

WALLACE COUNTY PERSONNEL POLICIES AND PROCEDURES MANUAL

2.0

EQUAL EMPLOYMENT OPPORTUNITY

Wallace 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, age, or disabilities.

2.1 Statement of Purpose

It is the purpose of this document to define the employment and benefit policies of Wallace County. All employees are expected to abide by these policies. Failure to do so may result in disciplinary action, up to and including termination, by the employee's immediate supervisor or the personnel officer. The policies in this document supersede and replace all previous Wallace County policies, whether written or oral.

2.2 Statement of Policy

It is the policy of Wallace County to offer equal employment opportunity for all employees and appointed representatives. Wallace County extends equal treatment and services to all citizens, employees and representatives, and assures equal employment opportunity based on ability and fitness to all persons regardless of race, religion, color, creed, national origin, gender, marital status, age, disability or other factor that cannot lawfully be used as the basis for an employment decision.

2.3 Program Responsibility

The County Clerk shall serve as the Equal Opportunity Compliance Officer to carry out the Equal Employment Opportunity Policy and Program. 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.

Should the County Clerk be unable to serve in this capacity, the Board of County Commissioners shall appoint another individual to perform these duties.