

If you feel that you have been subjected to any of the above conduct or otherwise made to feel uncomfortable in the workplace because of your gender, you MUST IMMEDIATELY report this conduct to the HUMAN RESOURCES Director, a member of management, or the Administrator. In the event you believe that the Administrator is the alleged harasser, or you are uncomfortable reporting the matter to a member of management, you must immediately contact the County Attorney. Supervisors who observe harassment should intervene and report it to the Human Resources Director.

A written statement will be taken and an investigation conducted. Your complaint will be kept as confidential as possible consistent with its effective investigation.

Disciplinary action. Employees, including supervisors, who are determined to have violated this policy, will be subject to disciplinary action up to and including termination. In addition, employees, including supervisors, who the County determines have retaliated against a person on the basis that the person complained of harassment will be subject to termination unless extenuating circumstances are presented in mitigation of termination.

Immigration

The County is committed to employing individuals who are legally authorized to work in the United States. The County does not illegally discriminate because of a person's citizenship or national origin. The County complies with the following:

- Federal immigration laws, namely the Immigration Reform and Control Act of 1986. As a result, every new employee at the County is required to complete the Employment Eligibility Verification Form 1-9 and show federally-specified documentation regarding identity and employment eligibility. The County then verifies the legal status of all new employees through the E-Verify federal work authorization program administered by the U.S. Department of Homeland Security.
- The South Carolina Illegal Immigration and Reform Act of 2008.

Centralization of Human Resources

It is County policy to centralize the handling of personnel-related matters to the Human Resources Department, including those affecting (1) employees who report through a chain-of-command headed by the County Administrator and (2) employees of those elected officials, boards

and commissions that have opted into the Employee Handbook. For purposes of this provision, "personnel-related matters" are those matters covered in the Employee Handbook. The Human Resources Department employs persons qualified through education, experience, and/or training who are sufficiently familiar with (1) basic current legal requirements on HR-related subjects, (2) the County's corporate philosophy concerning HR-related matters, and (3) recent HR-related decisions within the County's employee base to supply a basis for reasonably comparable treatment among similarly situated employees. In addition, the Human Resources Department also has access to legal advice. Given this expertise and resources, employees and supervisors are to seek Human Resources Department involvement and approval in personnel-related matters.

Fitness for Duty

There is a written job description for each position of employment. To be hired for a position, a person must be able to perform the essential functions of the position without or with reasonable accommodations. As a general rule, to be permitted to be on the job, an employee must be fit for duty which means able to perform the essential functions of the position without or with reasonable accommodations.

It is the duty of each employee and relevant supervisor to have a clear understanding of the general job description of the position, of the essential functions of the position, and of the physical and mental requirements of the position.

For each tour of duty, an employee shall either (1) timely report to work fit for duty or (2) (A) timely notify the supervisor that s/he will be absent due to a fitness for duty issue and then (B) report to Human Resources to discuss the fitness for duty issue.

An employee is under a duty to self-report to the Human Resources Department any work restriction a medical professional imposes that is contrary to the employee's job description, essential functions, or physical and mental requirements of the position. A supervisor shall observe assigned employees and, if the supervisor observes acts or omissions that give the supervisor reason to believe an assigned employee is not fit for duty, the supervisor shall report that information to the Human Resources Department.

If the County finds that an employee is not fit for duty for health reasons, the employee must present to the Human Resources Director a medical professional's written opinion that employee is released back to work before employee may return to work.