



<b>SECTION:</b> Human Resources		<b>POLICY #:</b> 301
<b>TITLE:</b> Equal Employment Opportunity/Affirmative Action Plan		<b>PROCEDURE #:</b>
		<b>ORDER #:</b> 96-11
<b>DEPT:</b> General Services / Human Resources		<b>DIVISION:</b>
<b>ADOPTED:</b> 3/81	<b>REVIEWED:</b>	<b>REVISED:</b> 5/93, 1/96

**MARION COUNTY  
ADMINISTRATIVE POLICIES AND PROCEDURES**

**(This is an abbreviated version of the "Marion County Equal Employment Opportunity/Affirmative Action Plan"; for additional policy statements, procedural detail, definitions, background and scope of this policy, refer to the Employee Orientation Manual, "Policies" chapter.)**

**1.0 Purpose**

This policy establishes Marion County's commitment to Equal Employment Opportunity as well as Affirmative Action in promoting diversity within our workforce. The Marion County Affirmative Action Plan, and Equal Employment Opportunity and Affirmative Action Policies are endorsed by the Board of Commissioners and other Elected Officials which include the Assessor, Clerk, District Attorney, Sheriff, Treasurer and Justices of the Peace.

**2.0 General Policy**

It is the policy of Marion County to recruit, hire, promote, demote, transfer, reward, train, lay off, terminate or take any other personnel actions without discrimination in regard to race, religion, age, gender, color, disability, national origin, marital status, or Vietnam era or disabled veteran status (except in support of the county's Affirmative Action Policy or where gender, age, or specific physical abilities are bona fide occupational qualifications).

Marion County's Affirmative Action Program is a proactive plan intended to provide enhanced consideration for qualified applicants in under-represented categories when filling employment vacancies. Positive steps will be taken to ensure the fulfillment of objectives pursuant to this policy.

**SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION PLAN**

**3.0 Policy Guidelines/Procedures**

- a. Overall responsibility for implementation and administration of the Affirmative Action Plan resides with the Board of Commissioners.
- b. The Human Resources Division will provide the necessary administrative support for the Affirmative Action Plan in such as areas as recruitment, development of selection procedures, job reclassification and restructuring, training programs and the development of reporting procedures to determine the results of personnel actions on women and minorities who are employees or employment applicants of the county.
- c. The Personnel Officer shall also serve as Affirmative Action Officer and is designated the responsibility and authority for overall coordination and implementation of the plan.
- d. Department Heads and supervisors have the responsibility to support and implement all aspects of the Affirmative Action Plan as they apply to their departments.
- e. The county workforce shall be analyzed annually to determine the distribution of employees in each job category. This, along with a determination of the current available workforce in the recruitment area, will determine employment goals.
- f. The Human Resources Division shall establish goals based on the data described in "e" above, for correcting underutilization of minorities and women. Such goals shall be reviewed at least annually to assure that they are significant, measurable and attainable.
- g. Employees or applicants for employment who have complaints involving discrimination or other violations of the county's Non-Discrimination Policy, have available to them procedures and methods as detailed in the county's Non-Discrimination Policy located in the county's Employee Orientation Manual.

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