

Resolution 2007-28

Equal Employment Opportunity/Affirmative Action Plan

Lincoln County shall make all decisions regarding recruitment, hiring, promotions, and other terms and conditions of employment without discrimination on the grounds of race, color, creed, religion, gender, national origin, ancestry, marital status, age, physical or mental disabilities or other factors which cannot lawfully be used as the basis for an employment decision

1.1 Statement of Policy

It is the policy of Lincoln County to ensure equal employment opportunity for all employees and appointed representatives. This commitment includes a mandate to promote and afford equal treatment and services to all citizens, employees and county representatives, and to assure equal employment opportunity based on ability and fitness to all persons regardless of race, color, creed, religion, gender, national origin, ancestry, marital status, age, physical or mental disabilities or other factors which cannot lawfully be used as the basis for an employment decision.

1.2 Statement of Intent

It is Lincoln County's intent to establish employment policies that will:

Provide fair and equal opportunity to all employees in all occupation on the basis of demonstrated merit and fitness for the job determined by fair and practical methods of selection

Establish and maintain a uniform plan of evaluation.

Provide compensation based on the relative duties and responsibilities of positions.

Establish and promote high morale by providing good working relationships, uniform personnel policies, and opportunity for advancement without regard to race, color gender, marital status, physical or mental disability, religion, age, national origin or ancestry.

Ensure fair treatment and non-discrimination in hiring, employment, and in appointments to, and service on, boards and commissions.

1.3 Definitions

Equal Employment Opportunity Program – The written, results oriented program specifically set forth in this policy detailing the steps to be taken to ensure equal employment opportunity

Equal Employment Opportunity Officer – That person designated by the Board of County Commissioners, responsible for meeting the obligations and responsibilities of the Equal Employment Opportunity Program.

1.4 Program Responsibility

The equal opportunity officer shall be the focal point for the county's equal opportunity efforts and shall:

Advise and assist in all matters regarding implementation of and compliance with the Equal Employment Opportunity Policy.

Be responsible for the successful execution of the program, utilizing the assistance of appropriate State and community agencies.

Be responsible to examine existing internal policies or procedures which may serve as barriers to implementing the Equal Employment Program.

1.5 Equal Employment Opportunity Practices

The equal opportunity officer shall undertake the following actions to assure equal employment opportunities in Lincoln County:

Periodically review all position qualifications and job descriptions to insure that requirements are relevant to the tasks to be performed. Make recommendations as needed to delete requirements not reasonably related to the tasks to be performed.

Assure that pay and fringe benefits depend upon job responsibility and along with overtime work, are administered on a non-discriminatory basis.

Inform and provide guidance to all personnel who make hiring decisions so that all applications for selections, promotion and termination, are considered without discrimination and all applicants be given equal opportunity regardless of race, color, creed, religion, gender, national origin, ancestry, marital status, age, physical or mental disabilities or other factors which cannot lawfully be used as the basis for an employment decision.

Encourage diversity and ensure equal employment opportunity in hiring. All job opening must be advertised in the county's newspaper of record.

This policy shall be made known to all employees, contractors, and suppliers through distribution of the Equal Opportunity Policy. Applications for employment will include an equal opportunity notice.

1.6 Boards and Commissions

Though employees represent a very important part of county government, there are other areas where non-discrimination is essential. One of these areas is in the appointment of boards, commissions, and ad-hoc committees. Therefore, Lincoln County will strive to achieve a balanced representation of racial, social and ethnic persons on boards, commissions, and ad-hoc committees.

1.7 Employee Development

The following action shall be undertaken to achieve employee job satisfaction and fair treatment:

Assure that there shall be no discrimination with regard to training and educational opportunities, upgrading, promotions, transfer and demotion, layoffs and termination of employees. Any actions which might adversely affect employees will be brought to the attention of the equal opportunity officer.

Actively encourage employees to increase their skills and job potential through training and educational opportunities. Offer guidance and counseling in developing programs tailored to individual aptitudes and desires, taking full advantage of programs offered by the state and federal governments.

1.8 Coordination with State and Federal Laws

Lincoln County recognizes its responsibilities to comply with and assure that equal opportunity and non-discrimination policies of state or federal agencies with which it conducts business are carried out. Specifically, the county shall:

Be responsible for reporting to the appropriate agencies any complaints received from any employee of, or an applicant for employment with any contractor or subcontractor.

Cooperate in special compliance reviews or in investigations as requested.

Carry out minority reporting functions of contractors or subcontractors as required by state or federal laws.

Furnish information as required and maintain an affirmative action file.

Adopted this 26th day of December, 2007, by the Board of County Commissioners of Lincoln County, Kansas.

THE BOARD OF COUNTY COMMISSIONERS OF LINCOLN COUNTY, KANSAS



Al Joe Wallace, Chairman



Terry L. Finch, Vice-Chairman



Steven R. Errebo, Member



Attest:


Dawn M Harlow, County Clerk