in accordance with the Governor's Executive Order No. 1 on Equal Opportunity (January 11, 2014) and state and federal laws.

PURPOSE

The purpose of this policy is:

- To promote diversity, inclusiveness and equality in all levels of the County's workforce;
- To encourage within the County staff a respect for diversity, accepting and celebrating individual differences, and valuing all employees;
- To prohibit employment discrimination against qualified persons on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability;
- To prohibit all employees from taking retaliatory action against any person making allegations of violations of this policy.
- To direct development of recruitment practices to expand employment outreach to populations with diversity of race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, and disability.
- To establish procedures for making complaints of violation of this policy.
- Does not permit the lowering of bona fide job requirements, performance criteria, or qualifications in order to give preference to any employee or applicant for employment on the basis of the above prohibitions.

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APPLICABILITY

The prohibition against employment discrimination applies to all aspects of the hiring process and employment practices, including:

- Hiring, demotion, promotion, transfer, layoff, and termination;
- Performance evaluation and employee development;
- Corrective actions, including disciplinary actions;
- Compensation, pay practices, benefits; and
- Other terms, conditions, and privileges of employment.

PROGRAM

(a) Equal opportunity in employment shall be afforded by the County to all qualified persons, and no person shall be discriminated against in employment by the County because of race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability.

(b) The County shall disseminate its equal employment opportunity program to job applicants, employees, and those with whom it regularly does business. For example, this requirement may be met by:

- (1) Posting a notice on the County website, in the public lobbies of the County Government Center Administrative Division offices, and in other County offices informing employees, and applicants for employment, of their equal employment opportunity rights, and their right to notify the County Department of Human Resources, the Equal Employment Opportunity Commission, or other appropriate agency, if they believe they have been discriminated against.
- (2) Placing a notice on the employment application form to advise prospective employees that discrimination because of race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability is prohibited and that they may notify the County Department of Human Resources, Equal Employment Opportunity Commission, or other appropriate agency if they believe they have been discriminated against.

(c) The County shall establish, maintain, and carry out a positive continuing program of specific practices designed to assure equal opportunity of employment. The program shall include:

- (1) Preparation of an annual statistical report to examine composition of the County Administrative Division full-time and part-time workforce in regard to race, sex, and position categories to consider if the workforce is generally consistent with the composition of the County labor pool based on U.S. Census data. The annual statistical report also may include a description of activities conducted in the reported time period in support of the County's equal employment opportunity program.
- (2) Review of the annual statistical report by the County Personnel Committee.

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- (3) Presentation of the annual statistical report for public review, which may be accomplished by including the report in the agenda materials for a regular meeting of the Board of Supervisors, posting the report on the County website, or both.

(d) The County shall establish, maintain and carry out a positive continuing program of activities designed to ensure equal opportunity and nondiscrimination in employment. For example, the following activities may be components of such a program:

- (1) Inform its employees of the positive equal employment opportunity policy and program.
- (2) Communicate its equal employment opportunity policy and program and its employment needs to sources of qualified applicants without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability.
- (3) Conduct a continuing program to exclude every form of prejudice or discrimination based upon race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability from its personnel policies and practices and working conditions.
- (4) Use recruitment sources for each position vacancy sufficient in reasonable, good faith judgment to widely disseminate information concerning the vacancy.
- (5) Provide notification of each full-time vacancy to any organization that distributes information about employment opportunities to job seekers or refers job seekers to employers, upon request by such organization. To be entitled to notice of vacancies, the requesting organization must provide the Employer its name, mailing address, e-mail address (if applicable), telephone number, and contact person, and identify the category or categories of vacancies of which it requests notice. (An organization may request notice of all vacancies.)
- (6) Offer internship(s) designed to assist members of the community in acquiring skills needed for employment.
- (7) Participate in events or programs sponsored by educational and non-profit institutions relating to career opportunities in government.
- (8) Provide training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.
- (9) Participate in activities reasonably calculated by the County to further the goal of disseminating information as to employment opportunities in local government to job candidates who might otherwise be unaware of such opportunities.

COMPLAINT PROCEDURES

Complaints of violations of this policy shall be reported and shall be managed in accordance with Personnel Policy 10-04 "Workplace Harassment and Discrimination". Any employee determined to have taken retaliatory action against any person making allegations of violations of this policy shall be subject to disciplinary proceedings, up to and including termination of employment.