

I. SCOPE

This policy applies to all employees under the appointing authority of the Board of Lucas County Commissioners, as well as applicants for employment in positions to be filled under the appointing authority of the Board of Lucas County Commissioners.

II. PURPOSE

This Equal Employment Opportunity Policy communicates the commitment of the Board of Lucas County Commissioners to be an Equal Opportunity Employer and to comply with all federal and state equal employment laws and requirements, as well as to take the measures necessary to attract and retain a workforce as diverse as the population we serve.

III. POLICY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions regarding selection/hiring, promotion, job assignment, rate of compensation, layoff, transfer, discipline, demotion, termination, access to benefits (subject to the "Lucas County Employee Health Benefit Plan" plan document and eligibility rules, as amended from time to time) and participation in training will be based upon merit, qualifications and abilities, and will not be influenced by or affected by an employee's or applicant's race, color, religion, sex or gender identity, national origin, age, marital status, disability, pregnancy, military/veteran status, genetic information or sexual orientation. Any discrimination which violates federal or state law, or this policy, is strictly prohibited and employees who engage in such discrimination will be subject to disciplinary action up to and including removal.

IV. PROCEDURE

- A. Covered employees or applicants are encouraged to immediately document their complaints of employment discrimination. A form to do so is available in the County Personnel Department (CPD).
- B. The complainant will give permission to the CPD to share the complainant's name and the details of the complaint and alleged discrimination with others as necessary to investigate the complaint.
- C. The CPD will conduct a thorough investigation of the complaint and provide a written report of the findings and any recommendations to both the complainant and the Board of Lucas County Commissioners within a reasonable period of time given the particulars of each complaint.
- D. Employees or applicants who believe that they are victims of illegal employment discrimination may also file a charge directly with either the Ohio Civil Rights Commission (OCRC) and/or the federal

Equal Employment Opportunity Commission (EEOC).

- E. Retaliatory action of any kind taken by an employee of the Board of Lucas County Commissioners against any other employee as a result of that person's filing of a charge or complaint, cooperating in an investigation or otherwise participating in any protected activity under this policy or federal or state law is expressly prohibited. Retaliatory acts are subject to a separate investigation and may result in disciplinary action, up to and including removal.

- F. Likewise, falsification of testimony and/or evidence submitted in connection with the filing or a charge or complaint and/or investigation of a charge or complaint is expressly prohibited and may result in disciplinary action, up to and including removal.

Bijette Kabat
Signature of County Administrator

5/7/12
Date