

**Category:** 300

**Number:** 314

**Policy:** EQUAL EMPLOYMENT OPPORTUNITY (E.E.O.)

**Purpose:** The purpose of this policy is to define and serve as primary document for Equal Employment Opportunity (E.E.O.)

**Authority:** St. Clair County Board of Commissioners. Administrative policies shall be subject to revision or termination by the Board of Commissioners at its discretion. This policy replaces and supersedes any prior policy on this subject matter.

**Application:** This policy speaks primarily to County Officials, Appointed, Elected and Confidential and Non-Union Employees (CANUE). This policy applies to all employees and job applicants.

**Responsibility:** The Human Resources Director or designee shall be responsible for the administration and enforcement of this policy.

It is the policy of St. Clair County to prohibit unlawful discrimination in its personnel practices. This policy applies to job applicants and existing employees. This commitment includes providing equal opportunity to qualified persons in all personnel practices, without regard to race, color, religion, gender, age, national origin, veteran status, sexual orientation, disability, marital status, height, weight or any other protected status.

If an employee believes, in good faith, that he or she has been subjected to or witnessed any discrimination, the employee is to report this directly to his or her supervisor or department head. If there is any reason not to report this to those individuals, then it must be reported directly to the Director of Human Resources. Any good-faith complaint of discrimination will be investigated thoroughly and promptly. No employee will be retaliated against for a good-faith complaint. If an employee is found to have violated this policy, prompt and appropriate remedial action will be taken up to and including termination.

The County supports employment of qualified individuals with disabilities. If any employee or job applicant believes that accommodation of a disability is necessary to perform their job, a request for a reasonable accommodation should be made in writing to the Director of Human Resources within 182 days after the employee knows or reasonably should have known of the need for accommodation. Failure to properly notify St. Clair County will preclude any claim that the County failed to accommodate the disabled employee. St. Clair County will provide accommodations as required by law.

For further information, an employee may contact the Human Resources Department by telephone at (810) 989-6910 or by email at [humanresources@stclaircounty.org](mailto:humanresources@stclaircounty.org).

**Review:** The Administrator/Controller has reviewed and approved this policy as to substance and Corporation Counsel has reviewed and approved as to legal content. The Human Resources Director shall periodically review this policy and make recommendations for changes as needed.

**Adopted:** December 10, 2020