

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The County provides equal employment opportunities to all Employees and applicants for employment, without regard to race, ethnicity, religion, sex, national origin, age, disability, veteran status, marital status, political affiliation, sexual orientation, or status in any group protected by federal, state or local laws. This Policy applies to all parts of the County, including, but not limited to, the recruitment, hire, and promotion for all job classifications, compensation, benefits, transfers, layoffs, terminations, recalls from layoff, discipline, County-sponsored training and development, and all other privileges, terms, and conditions of employment.

The County will afford to qualified applicants and Employees with known disabilities reasonable accommodations that do not create an undue hardship. Any Employee that is in need of an accommodation should make a written request to the Director of Human Resources.

The County is committed to the uniform application of this Policy without distinguishing Employees, except on the basis of merit, and the existence of occupational qualifications.

The County maintains an Equal Employment Opportunity Plan (Plan). The Plan is an analysis and review of the existing workforce, as well as newly hired employees compared to existing labor market supply of qualified minority applicants. The Plan is intended to seek and prevent any disparity between the available labor force and the existing County workforce.

Parties/Roles:

- A. All employees who make decisions with respect to recruitment, evaluation, selection, promotion, compensation, training and termination of employees are responsible for adhering to the EEO Policy and Plan, and ensuring that all employment practices are free from discriminatory factors.
- B. Elected officials, department heads and other designated employees shall be responsible for employment practices including, but are not limited to the following:
 1. Provide training and development for all employees without regard to age, sex, race, ethnicity, religion, national origin, political affiliation, marital or veteran status, sexual orientation, disability or status in any group protected by federal, state or local law.
 2. Assist in identifying problem areas and establishing goals and objectives. A problem area exists when an area of recruitment, selection, compensation, training, etc. does not meet the standards consistent with equal employment goals.
- C. The Director of Human Resources shall have the overall responsibility for the implementation of the County's Plan, with specific responsibilities assigned to other designated persons. The responsibilities of the Director of Human Resources include, but are not limited to the following:
 1. Coordination of equal employment efforts; and
 2. Research and development of the County's Plan and statistics.

Actions/Procedures:

- A. General Procedures:
 1. Recruitment for candidates will include actively seeking qualified individuals by: maintaining consistency in advertising the availability of employment to all sources of recruitment, both internally and externally.
 2. All personnel activity, including referrals, transfers, promotions, terminations and compensation shall be monitored on a regular basis to ensure that all practices are non-discriminatory.
 3. The County is not limited to efforts identified in the Plan. If appropriate, or as required by specific programs, supplements to the Plan should be developed by individual offices or agencies as required.
- B. Actions for Identifying and Correcting Problem Areas:
 1. Upon identification of a problem area, the Director of Human Resources shall be notified.
 2. The Director of Human Resources and other designated staff will develop a set of goals to correct the problem and set forth a timeframe in which to accomplish those goals.
 3. The goals shall be monitored on a scheduled basis during the course of the timeframe that is set.

4. At the end of the set timeframe, the Director of Human Resources or other designated staff shall determine the effectiveness of the goals. If the area of employment is still considered to be a problem area, new goals and timeframes will be set.

Dissemination of the Plan:

1. The County's Plan shall be disseminated both internally and externally.
2. The County's Policy shall be discussed with each new Employee during his orientation session.
3. The County's Plan shall be readily accessible to the public and to all agencies that conduct business with the County, including the Human Resources page of the County website, www.lebcounty.org, the Human Resources Bulletin Board at the Municipal Building, and posted within each department and visible to all employees and to County agencies.

Open Door Policy:

The County maintains an "open door" policy for anyone who believes they have been discriminated against on the basis of race, ethnicity, sex, national origin, religion, age, marital or veteran status, sexual orientation, political affiliation or disability.

Any Employee who believes he has been the subject of discrimination should immediately discuss the situation with his Supervisor and/or follow Department Head chain-of-command. If the Supervisor or Department Head is not available or the individual is the subject of the complaint, the employee shall contact the Director of Human Resources and/or any affiliated union representative and a resolution will be sought. Employee shall file a written complaint to the Director of Human Resources. Employees who make claims of discrimination shall not be subject to retaliatory conduct.

To report a discrimination complaint:

1. Employee should immediately discuss the situation with his Supervisor and/or follow Department Head chain-of-command. If the Supervisor or Department Head is not available or the individual is the subject of the complaint, the employee shall contact the Director of Human Resources and/or any affiliated union representative and a resolution will be sought.
2. Employee shall file a written complaint with the Director of Human Resources.
3. If employee is not satisfied with the outcome of the complaint, he may file a written complaint with the Pennsylvania Human Relations Commission (PHRC), Harrisburg Regional Office, Executive Offices, 333 Market Street, 8th Floor, Harrisburg, Pennsylvania 17101-2210 at Telephone: (717) 787-4410 (voice); (717) 787 7279 (TTY); or www.phrc.state.pa.us; or the Equal Employment Opportunity Commission (EEOC), Philadelphia District EEOC Office, 801 Market Street, Suite 1300, Philadelphia, Pennsylvania 19107-3127 at Telephone: 1-800-669-4000 or 1-866-408-8075; Fax: (215) 440-2606.