

1. Policies and Procedures

Equal Employment Opportunity

It is County policy to recruit, hire, train, and promote employees without discrimination because of race, religion, color, political affiliation, disability, national origin, sexual orientation, gender identity, gender, sex or age except when sex, age, or physical condition is a bona fide occupational qualification, genetic information, veteran status, or on the basis of pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation. This policy applies to all aspects of personnel administration including, but not limited to, recruiting, testing, interviewing, hiring, training, promoting, disciplining, transferring, adjusting salaries, and administering benefit programs. The County adheres to this policy to maintain and build an organization of the highest quality that provides equal employment opportunities to all persons.

Accommodations for Disabled Individuals

The County will provide reasonable accommodations for those employees who have disabilities so long as it does not pose an undue burden or hardship on the County. The County will determine the nature and scope of an accommodation based on the following factors:

- Whether the employee can perform essential job functions with or without a reasonable accommodation;
- The impact of accommodations on co-workers, the department, the County, or taxpayers;
- Cost considerations for implementing the accommodation; and
- Available alternatives.

Although the County retains the sole discretion to determine the nature and scope of any accommodation, the County seeks to engage in an interactive process. Employees must request accommodations whenever necessary and discuss the issue with the Human Resources Director so that the County can ensure that employees can perform their essential job functions in a safe and efficient manner.

Anti-Harassment Including Sexual Harassment

The County has taken special steps to prevent employees from being subjected to inappropriate conduct in the workplace. The County believes that all employees desire a