

PENDER COUNTY HEALTH DEPARTMENT

Title: Equal Employment Opportunity Policy

Department: Administration

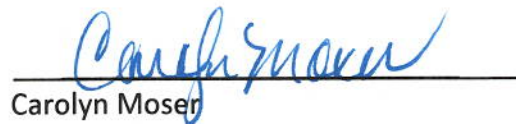
Effective Date: June 1, 2012

Last Revised: May 15, 2016

Approved by:



George Brown
Board of Health Chair



Carolyn Moser
Health & Human Services Director

Purpose

The purpose of this policy is to comply with Federal and State laws including Title VII of the Civil Rights Act of 1964 as amended, Executive Order 11246, the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1988, the Americans with Disabilities Act of 1990, NC General Statutes §126-16 and 126-17.

Policy

The Pender County Health Department provides equal employment opportunities for all persons regardless of race, color, national origin, creed, religion, sex, age, disability or political affiliation, except where religion, sex or age are bona fide job related employment requirements.

Procedure

Supervisors are expected to participate in the implementation of this plan and to comply with health department policy to:

1. prohibit retaliatory action of any kind against any other employee or applicant for employment because the person made a charge, testified, assisted or participated in any manner in a hearing, proceeding or investigation of employment discrimination;
2. assure that all employment practices are administered without regard to race, color, national origin, religion, creed, age, sex, disability or political affiliation. Such practices include, but are not limited to:
 - a. recruitment, including advertising, or soliciting for employment;
 - b. selection, hiring, and placement;
 - c. treatment during employment including compensation, promotion, and reallocation;
 - d. evaluation of work performance;
 - e. administration of all forms of pay and other compensation;
 - f. selection for training, including trainee, interim, and apprenticeship opportunities;
 - g. other career development opportunities; and
 - h. transfer, suspension, demotion, termination and/or reduction in force.

Procedure (cont)

3. assure reasonable accommodations for applicants and/or employees with disabilities when doing so will enable them to successfully perform the essential job functions or benefit from training.